

**KSEM 2020**

**August 28-30, 2020**



# HOW TO USE ZOOM

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# How do I join ICMECG 2020

(Video Tutorial)



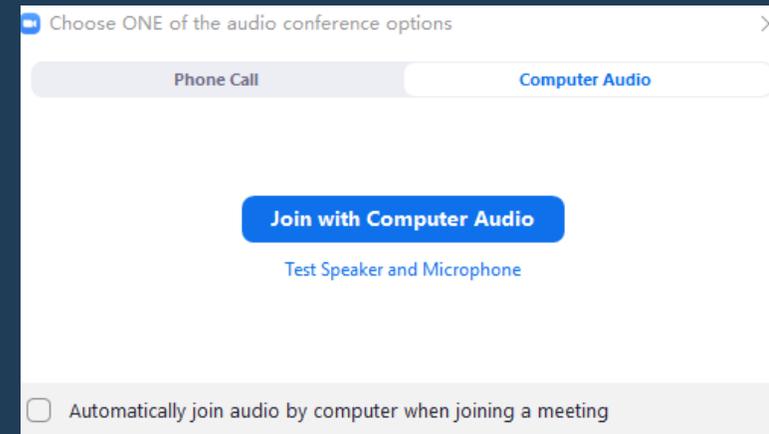
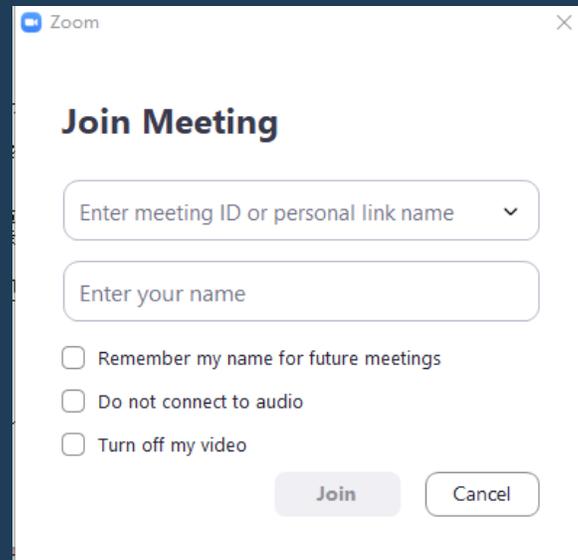
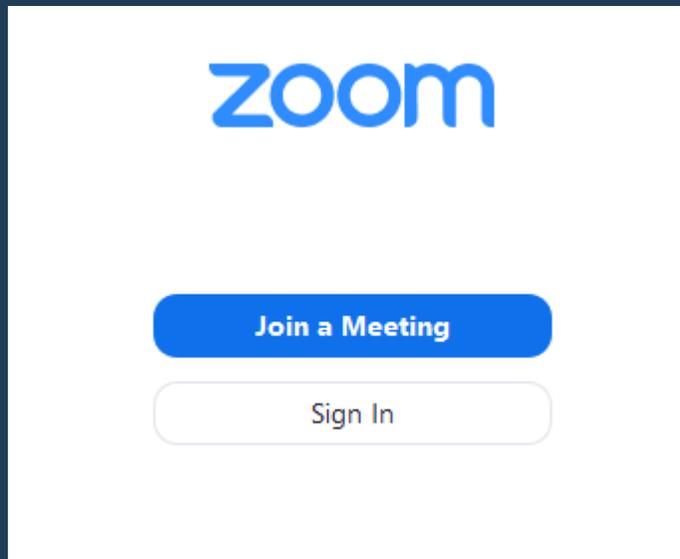
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Download the APP (The following link is for foreign download except China mainland)

<https://zoom.us/support/download>



Click “Join a Meeting”-----Enter meeting ID-----Enter your name as “paper ID + real name” which is very important (listeners rename as “ LIS+name+affiliation”)-----Click “Join”----- Click “Join with Computer Audio”.



