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Instructions for use of the ZOOM platform of Tongji University (Student Manual)

February, 2020





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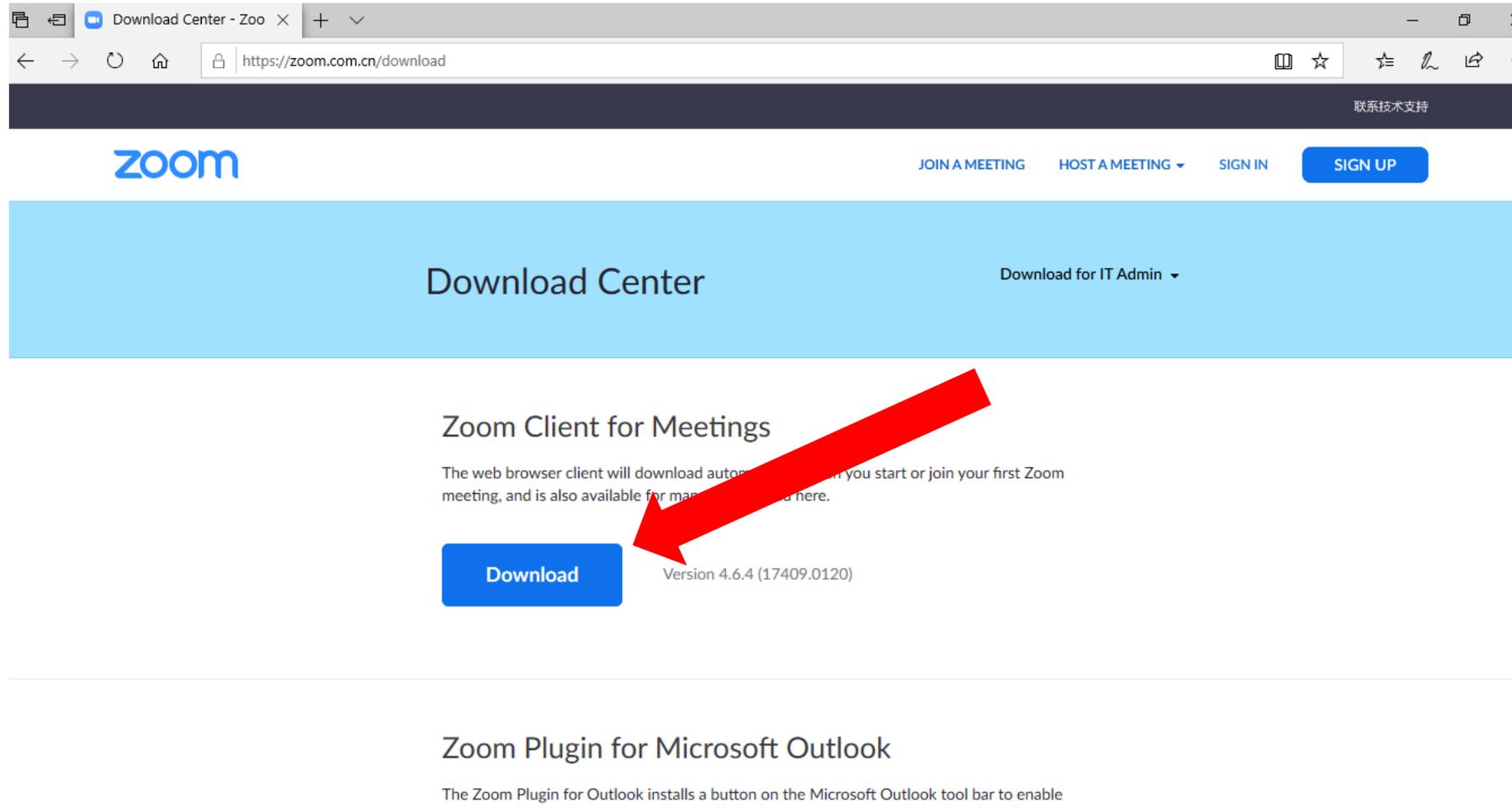


1. ZOOM Software Installation



➤ Download for PC :

https://zoom.com.cn/download , click "**download**" to download and install



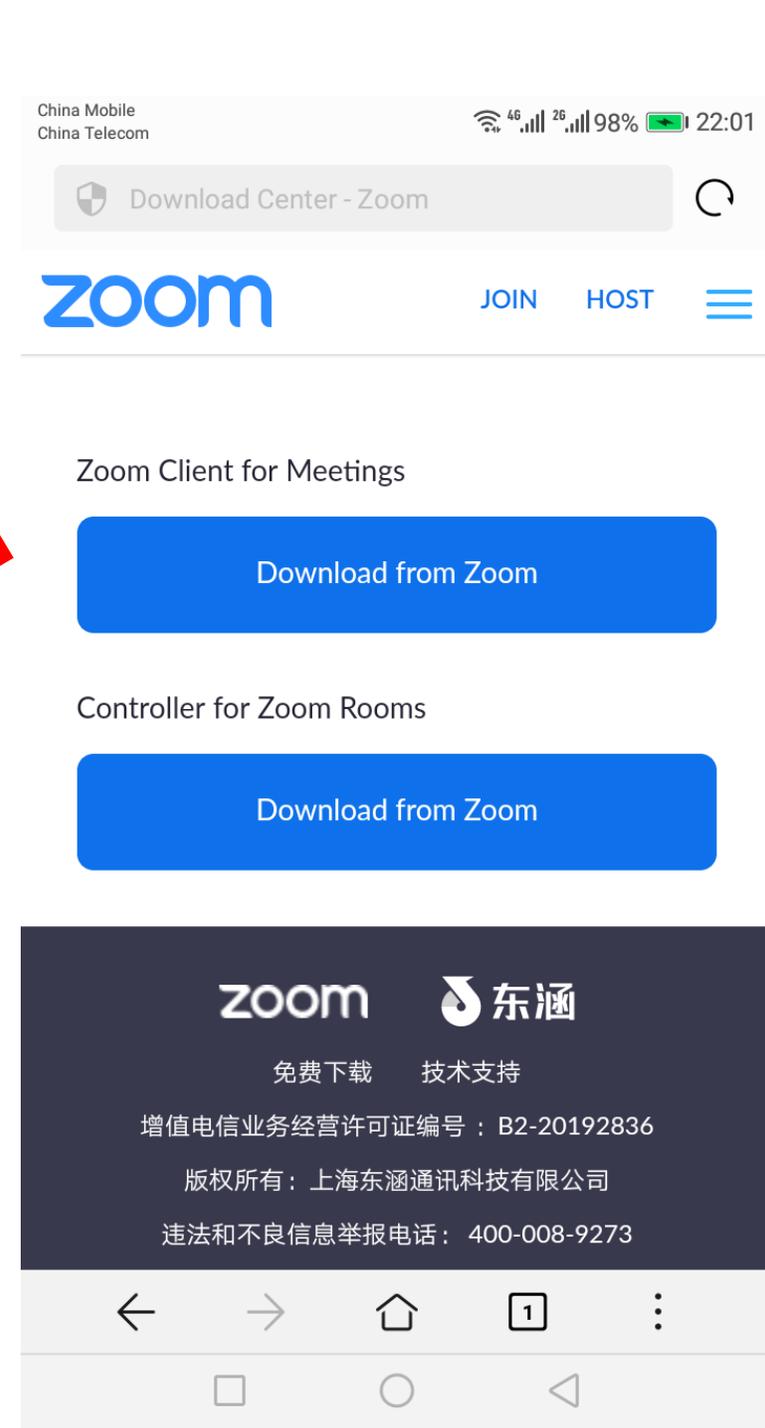
1. ZOOM software installation

➤ Download for Mobile :

a) Android Mobiles:

Open <https://zoom.com.cn/download> in the browser,
Click "download" to start downloading.

