

Instructions for the Zoom webinar

2020 EuChemS General Assembly (GA)

Guidelines by the EuChemS Secretariat

Overview

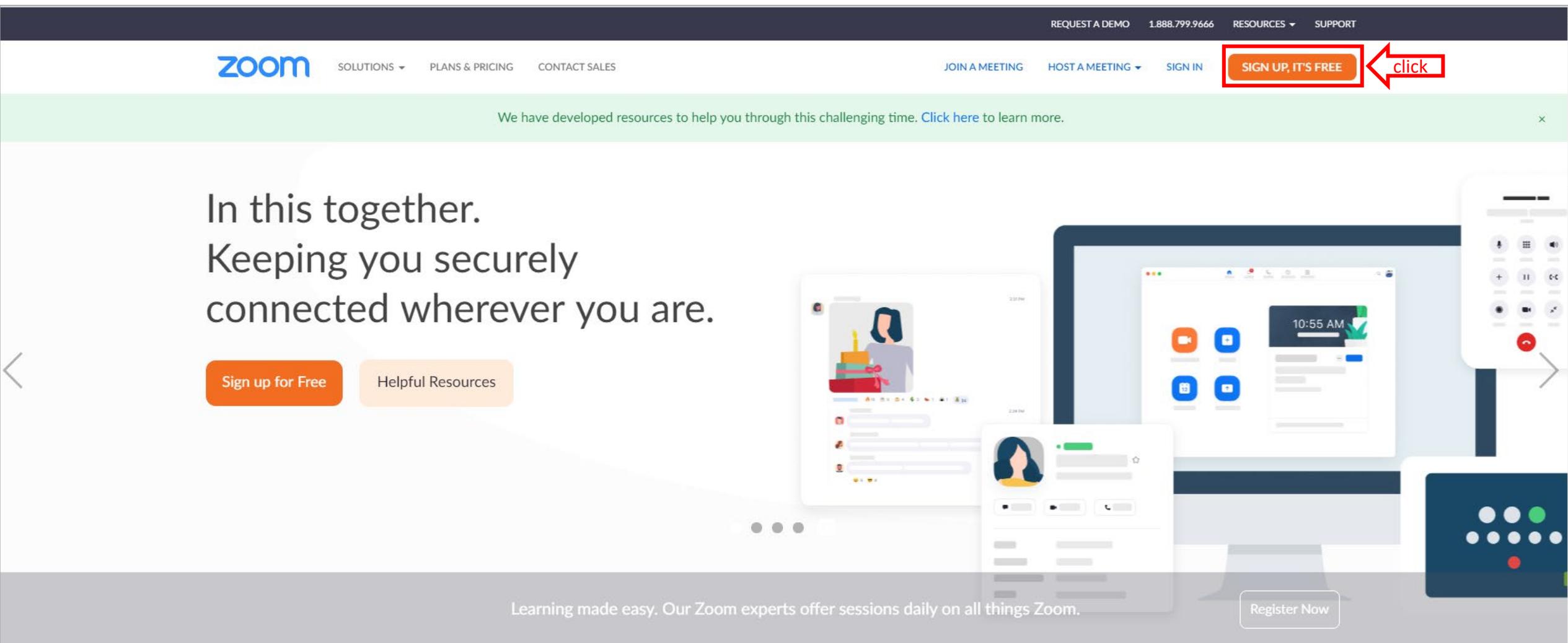
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Part 1. How to create a personal Zoom account?

Guidelines by the EuChemS Secretariat

Visit **zoom.us** website.

The following window will open and should **click** on “SIGN UP, IT’S FREE”:



REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE** ← **click**

We have developed resources to help you through this challenging time. [Click here](#) to learn more. ×

In this together.
Keeping you securely
connected wherever you are.

Sign up for Free Helpful Resources

Learning made easy. Our Zoom experts offer sessions daily on all things Zoom. Register Now

One Consistent Enterprise Experience.



You will be asked to **add** your date of birth.
After doing so, **click** "Continue".

For verification, please confirm your date of birth.

 ▾ ▾ ▾ 

This data will not be stored

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Feedback
Contact Us
Accessibility
Privacy and Security

Language

English ▾

Currency

US Dollars \$ ▾



You will be asked to **add** your email address.
After doing so, **click** "Sign Up".



Sign Up Free

Your work email address



Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



Already have an account? [Sign in.](#)

or

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

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Language

English ▾

Currency

US Dollars \$ ▾



An email will be sent to the email address you selected in the previous step.



