

## **Attending a meeting on Zoom – a tutorial**

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2020-09-25

### **1. Create user account on Zoom**

If you don't already have an account, you have to firstly create it at

<https://zoom.us/signup>.

### **2. Getting the Zoom client**

We utilize the Zoom app interface. For this, one has to download the Zoom client suitable for your operating system at <https://zoom.us/download> and install it.

### **3. Log in at the Zoom client**

Using the same credentials as for the sign up, log into your Zoom client software after starting it up.

### **4. Starting the scheduled meetings with your Zoom client**

After opening the client, a small window will appear with four big buttons "New meeting", "Join", "Schedule" and "Share screen".

Click on "Join" and enter the meeting ID.

Please make sure that below your full name is written.

We will be sharing all meeting IDs with you on the event website (for the presentation as well as for all the different poster presentations). Your video and audio will be automatically switched off upon entering a room, so do not worry about those settings.

You will be prompted for a password. You will receive this password (which is the same for all event rooms) via email before the meeting.