NB: please do not download ZOOM software in Android mobile markets. It is recommended to use the above browser



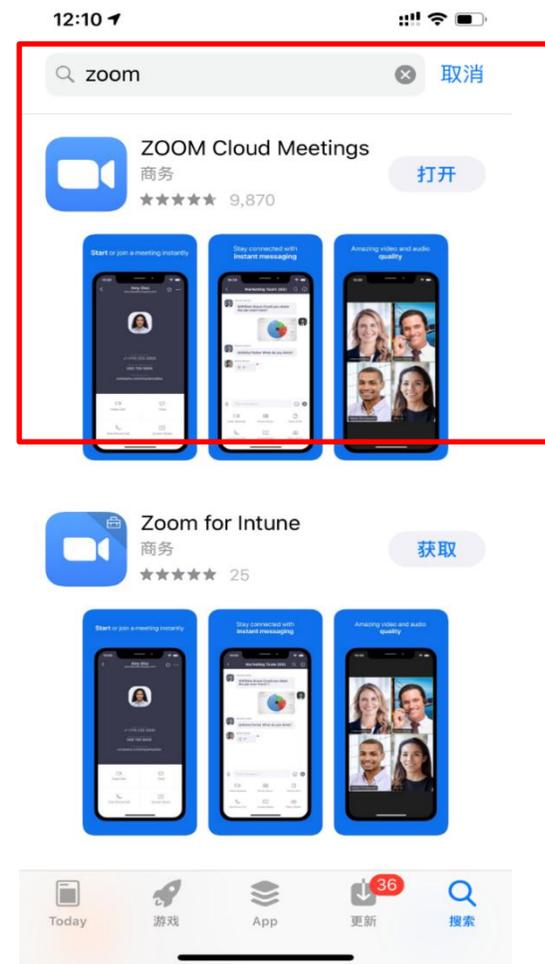
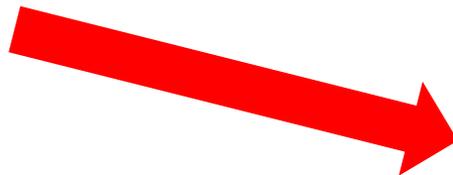
1. ZOOM software installation



Download for Mobile:

b) Apple Mobiles:

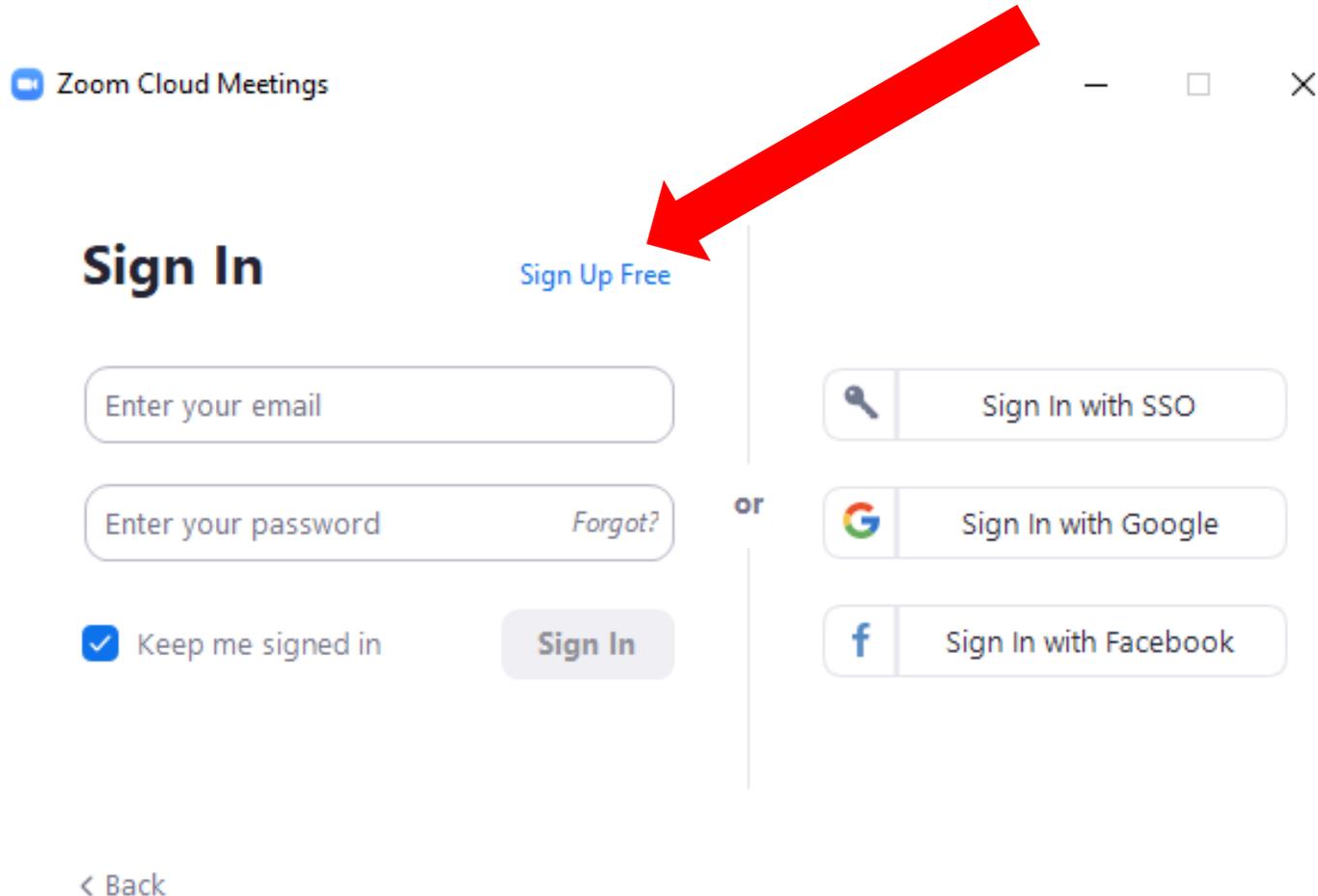
- Open <https://zoom.com.cn/download> in the browser and click "**download**" to start downloading
- Search in AppStore: **Zoom Cloud Meetings**



2. ZOOM Account creation and login



➤ Register and log in for PC :



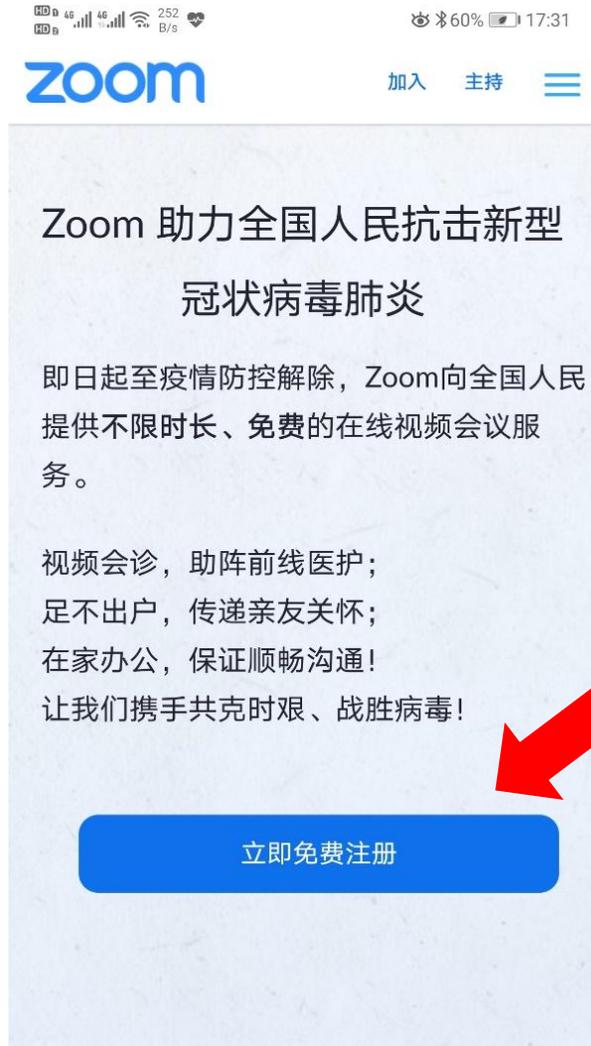
The screenshot shows the Zoom Cloud Meetings sign-in page. At the top left, there is a blue Zoom logo and the text "Zoom Cloud Meetings". The page is titled "Sign In" in large, bold, dark blue letters. To the right of the title, there is a blue link that says "Sign Up Free". A large red arrow points from the top right towards this link. Below the title, there are two input fields: "Enter your email" and "Enter your password". To the right of the password field is a link that says "Forgot?". Below these fields is a checkbox labeled "Keep me signed in" which is checked, and a grey "Sign In" button. To the right of the sign-in fields, there is a vertical line with the word "or" in the middle. To the right of this line are three buttons for social sign-in: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left, there is a "< Back" link. The window title bar at the top right shows standard window controls: a minus sign, a square, and an X.