We've sent an email to [REDACTED]
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

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Language

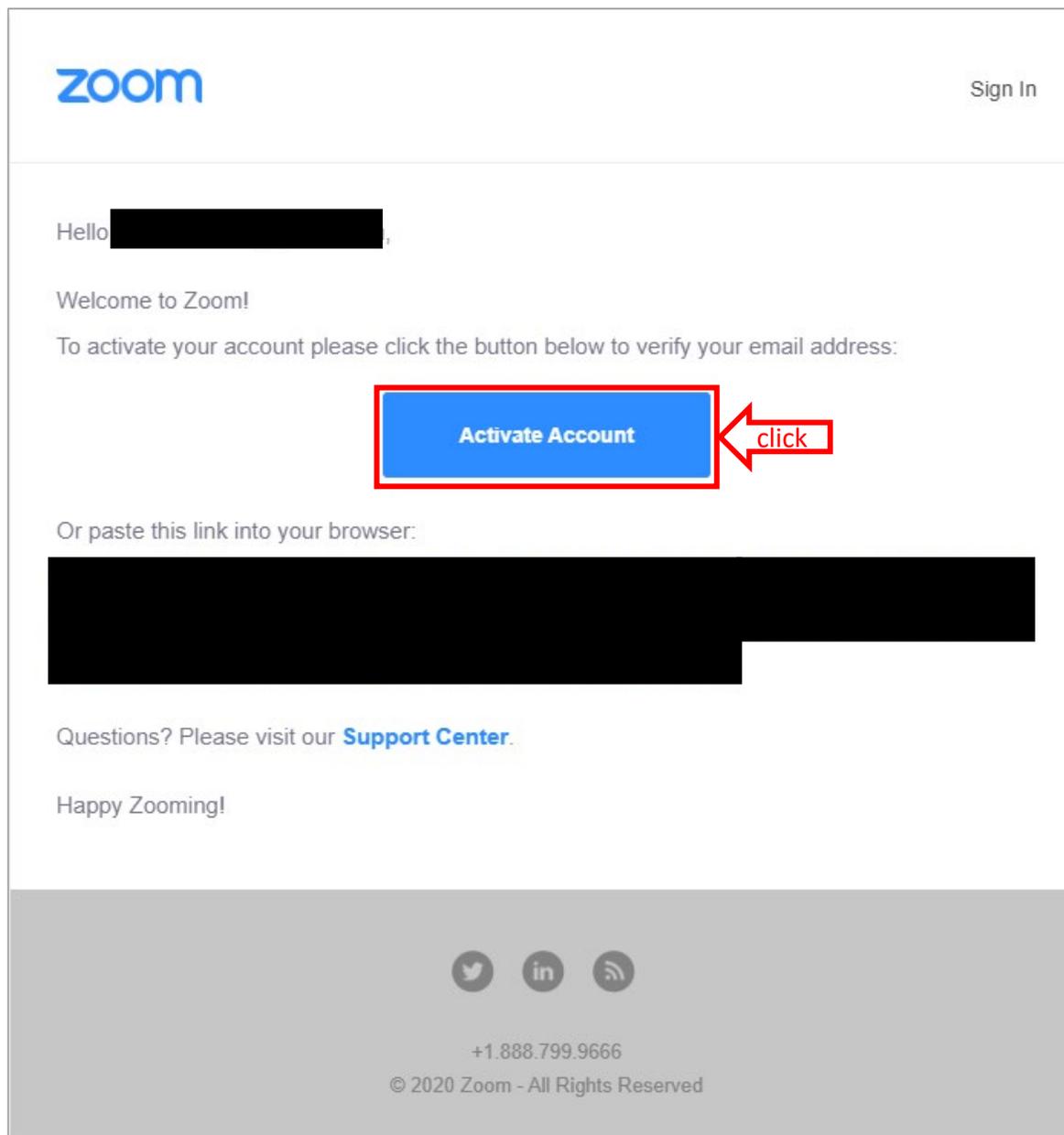
English ▾

Currency

US Dollars \$ ▾



The email will have the content as shown below.
You must **click** on the “Activate Account” button.



You will be asked if you are signing up on behalf of a school.
Select “No” and then **click** “Continue”.



SIGN UP, IT'S FREE

Are you signing up on behalf of a school?

Yes No

click

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You will be redirected to the Welcome page, ① Account info, where you will have to add your First Name, Last Name, and select (and confirm) the password. After doing so, click "Continue".



1 Account Info ▾ 2 Invite Colleagues ▾ 3 Test Meeting



Welcome to Zoom

Hi, mar***@***.com. Your account has been successfully created. Please list your name and create a password to continue.

fill →

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue ← click



You will be redirected to the Welcome page, ② Invite Colleagues.
You can **click** "Skip this step" or invite people to join Zoom.

1 Account Info --- 2 Invite Colleagues --- 3 Test Meeting



Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

I'm not a robot



Invite

Skip this step

← click



You will be redirected to the Welcome page, ③ Test Meeting.
You should **click** on “Go to My Account”.

- 1 Account Info ----
- 2 Invite Colleagues --
- 3 Test Meeting



Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

[https://us04web.zoom.us/j/8502820313?
pwd=V0tpbmhNSFB4ejFrdzN3UWI1S2Y0QT09](https://us04web.zoom.us/j/8502820313?pwd=V0tpbmhNSFB4ejFrdzN3UWI1S2Y0QT09)

Start Meeting Now

Go to My Account

← click

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin
Download



Chrome Extension
Download



You will now be able to see your Zoom account *in your internet browser*.



