

Instructions for the Zoom meeting

*2020 EuChemS Professional Networks (PNs)
annual meeting*

Guidelines by the EuChemS Secretariat

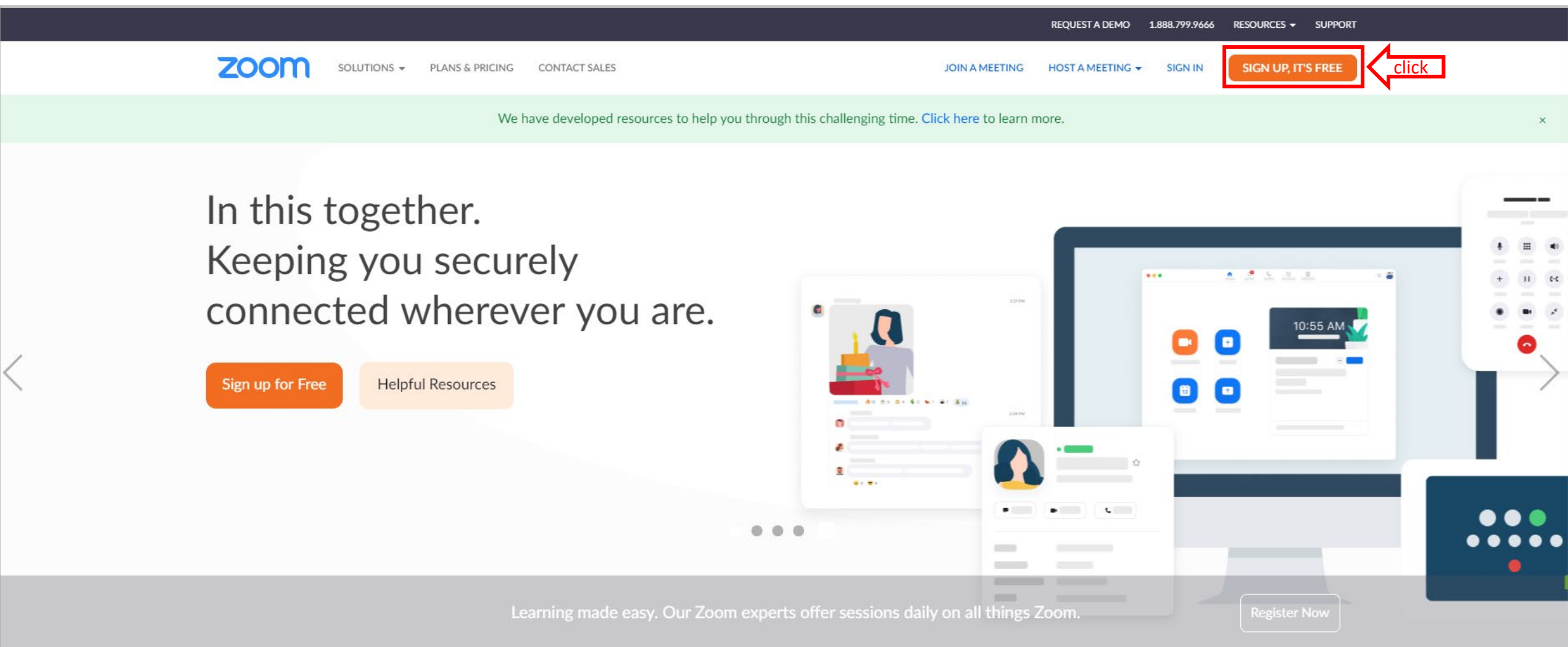
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Part 1. How to create a personal Zoom account?