- Open the ZOOM software, click "Sign Up Free", jump to the browser to register
- After registration, return to this interface to login

2. Account creation and login



➤ Register and log in for Mobile :



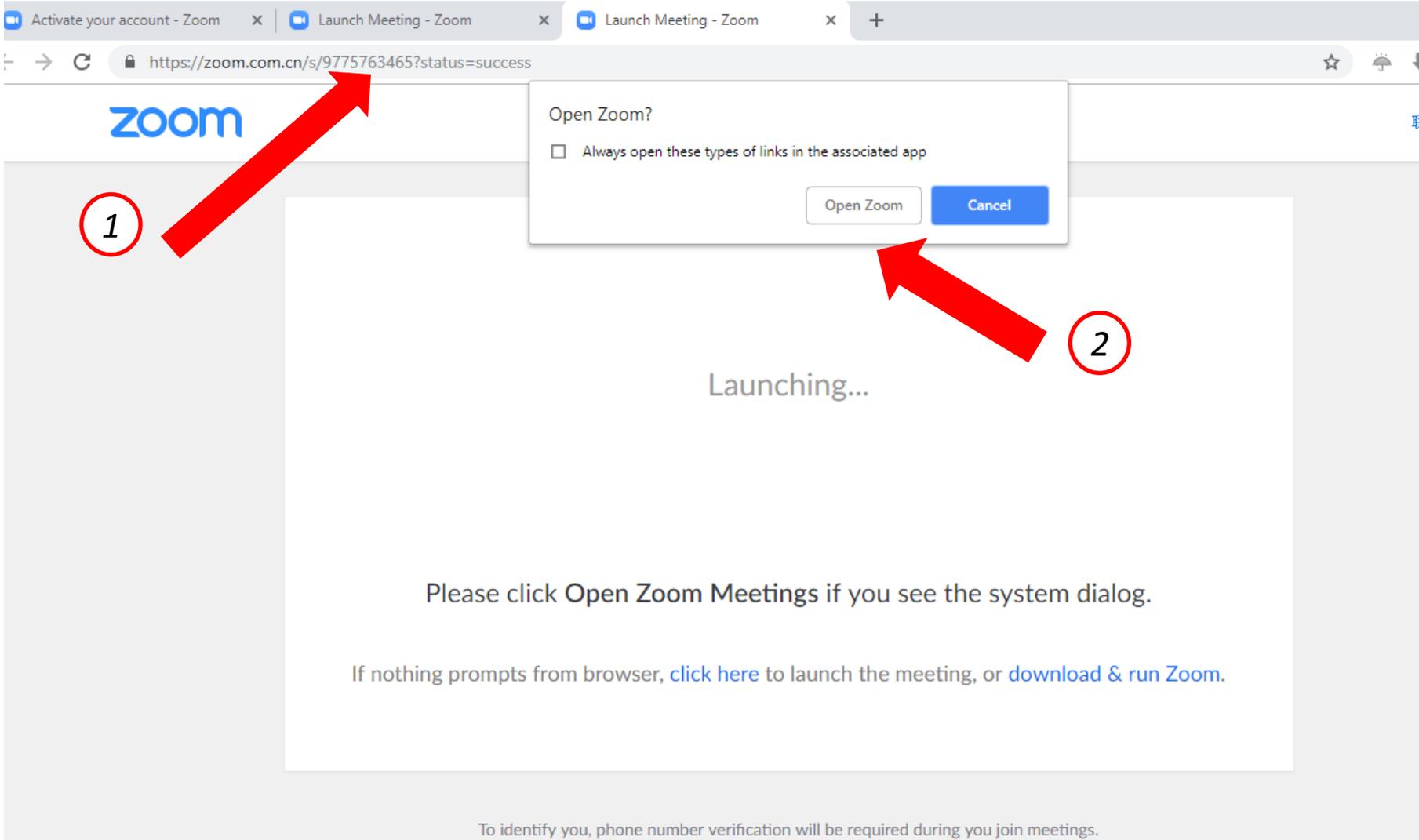
- Open the webpage <https://zoom.com.cn/> in mobile browser, and click “立即免费注册” to register
- Return to mobile app for login after registration

Tip: you can enter the Conference room without registering the Zoom Account. You can use the conference link to jump or the conference ID and password to log in, but you need to fill the mobile number and be verified every time. It is recommended that high frequency students sign up for Zoom Account to reduce the inconvenience of each verification.

3. Join Meeting



➤ PC Method 1 : Webpage jump



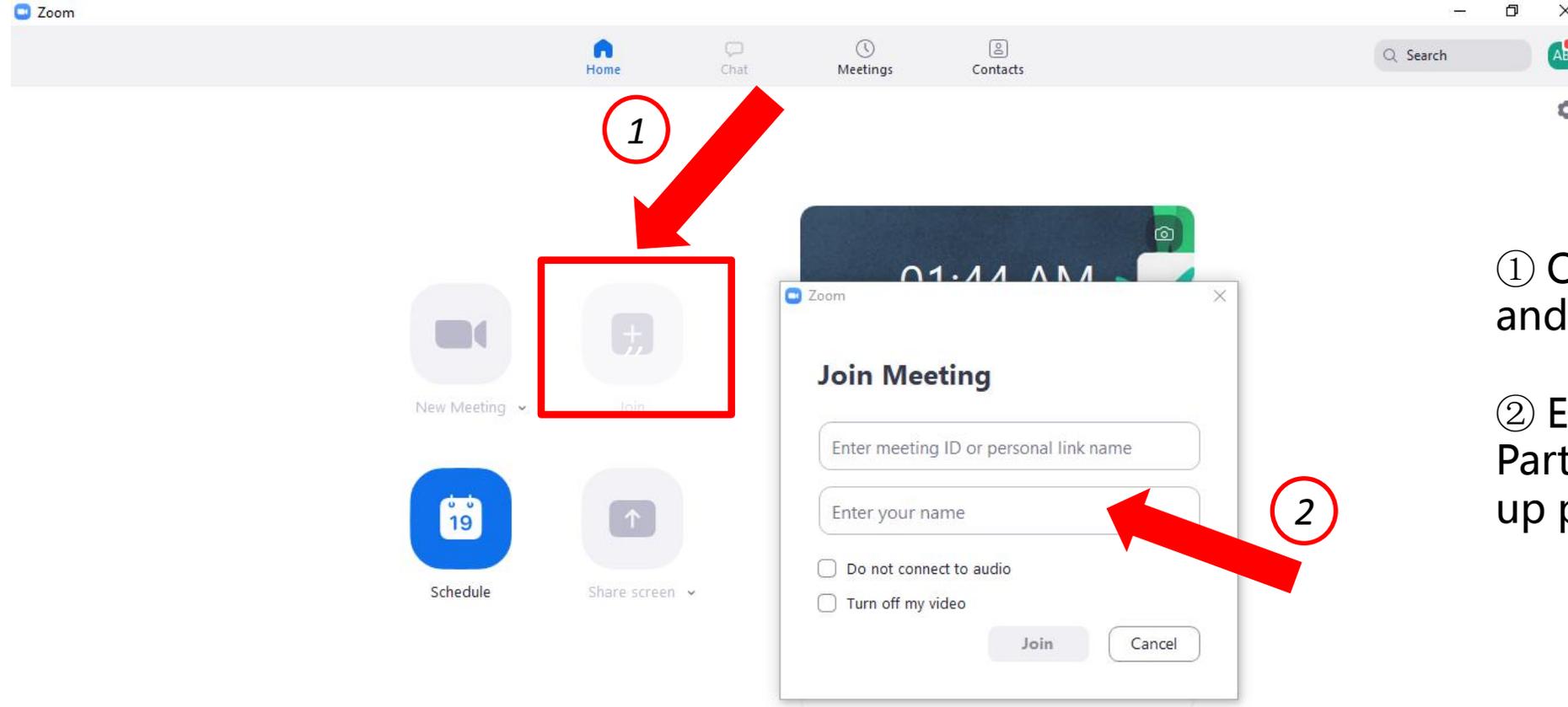
① Copy the “**Meeting link**” to the address bar of the browser