New Features Our latest release went live on April 12th. Please subscribe to our [blog](#) and visit our [release notes](#) to stay up-to-date on all the latest enhancements to your account. To update to the latest version of Zoom, visit our [download](#) page.



New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#).



PERSONAL

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Meetings

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Settings



Change

[Redacted Name]

Edit

Personal Meeting ID

[Redacted ID]

Show

Edit

[Redacted ID]

Show

× Use this ID for instant meetings

Sign-In Email

[Redacted Email]

Show

Edit

Linked accounts: 

User Type

Basic  Upgrade

Capacity

Meeting 100 

Language

English

Date and Time

Time Zone

(GMT+2:00) Belgrade, Bratislava, Ljubljana

All About Zoom



Join our Zoom experts for a grand tour of the Zoom product suite. We'll cover such features as calendar integrations, recording, screen sharing, annotation, virtual backgrounds, and more!

[Register Now](#)

[Attend Live Training](#)

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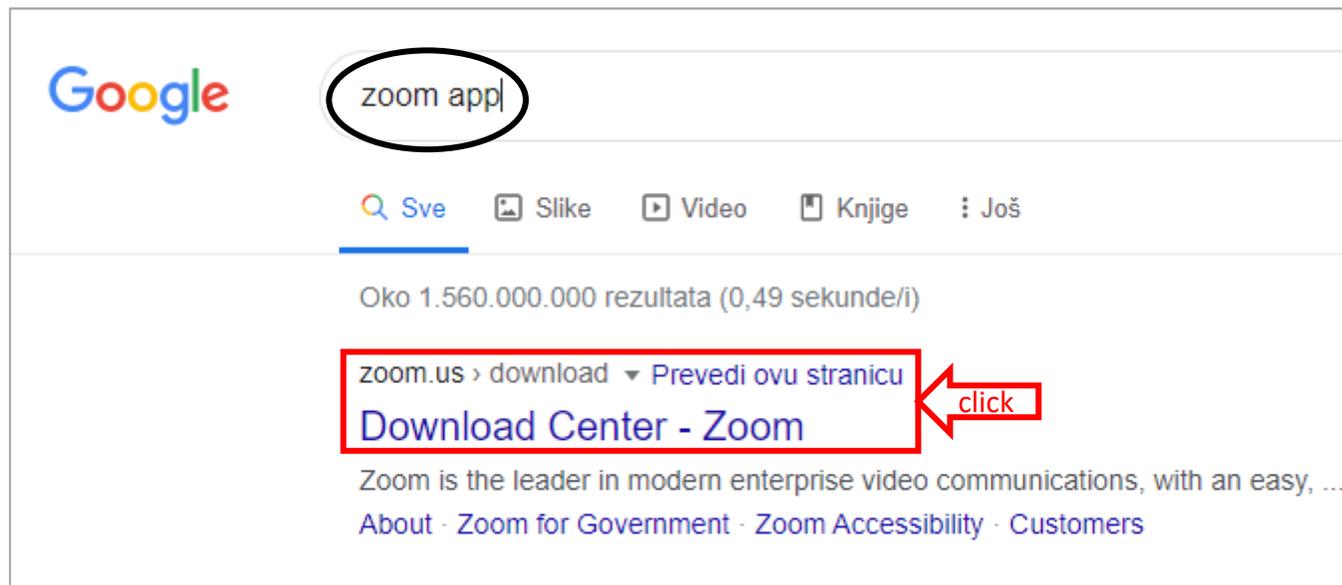
[Knowledge Base](#)



Part 2. How to get the Zoom app and sign into your account?

Guidelines by the EuChemS Secretariat

Type “**zoom app**” in your search bar in the browser.
After doing so, **click** on Download Center - Zoom.



The screenshot shows a Google search interface. The search bar contains the text "zoom app", which is circled in black. Below the search bar, there are navigation options: "Sve", "Slike", "Video", "Knjige", and "Još". The search results show "Oko 1.560.000.000 rezultata (0,49 sekunde/i)". The first result is "zoom.us > download ▾ Prevedi ovu stranicu", with the main title "Download Center - Zoom" highlighted by a red box. A red arrow labeled "click" points to this title. Below the title, there is a snippet: "Zoom is the leader in modern enterprise video communications, with an easy, ..." and a list of links: "About · Zoom for Government · Zoom Accessibility · Customers".

Find the “Zoom Client for Meetings” and **click** on the “Download” button.