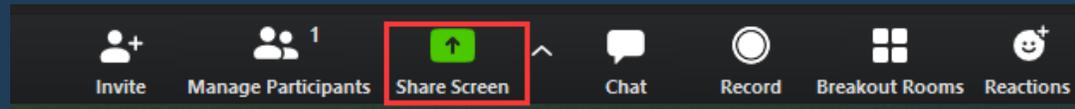
# How do I share my screen

(Video Tutorial)

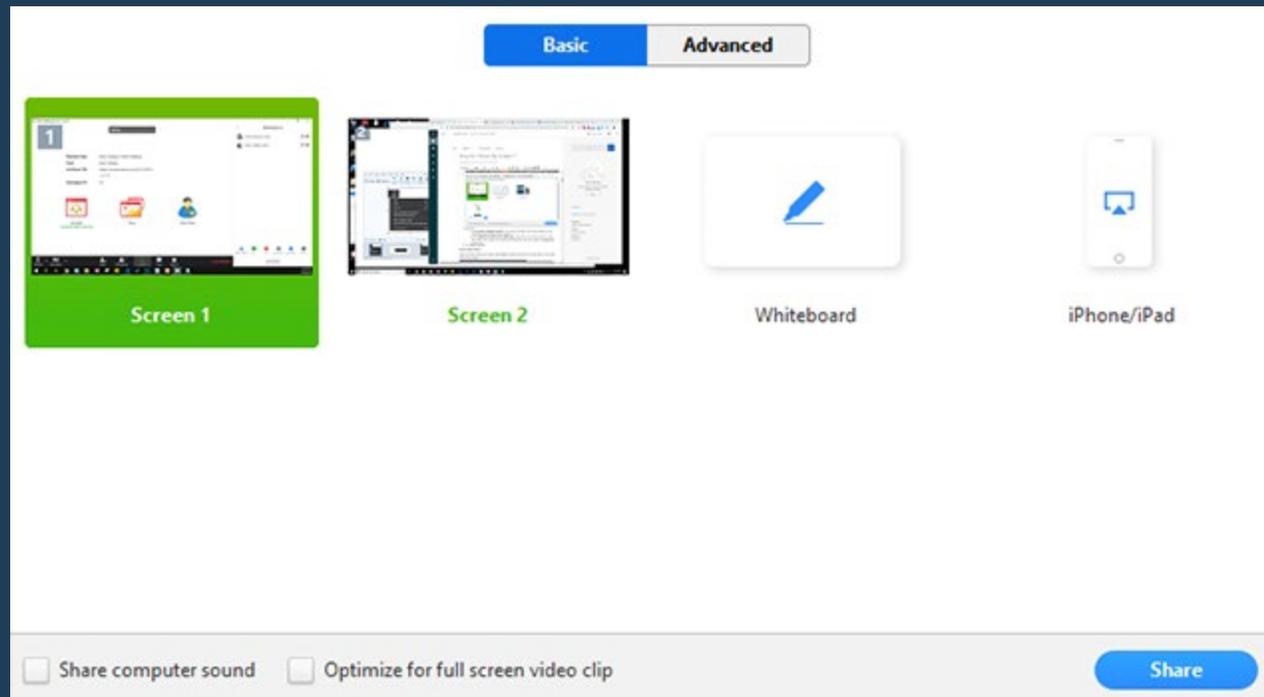


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Click “Share Screen” (Shortcut: Alt + S)



Select your Presentation Slides-----Click “Share” -----Click “Stop Share” (Shortcut: Alt + S).