② Click “**Open Zoom**” to jump to the Meeting interface

3. Join Meeting



➤ PC Method 2 : Join in App



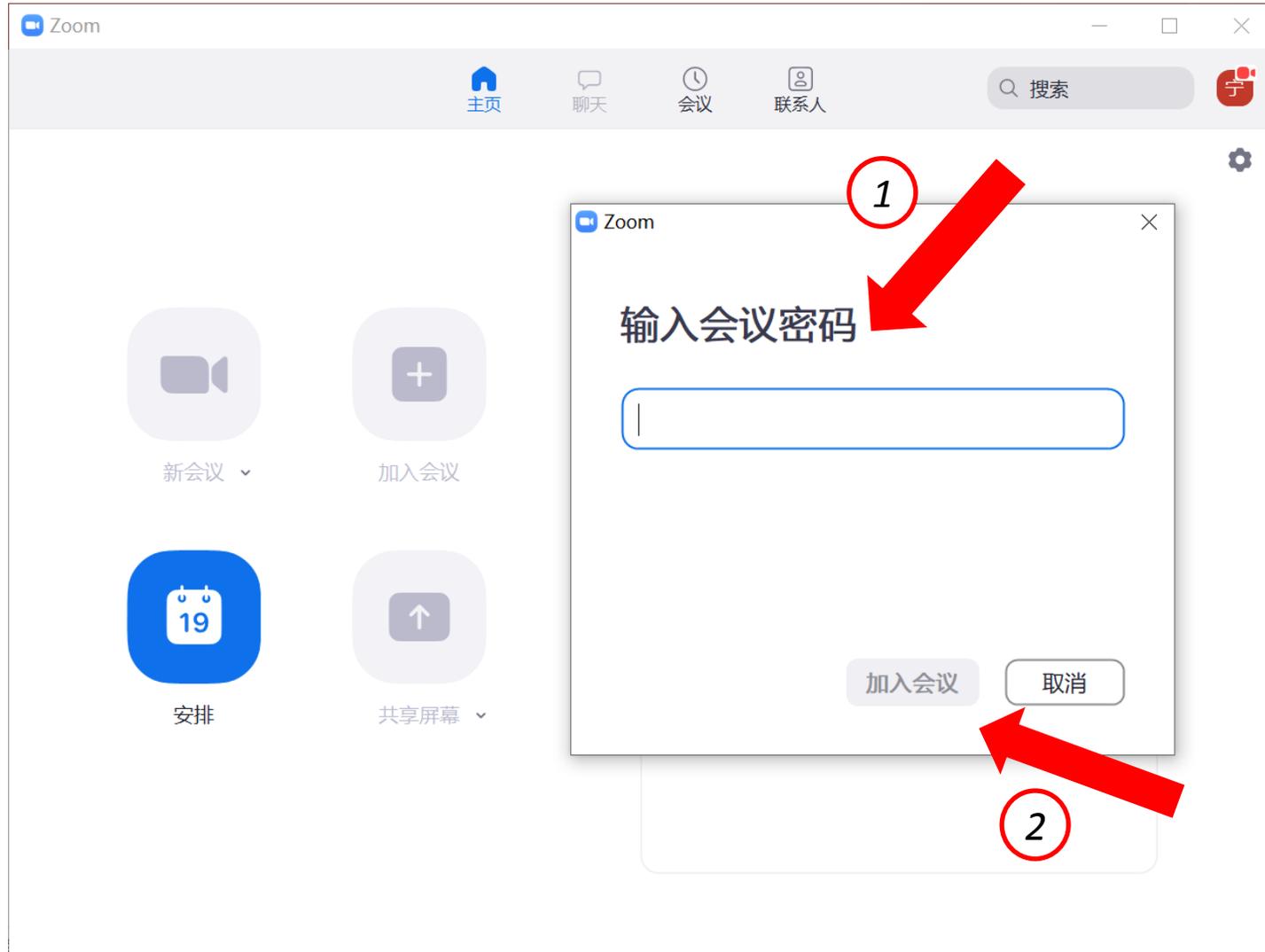
① Open the ZOOM software and click **"Join"**