Download Center

Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.1.0 (27830.0612)

click

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download

Version 5.1.27830.0612

[Add Zoom as an Add-in for Outlook on the web](#)



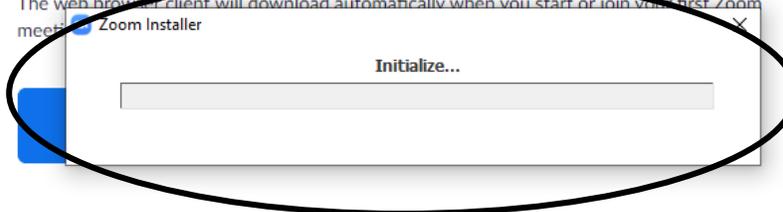
Installation should begin momentarily:

Download Center

Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting.



Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

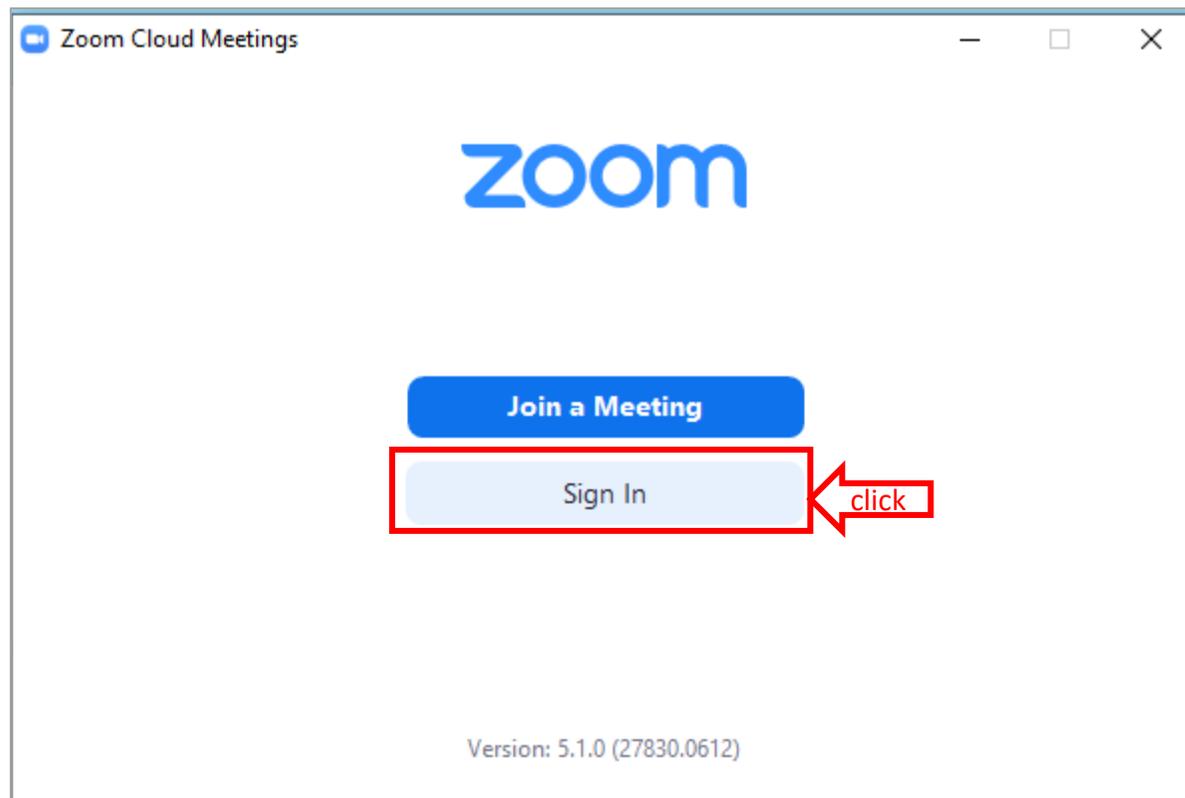


Version 5.1.27830.0612

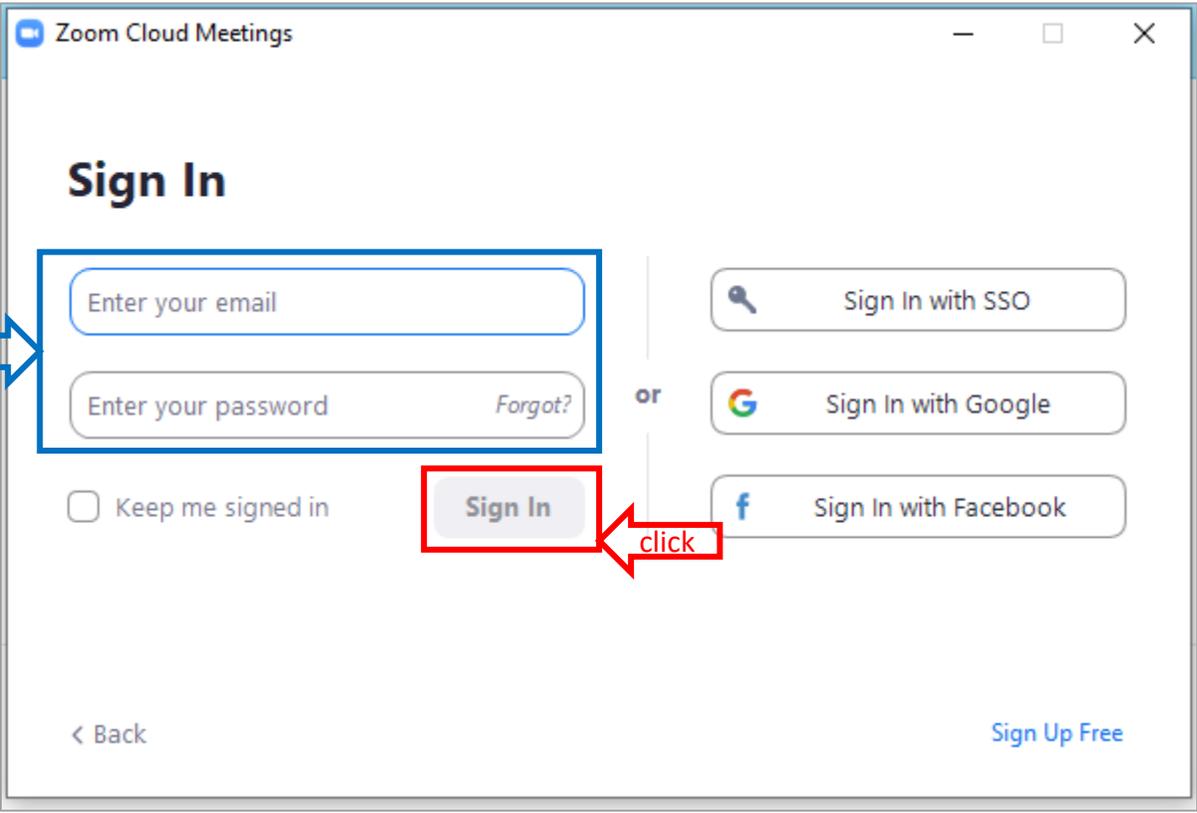
[Add Zoom](#) as an Add-in for Outlook on the web



The Zoom app will open.
After that, you should sign in, so **click** on the “Sign In” button.