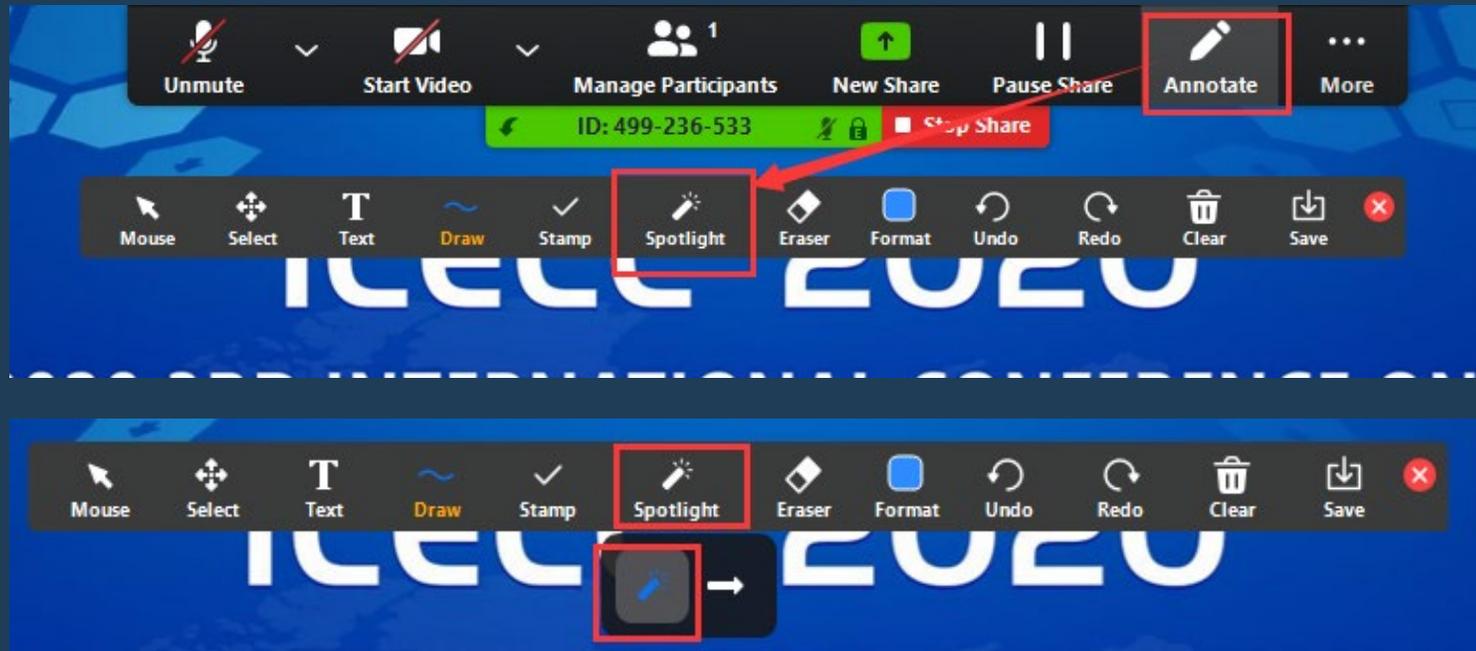
# How do I use mouse pointer during presentation?

[\(Video Tutorial\)](#)



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Click “Annotate”-----Click “Spotlight”-----Choose the first icon