② Enter Meeting ID and Participant Name in the pop-up page

3. Join Meeting



➤ PC Method 2 : Join in App



① Enter the Meeting password

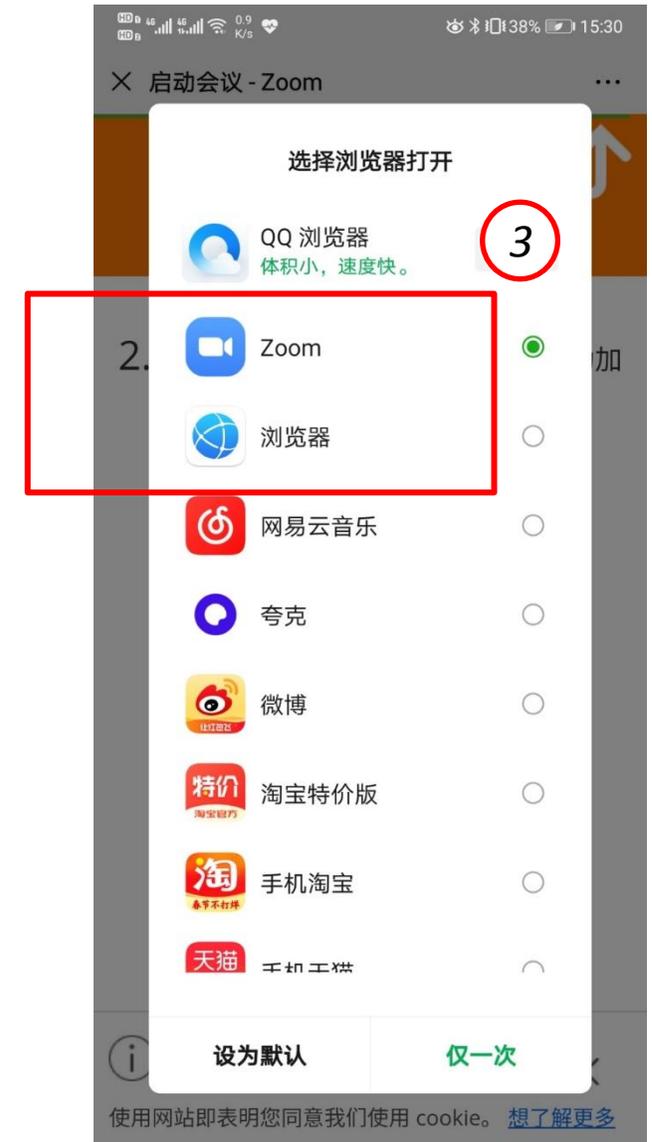
② Join the Meeting

3. Join Meeting



➤ Mobile

Method 1: Link jump



① Click the participation link

② Open with browser according to the instructions

③ Select Zoom or browser to open and wait for jump

3. Join Meeting

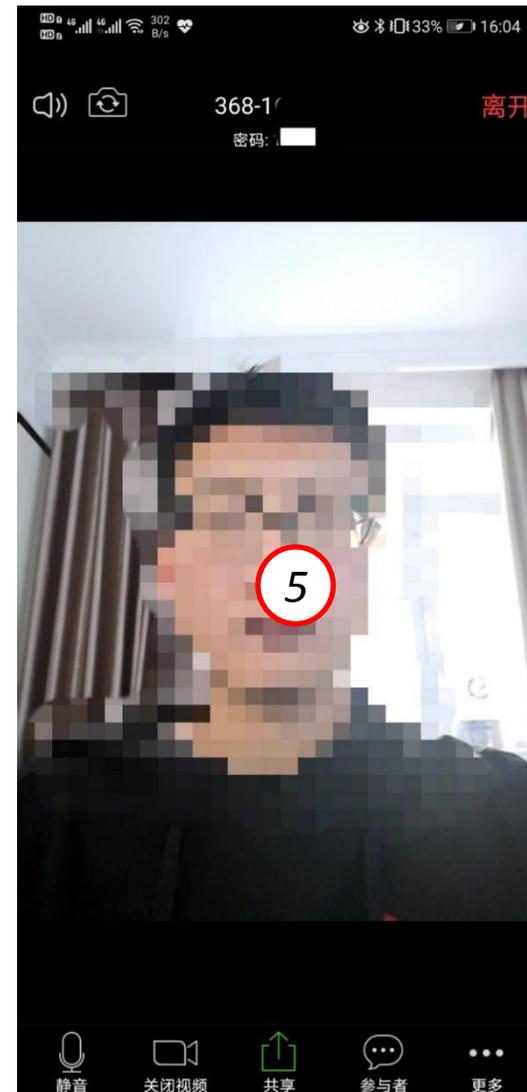


➤ Mobile

Method 1:
Link jump



4. Fill in the Meeting password and Participant Name

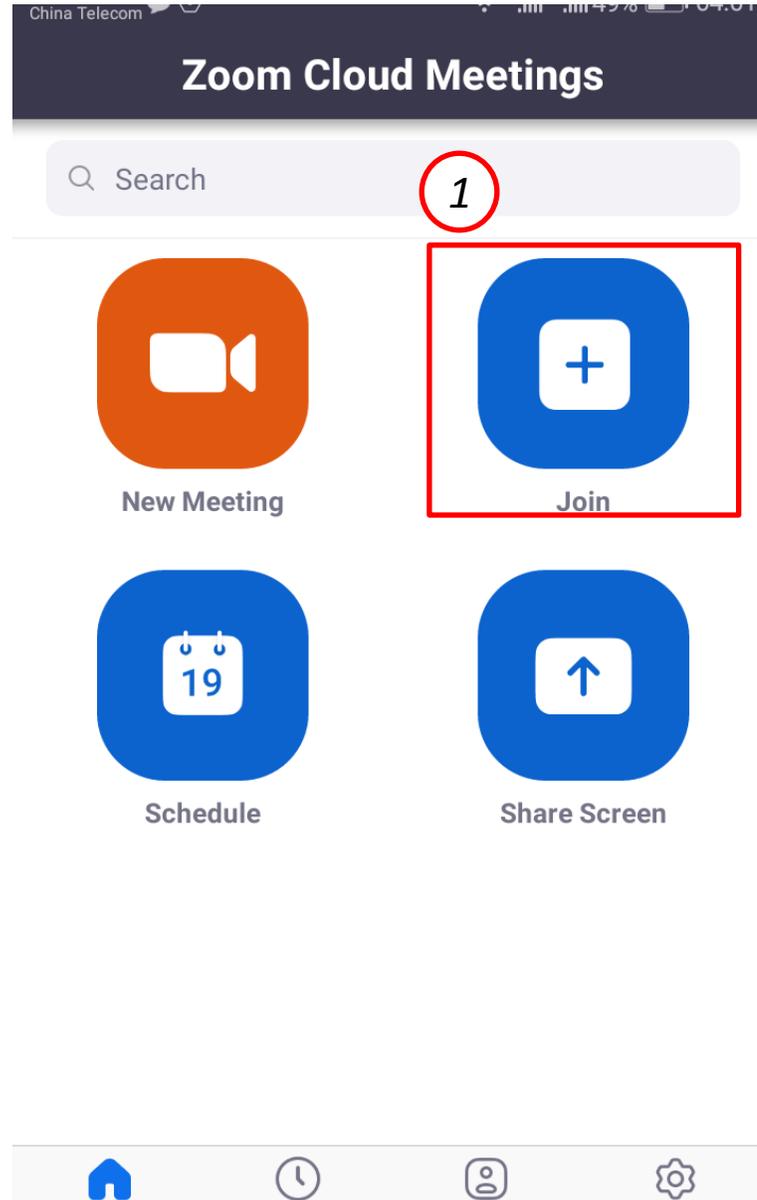


5. Successfully joined the Meeting

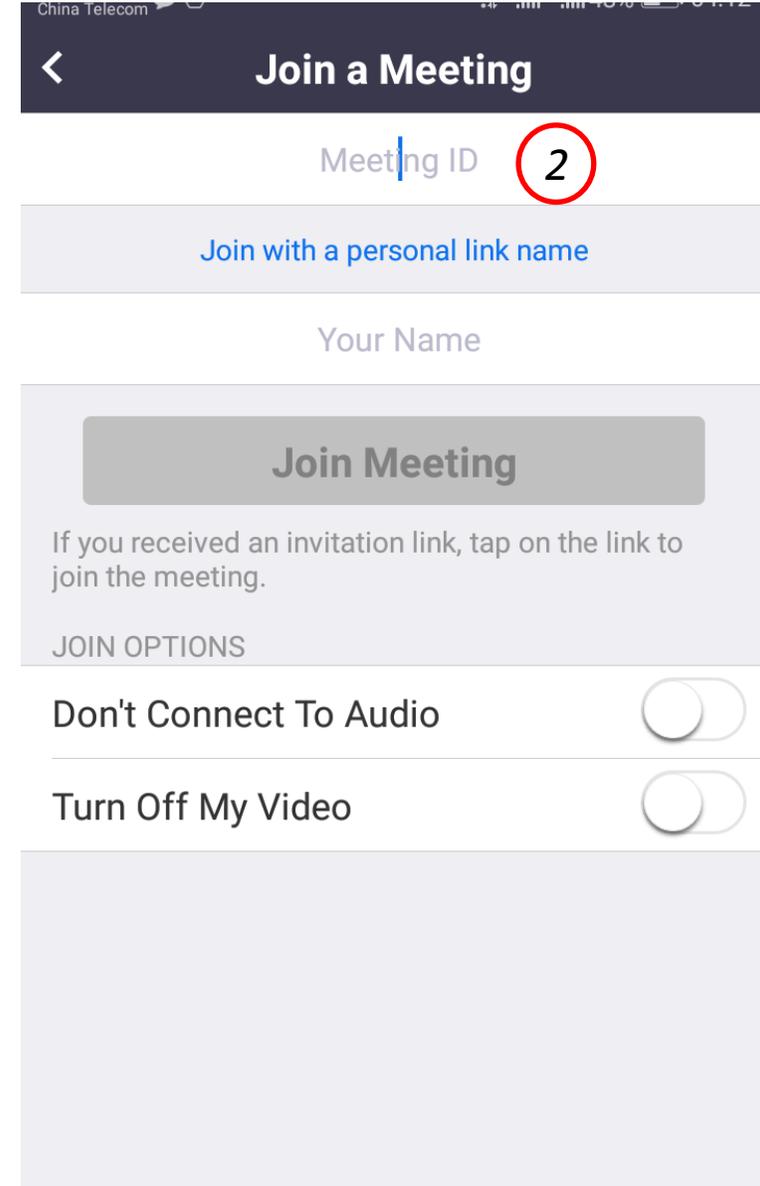
3. Join Meeting

➤ Mobile

Method 2 : Join in APP



① Enter the APP and click "add"



② Input relevant information of the Meeting and click "Join Meeting"



4. Attend Meeting - PC



➤ Meeting main interface

Zoom 会议号: 368-161-296



说话:

会议主题: zoom互动课程测试 (本地校园网)
主持人: 同济会议室2
密码: 123456
邀请链接: <https://zoom.com.cn/j/368161296?pwd=Q3ZDT1JLNmJwR...>
[复制链接](#)
参会者ID: 27

Adjust microphone and camera mode as required



连接语音

电脑语音已连接



共享屏幕



邀请他人



离开会议

4. Attend Meeting - PC



➤ Meeting main interface: Participants

Zoom 会议号: 368-161-296

说话:

会议主题: zoom互动课程测试 (本地校园网)

主持人: 同济会议室2

密码: 123456

邀请链接: <https://zoom.com.cn/j/368161296?pwd=Q3ZDT1JLNmJwR...>
[复制链接](#)

参会者ID: 27

连接语音
电脑语音已连接

共享屏幕

邀请他人

1

参会者 2

宁王 (我)