Guidelines by the EuChemS Secretariat

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



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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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Language

[English ▾](#)

Currency

[US Dollars \\$ ▾](#)



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



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SIGN IN

SIGN UP, IT'S FREE

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



Sign in with SSO



Sign in with Google



Sign in with Facebook

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

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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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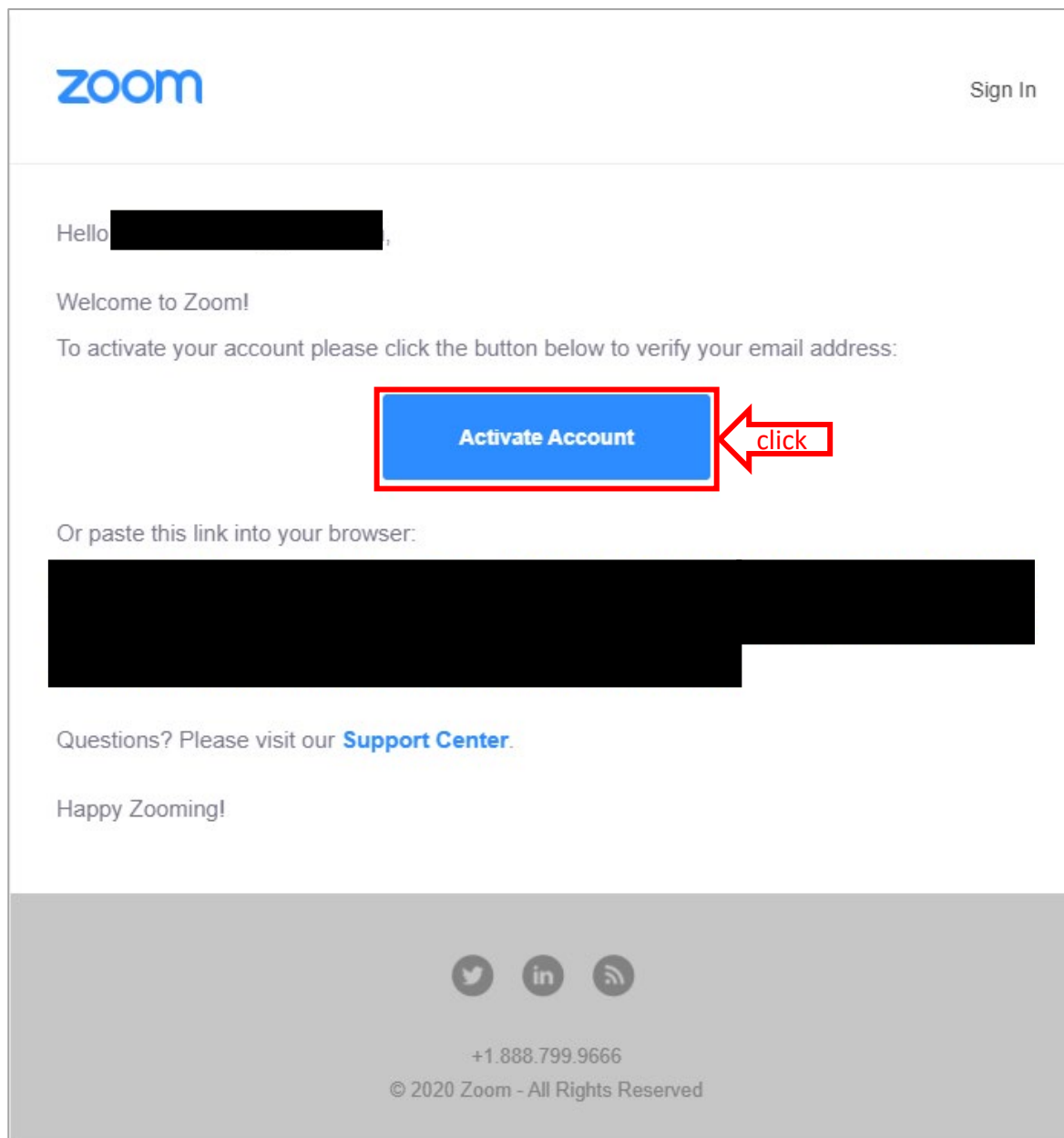
English ▾

Currency

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

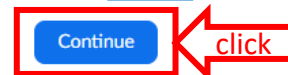


You will be asked if you are signing up on behalf of a school.
Select “No” and then **click** “Continue”.



Are you signing up on behalf of a school?