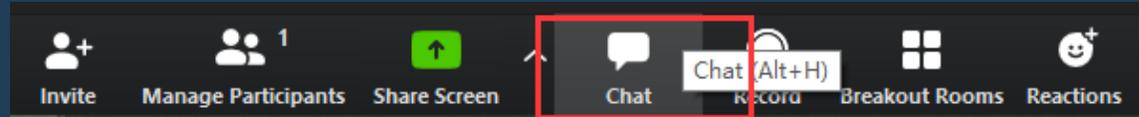


# How do I communicate with other participants?

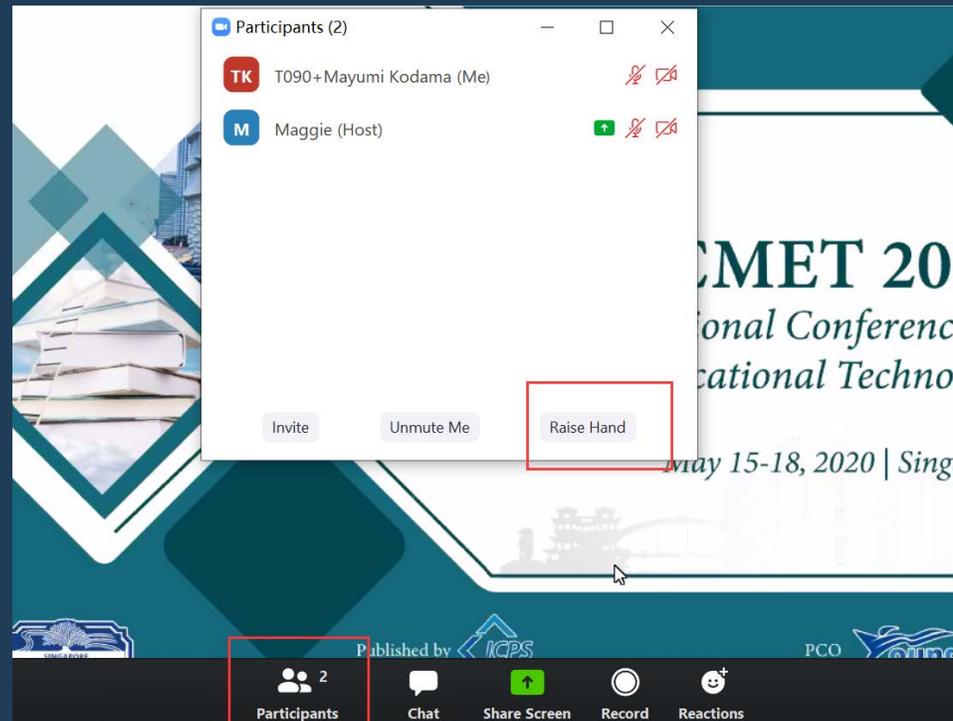


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Click “Chat” (Shortcut: Alt + H) -----Q&A time, use the function of “ Raise Hand”



Click “ Participants” first, then you will see the button of “ Raise Hand”



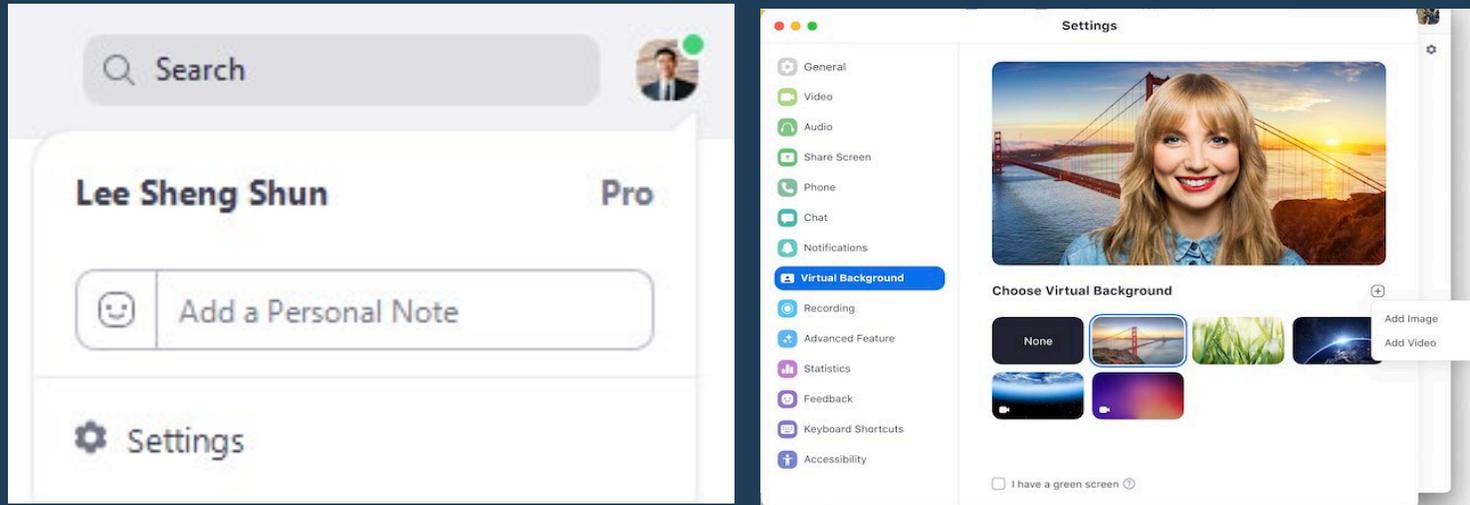
# How do I use virtual background?