XXX

3

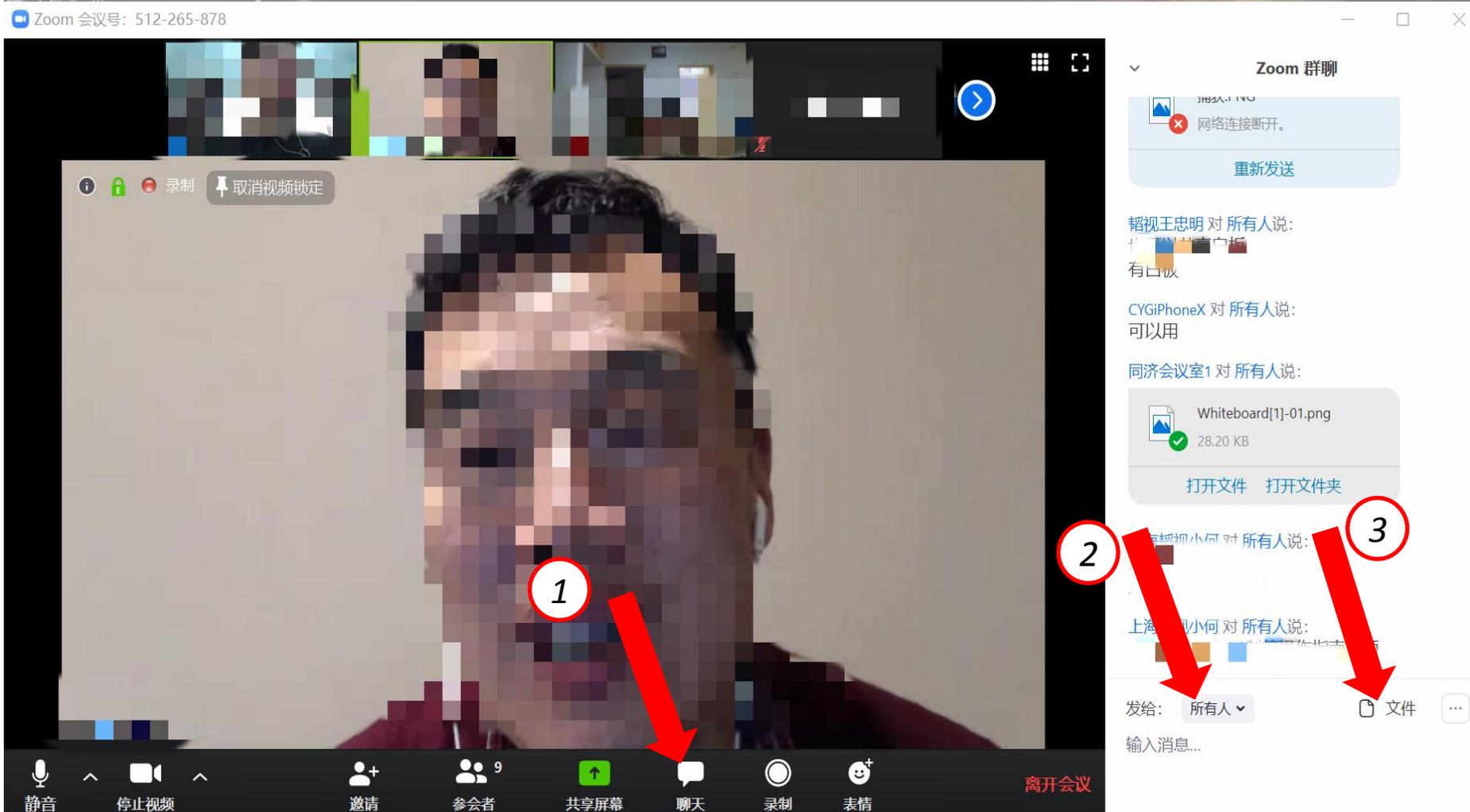
解除静音 举手 获取主持人权限

- ① Click "participants" to open the participants interface
- ② Microphone and camera status of all participants can be displayed here
- ③ When it is necessary to speak, the mute mode can be released; You can apply for "raise your hand" questions; You can apply for "get host permission"

4. Attend Meeting - PC



➤ Meeting main interface : Chat



- ① Click "chat" to open the chat interface
- ② You can control sending messages to everyone or chatting with a participant individually
- ③ Files can be shared in the Conference room

4. Attend meetings - PC

➤ Meeting main interface: Share screen

Zoom 会议号: 368-161-296

说话:

会议主题: zoom互动课程测试 (本地校园网)

主持人: 同济会议室2

密码: 123456

邀请链接: <https://zoom.com.cn/j/368161296?pwd=Q3ZDT1JLNmJwR...>
[复制链接](#)

参会者ID: 27

连接语音
电脑语音已连接

共享屏幕

邀请他人

1

解除静音 启动视频 邀请 参会者 2 共享屏幕 聊天 录制 离开会议

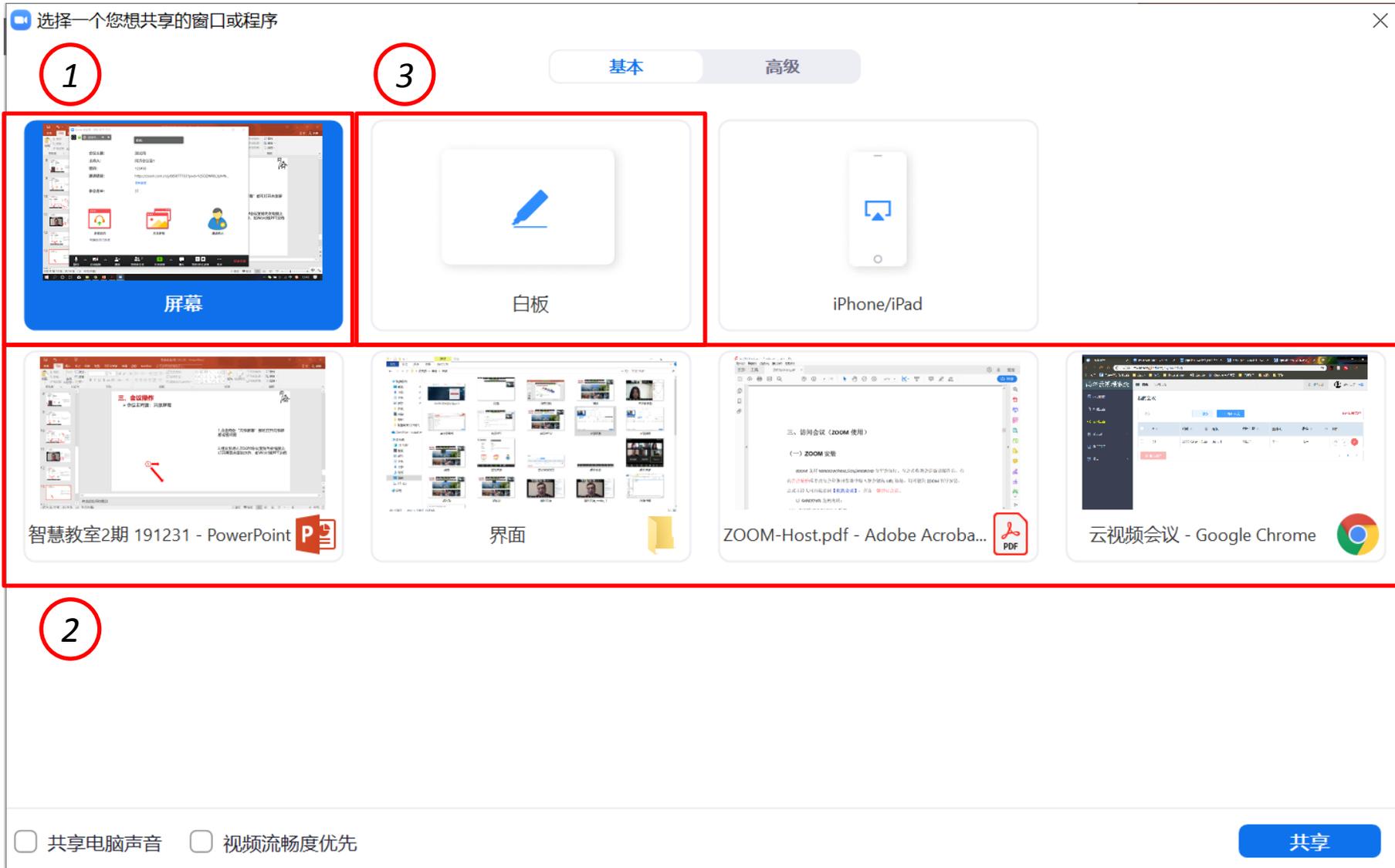
① Click two “Share screen” to open the share screen setting interface

② It is recommended to open the files to be shared on the computer before entering Zoom Conference room, such as word or PPT files