☐ Yes



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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".

zoom

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SIGN IN

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1 Account Info ---

2 Invite Colleagues ----

3 Test Meeting



fill

Welcome to Zoom

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

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

Continue

click

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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



reCAPTCHA
[Privacy](#) · [Terms](#)

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*.

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JOIN A MEETING

HOST A MEETING ▾



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](#).



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Personal Meeting ID

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× Use this ID for instant meetings

Sign-In Email

Show


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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!

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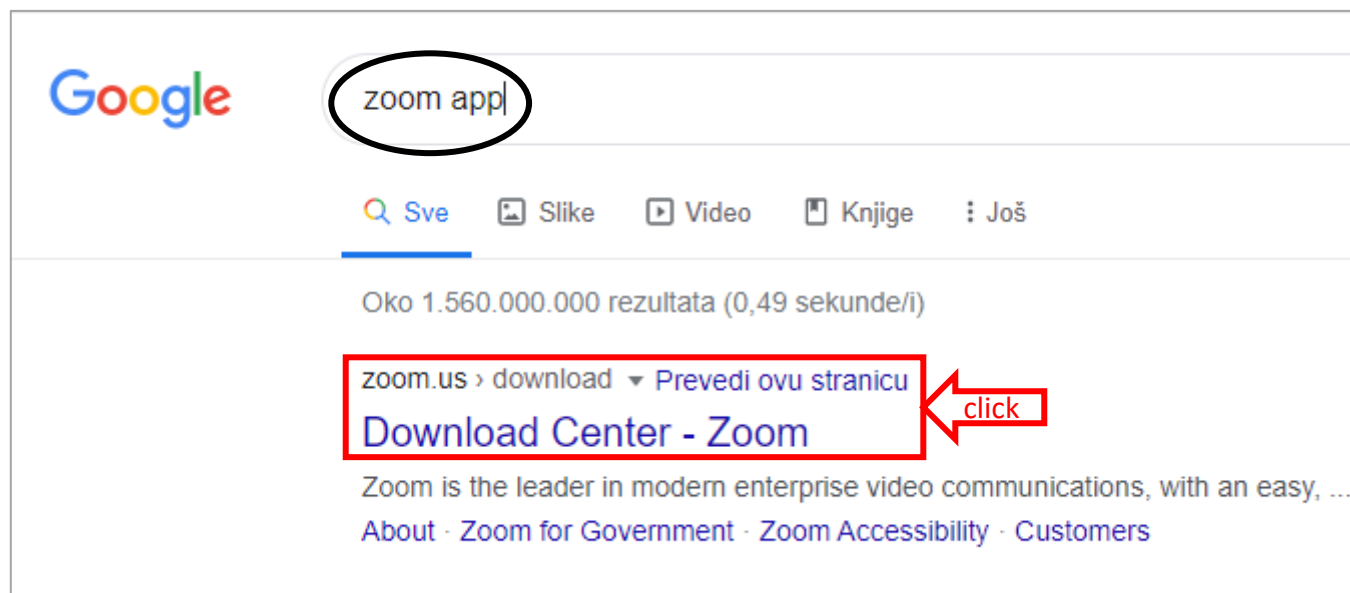
Edit



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.



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:

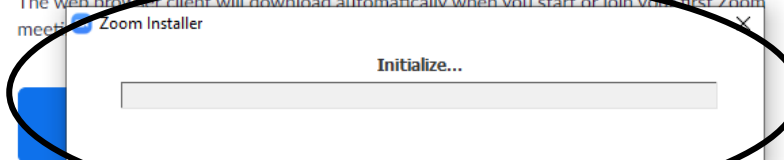


Download Center

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



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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.