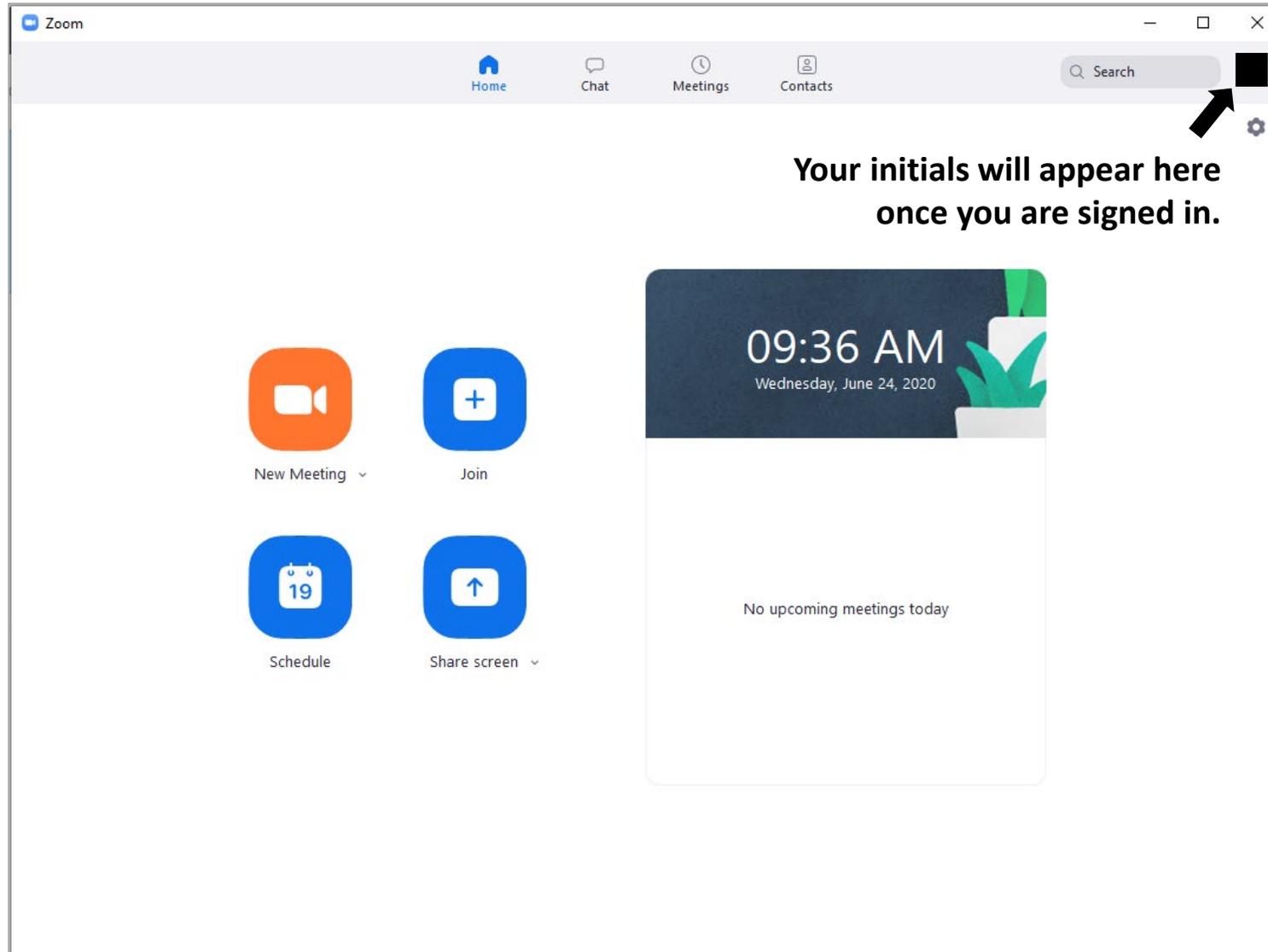


Fill your login details in the left part (email and password), then **click** on the “Sign In” button.



The image shows a screenshot of the Zoom Cloud Meetings sign-in interface. The window title is "Zoom Cloud Meetings". The main heading is "Sign In". On the left side, there are two input fields: "Enter your email" and "Enter your password" (with a "Forgot?" link). A blue box highlights these two fields, and a blue arrow labeled "fill" points to the email field. To the right of these fields is a vertical line with the word "or" in the center. Further right are three social sign-in buttons: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". Below the input fields is a checkbox labeled "Keep me signed in" and a "Sign In" button. A red box highlights the "Sign In" button, and a red arrow labeled "click" points to it. At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up Free" link.

You will see the following page once you have signed in.



Part 3. How to register for the 2020 EuChemS General Assembly (GA)?

Guidelines by the EuChemS Secretariat

The registration link will be sent to you by the EuChemS Secretary General.

Fill out all the fields.
Upon completing all fields, **click** on “Register”.

Webinar Registration



Topic 

Time 

First Name*

Last Name*

Email Address*

Confirm Email Address*

* Required information

Register 

The following page will appear upon registration for the webinar, which means that your registration is “**Pending Approval**” by the Host:

Webinar Registration **Pending Approval**

Topic	[REDACTED]
Description	[REDACTED]
Time	[REDACTED]
Webinar ID	[REDACTED]

Your registration request for this webinar has been submitted to the host for approval. You will receive an email regarding your registration status.

To Cancel This Registration

You can [cancel](#) your registration at any time.

Once your meeting registration has been approved by the Host, you will receive a confirmation email from **Nineta Hrastelj** that will contain all necessary information for joining the webinar (crucial information is shown in red):

If you have the Zoom app installed already, this is the only link you will need for joining!

Hi [REDACTED]

Thank you for registering for [REDACTED]

Please submit any questions to [REDACTED]

Date Time: [REDACTED]

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. [REDACTED]

Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :
US: +16468769923,,319833382# or +16699006833,,319833382#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 876 9923 or +1 669 900 6833 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)
Webinar ID: 319 833 382
International numbers available: <https://zoom.us/j/bZ3rpGRKy>