4. Attend meetings - PC



➤ Meeting main interface - c) Share screen

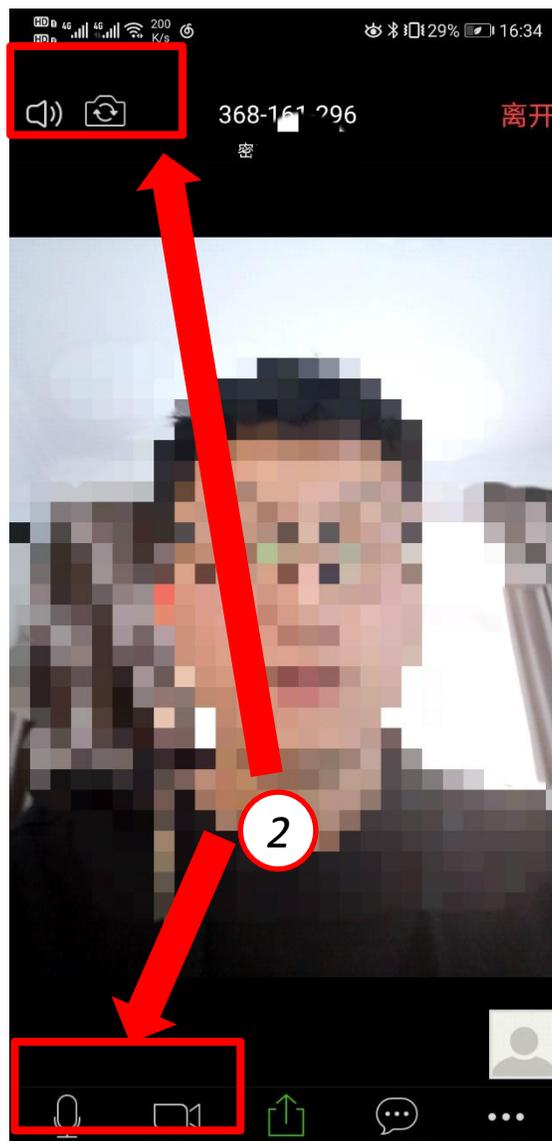
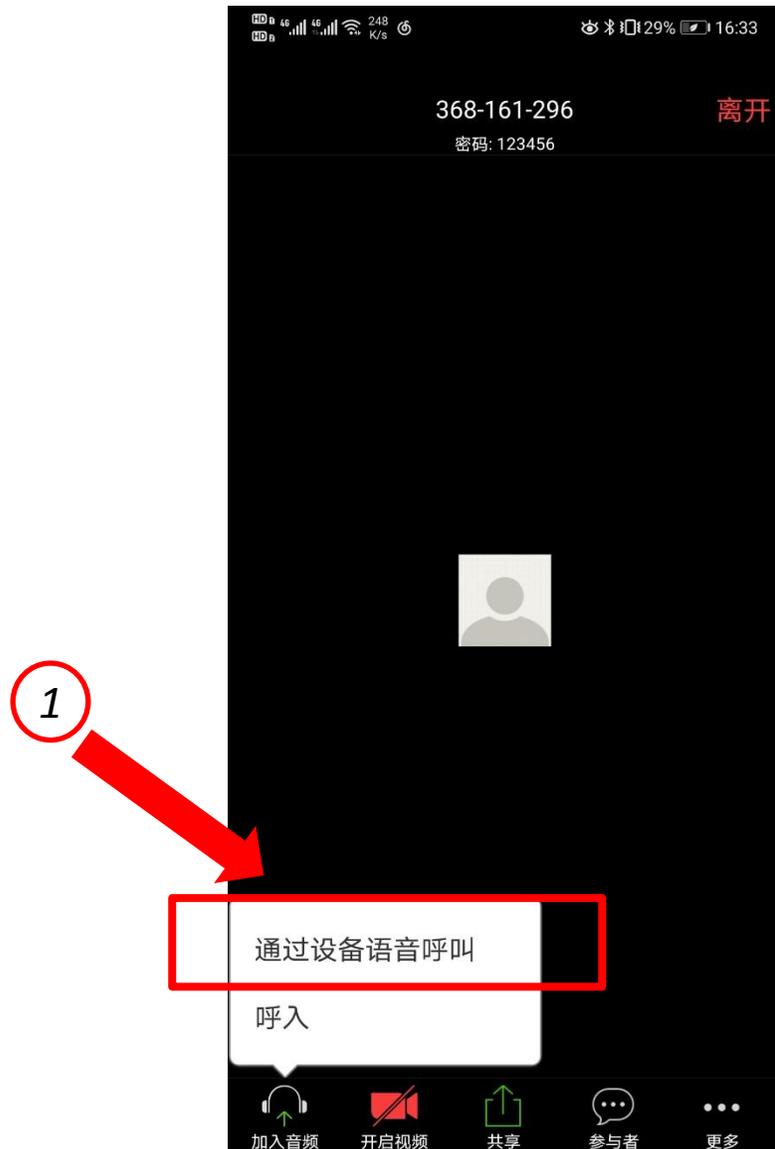


- ① You can choose to share all the actions in the current screen
- ② You can choose to share only one file or browser in the current screen. When the file or browser is cut out during the operation, screen sharing will be suspended to ensure sharing safety
- ③ You can choose whiteboard mode to share

5. Attend Meeting - Mobile



➤ Conference main interface: Initialization and debugging



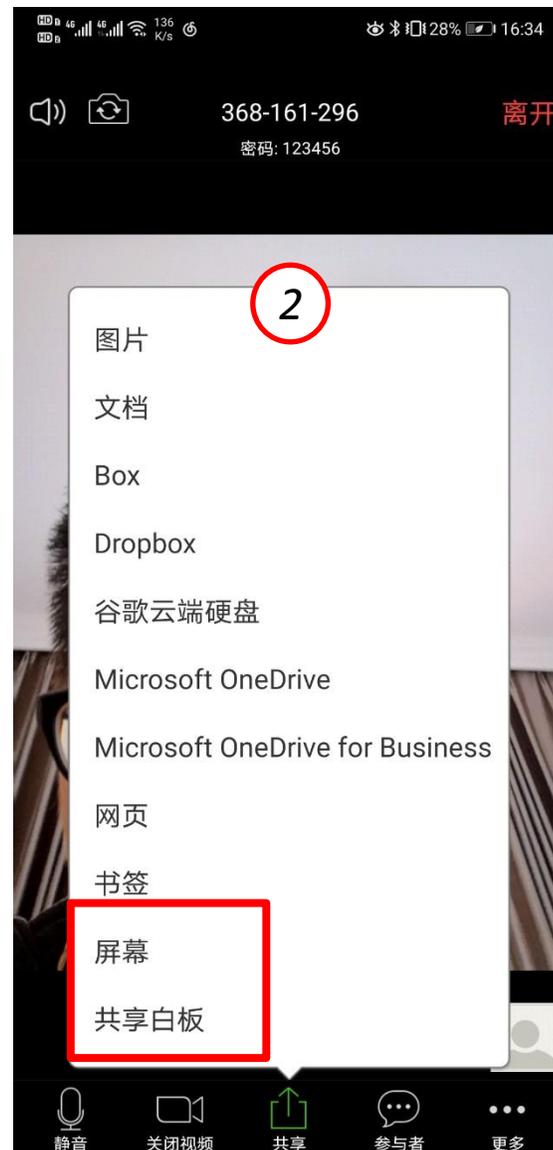
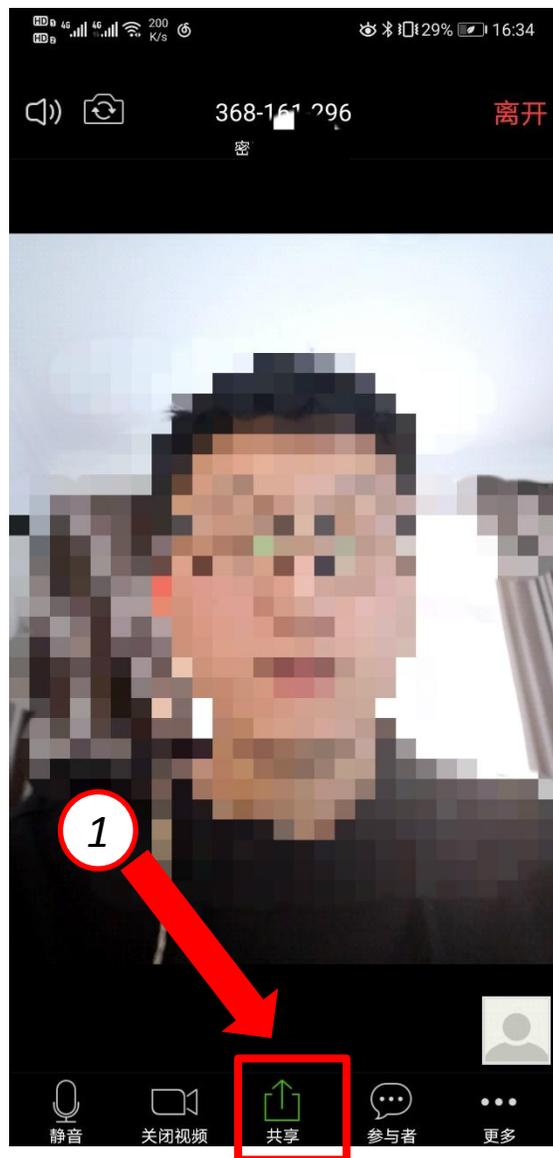
① Select “Voice call from device”