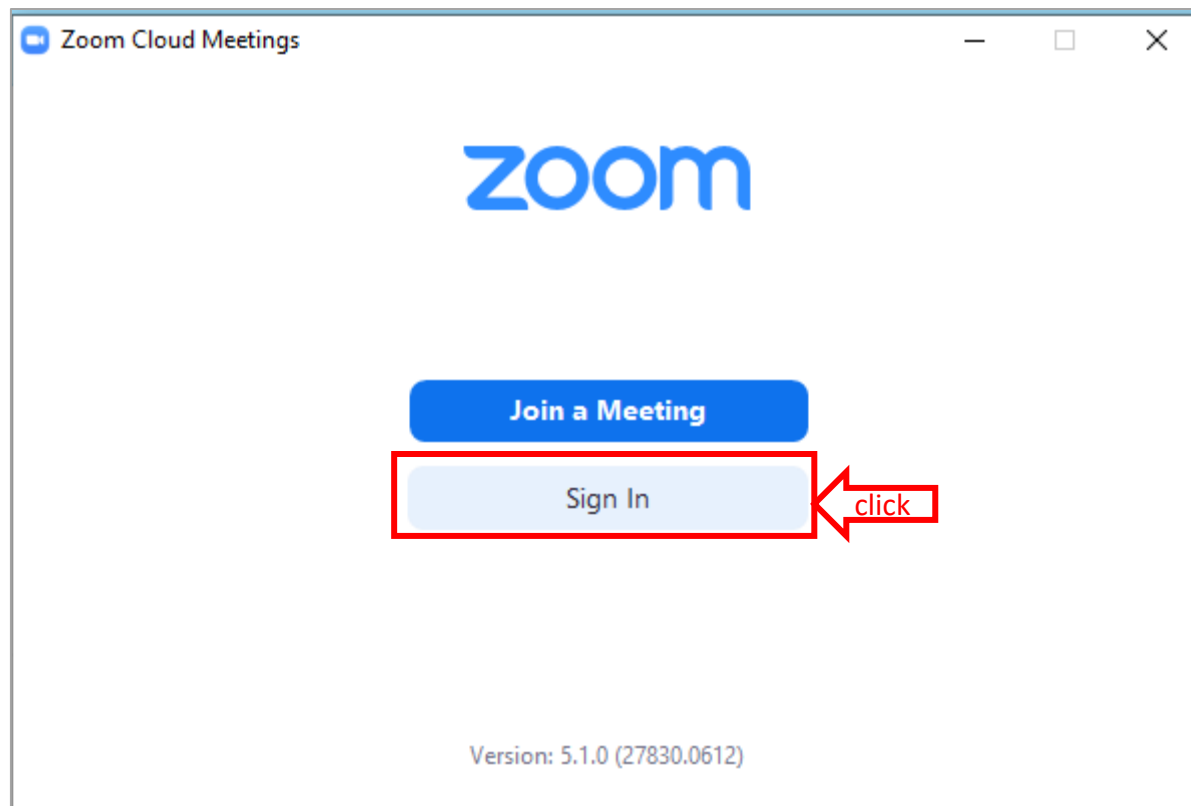
[Download](#)