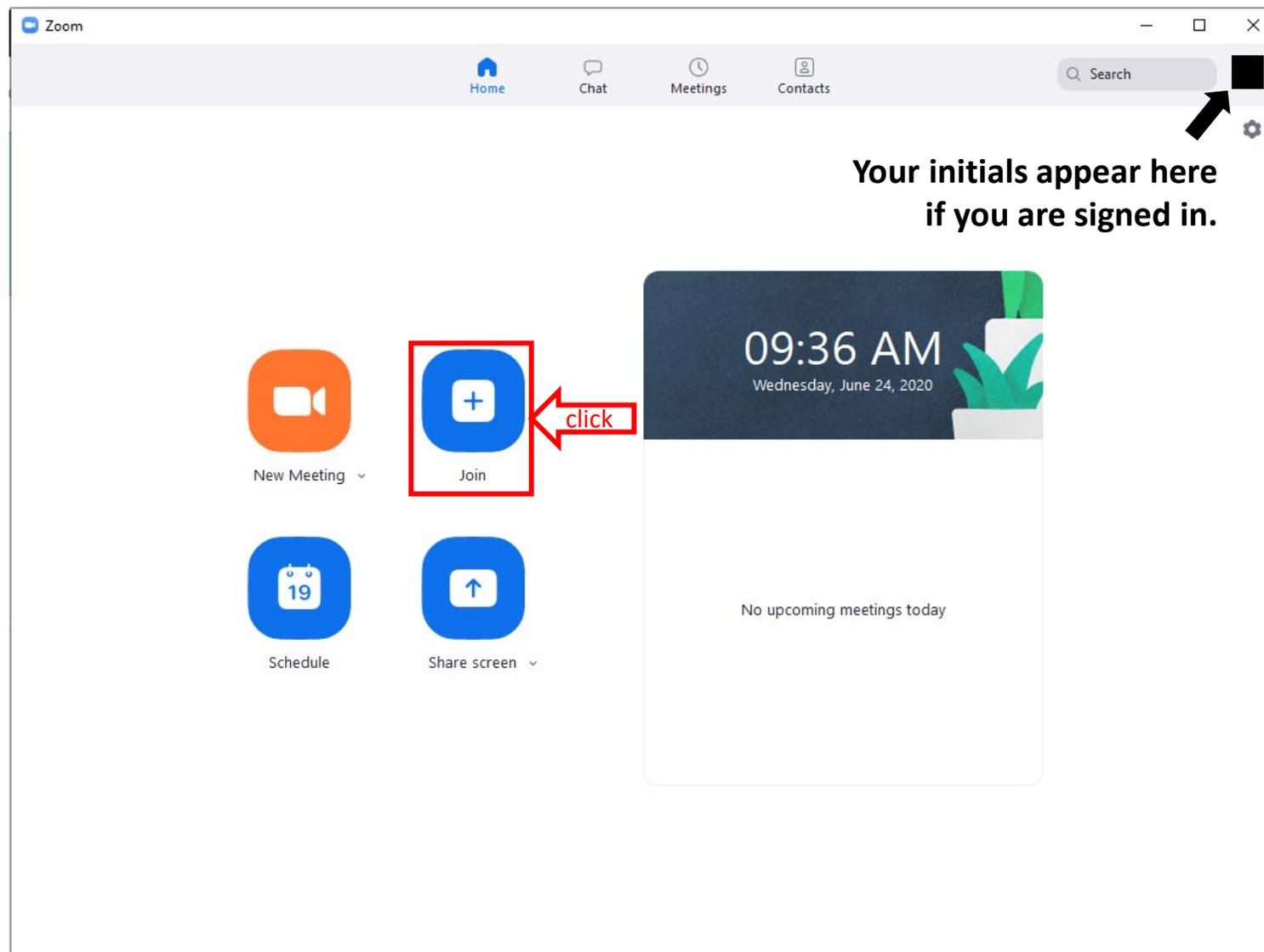
You may now add this even to your calendar: Outlook and other (*.ics file), Google or Yahoo by clicking on the appropriate link.

Part 4. How to join the event on Thursday, 24th September 2020?

Guidelines by the EuChemS Secretariat

Below is shown how the Zoom app looks like if you are signed in.

In order to join a meeting, **click** on the “Join” box.

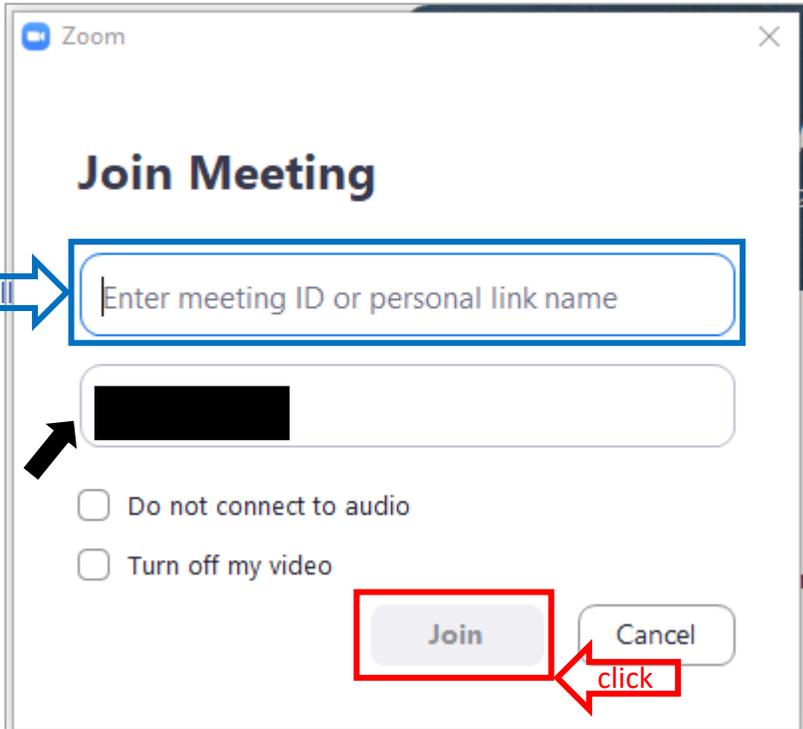


Copy the link that you have received *via* email in order to join,
or enter the webinar ID and the passcode.

The passcode is available in the confirmation email
sent by Nineta Hrastelj (see page 24)!