([Video Tutorial](#))



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Method 1: Click “Settings” ----- Select “Virtual Background”



Method 2: Click the ^ arrow next to Start/Stop Video-----Click “Choose a virtual background”.

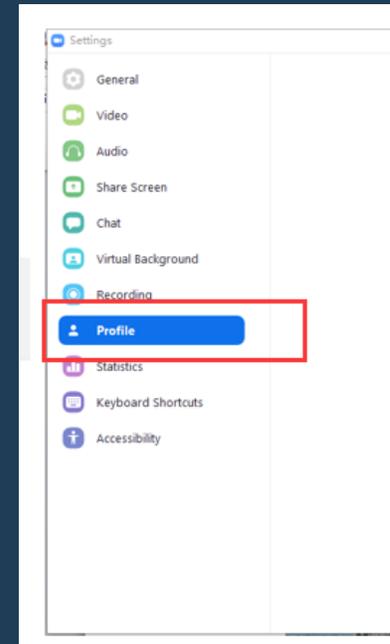
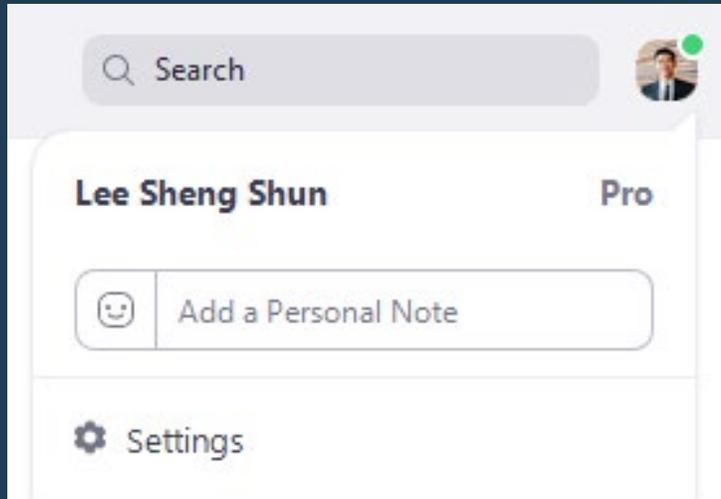


# How do I change profile picture ?

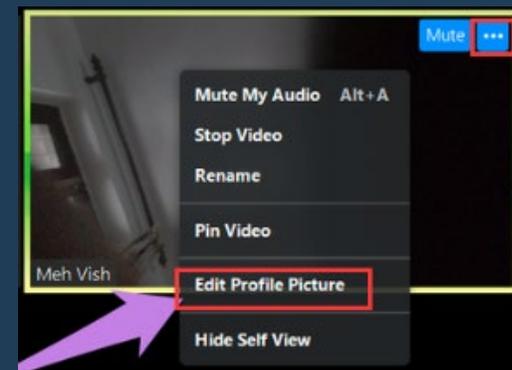


Method 1: Click "Settings" ----- Select "Profile" ----- Click your profile picture and Edit.

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Method 2: Click on "Manage Participants"( Shortcut: Alt + U)  
-----Find yourself, click on "More"  
-----select the "Add / Edit profile picture"





**Looking forward to  
your attendance!**