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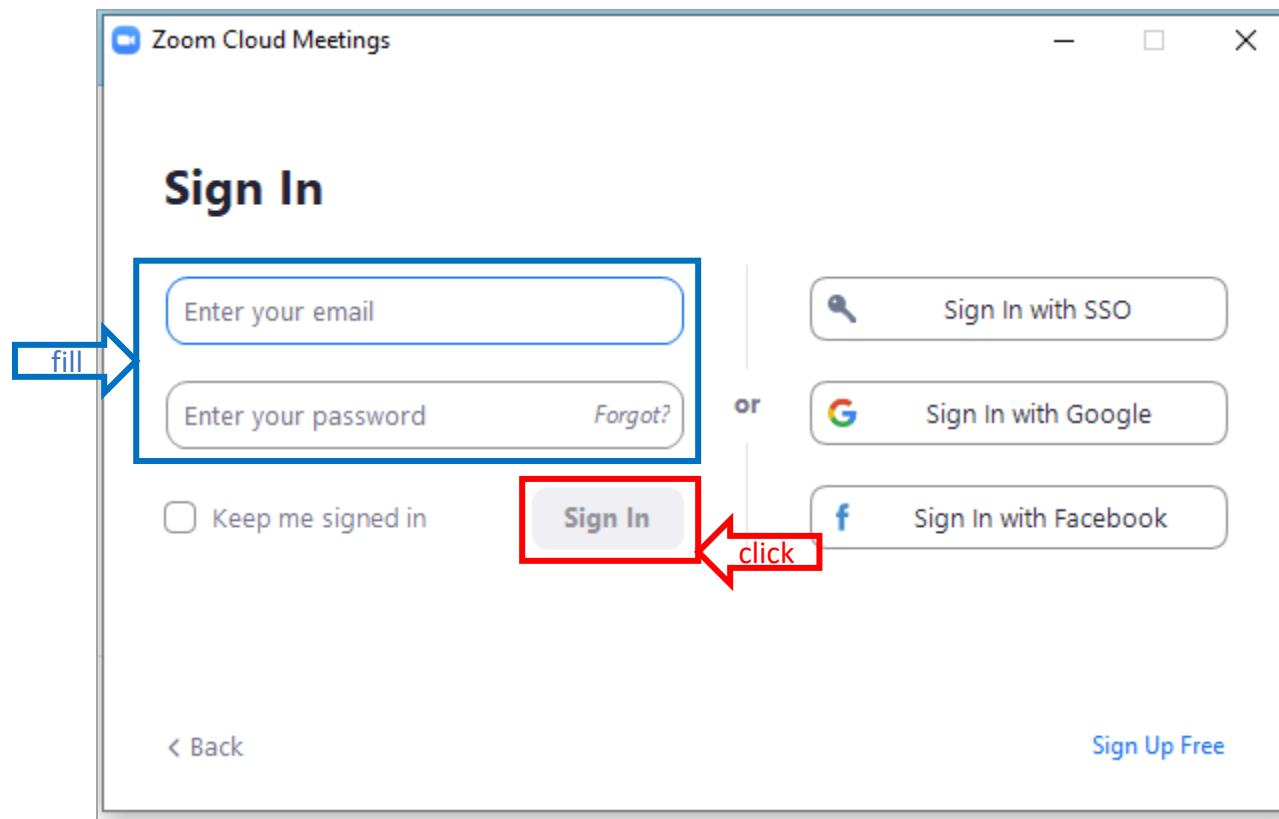
[Add Zoom](#) as an Add-in for Outlook on the web