Once all fields are filled correctly, **click** on the “Join” box and enter the Zoom webinar.

Type your full name here and all
meeting participants will see it.



Zoom

Join Meeting

fill → Enter meeting ID or personal link name

→ [Redacted Name]

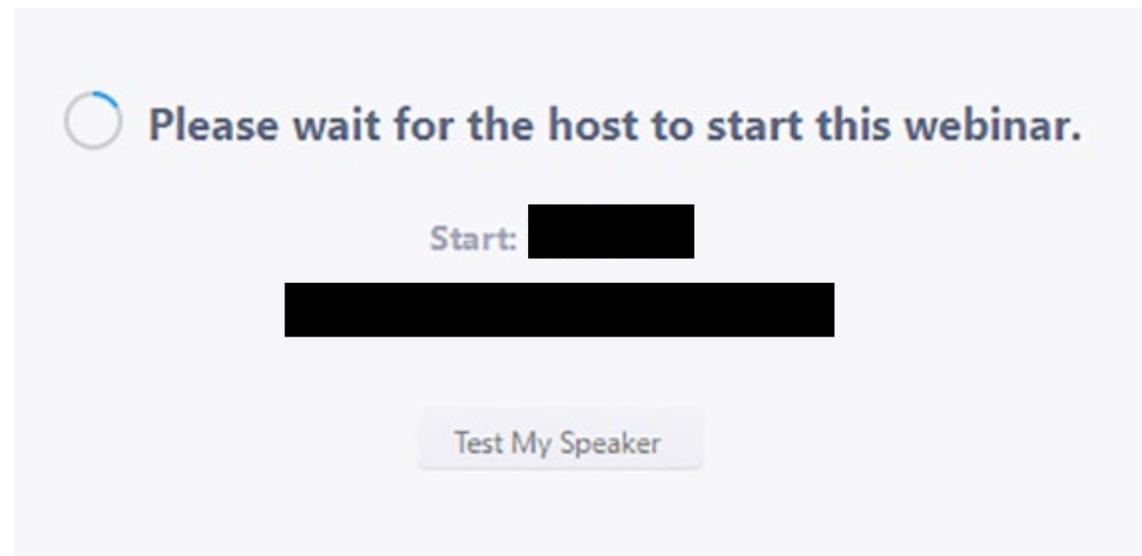
Do not connect to audio

Turn off my video

Join Cancel

click →

If the Host hasn't started broadcasting the webinar, you'll receive the following message:



Part 5. Webinar controls *for Attendees*

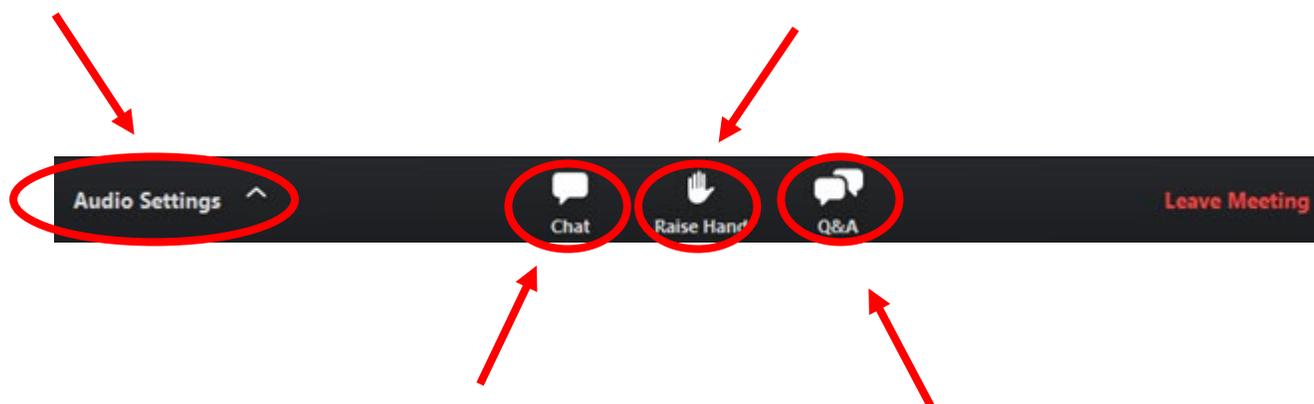
Guidelines by the EuChemS Secretariat

When the webinar starts, the videos of the speakers will be displayed on your screen.

The bellow **control bar** will also be available:

Change your **Audio Settings** (only visible if the Host hasn't granted you permission to talk): you can click on the upward arrow (^) to select the playback device.

Raise Hand in the webinar to indicate to the Host that you have a question and would like to speak out loud.



Opening in-meeting **Chat** allows you to send chat messages to the Host and/or the panellists, and to the attendees (if permitted).

Opening the **Q&A** window allows you to ask questions to the Host and the panellists. They can either reply back to you *via* text in the Q&A window, or answer to your question live.