② The working mode of the microphone, loudspeaker and camera can be adjusted according to the requirement

5. Attend Meeting - Mobile



➤ Meeting main interface: Share



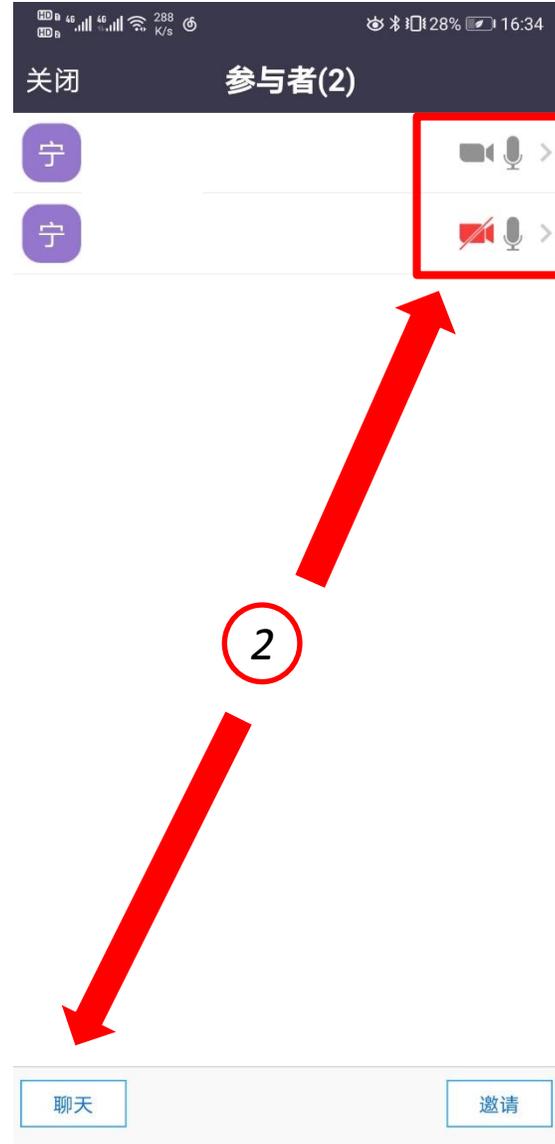
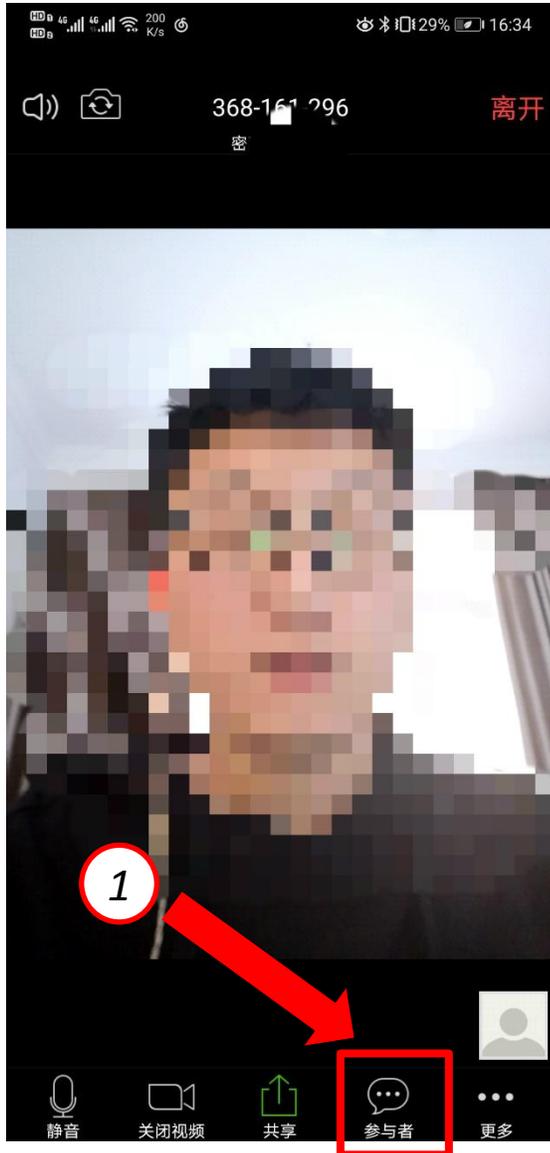
- ① Click “Share” to open the share options menu
- ② You can share pictures, documents, web pages, bookmarks, etc. to the Conference room screen, share the current mobile screen, or create a new shared whiteboard

Tip: In case of PPT display during the course, the mobile terminal can also share the PPT in the mobile phone to the conference screen, but the function is less than that of the desktop. It is recommended that students who need to share the screen switch to the desktop.

5. Attend Meeting- Mobile



➤ Meeting main interface: Participants



① Click "participants"

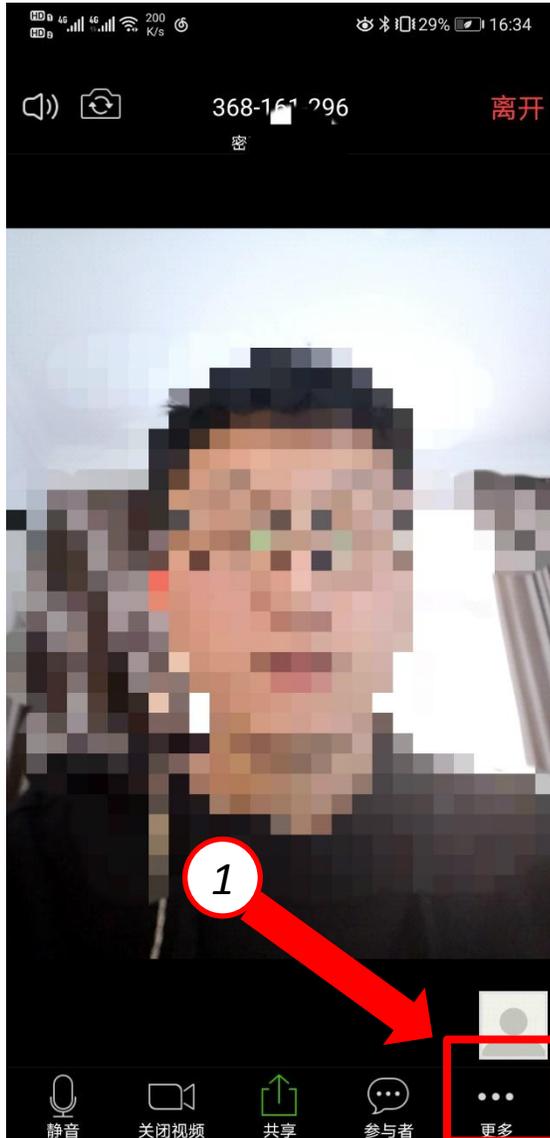
② Enter the participant view to know the status of each participant or chat

Tip: Zoom Mobile can participate in chat discussions, but can't upload and download files. It is suggested that students use desktop or cooperate with canvas platform, WeChat group and other ways to perform file sharing.

5. Attend Meeting - Mobile



➤ Meeting main interface: More



- ① Click “More” to pop up more options menu
- ② Different functions can be selected, such as:

- Apply for permission of the Host
- Raise a hand to answer a question
- Etc.



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Thank you