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

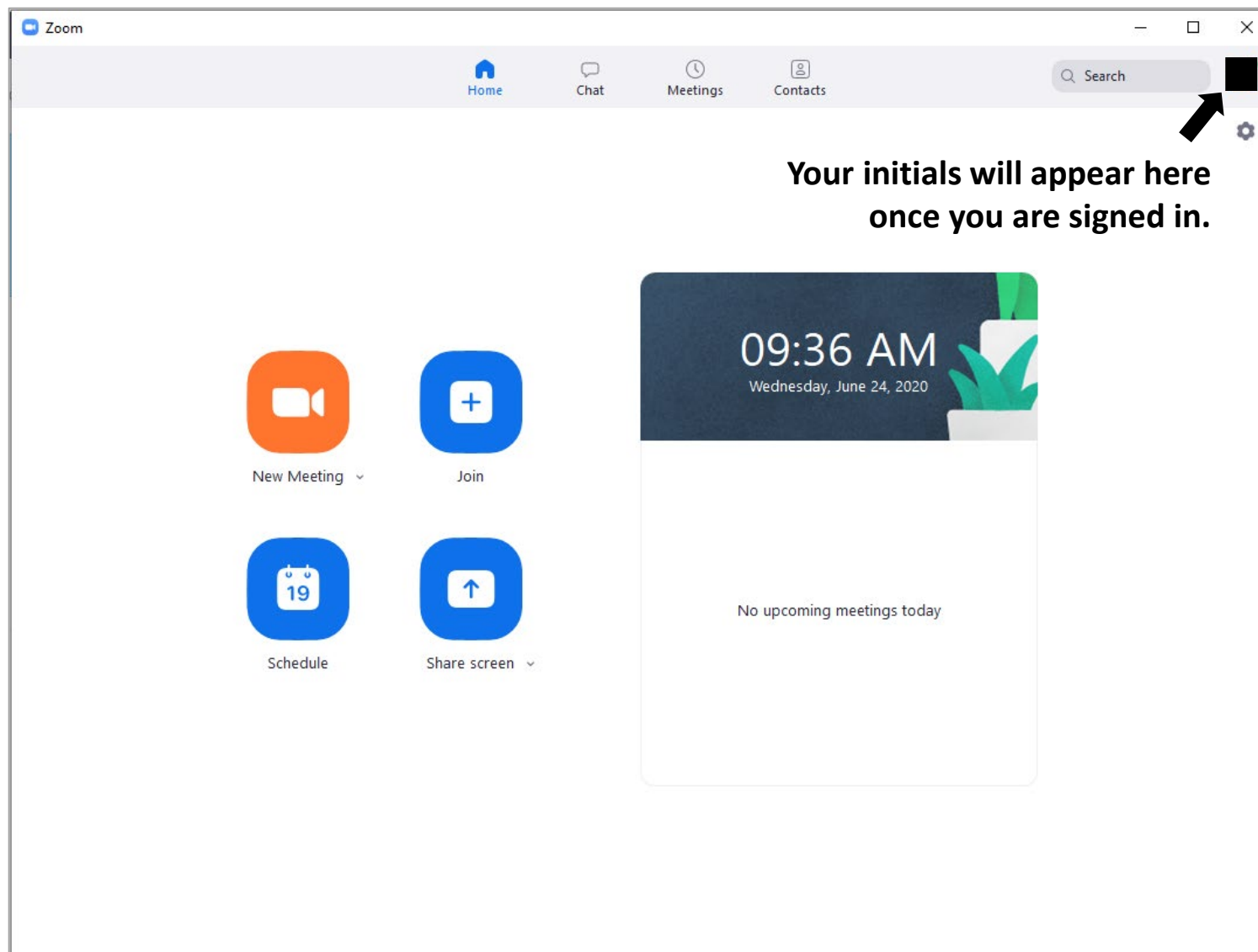


Fill your login details in the left part (email and password), then click on the “Sign In” button.



The image shows a screenshot of the Zoom Cloud Meetings 'Sign In' page. The window title is 'Zoom Cloud Meetings'. The main heading is 'Sign In'. On the left, there are two input fields: 'Enter your email' and 'Enter your password'. A blue box highlights these two fields, with a blue arrow pointing to it from the word 'fill' in the text above. To the right of the password field is a link that says 'Forgot?'. Below the input fields is a checkbox labeled 'Keep me signed in'. To the right of the checkbox is a 'Sign In' button, which is highlighted with a red box and a red arrow pointing to it from the word 'click' in the text above. To the right of the 'Sign In' button is the word 'or'. Further to the right are three buttons for social login: '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 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 Professional Networks (PNs) annual meeting?

Guidelines by the EuChemS Secretariat

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

Fill out all blue fields. Select one option for all green fields (drop down menu).
Upon completing all fields, click on “Register”.

Meeting Registration

Topic 2020 EuChemS Professional Networks annual meeting

Description The EuChemS Professional Networks annual meeting will be organised online on Zoom, on Tuesday, 29 September 2020, from 10:00-15:00 CEST. Lunch break is planned between 12:00 and 13:00.

Time Sep 29, 2020 10:00 in Brussels

First Name*

Last Name*

Email Address*

Confirm Email Address*

Country/Region*

Please select your EuChemS Professional Network:*

What is your position in your EuChemS Professional Network?*

Which year did you join your respective EuChemS Professional Network?*

Please select your Member Society:*

* Required information

fill

select

click

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

Meeting Registration **Pending Approval**

Topic	2020 EuChemS Professional Networks annual meeting
Description	The EuChemS Professional Networks annual meeting will be organised online on Zoom, on Tuesday, 29 September 2020, from 10:00-15:00 CEST. Lunch break is planned between 12:00 and 13:00.
Time	Sep 29, 2020 10:00 AM in Brussels
Meeting ID:	<div></div>


Your registration request for this meeting 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 meeting (crucial information is shown in **green**):

2020 EuChemS Professional Networks annual meeting Confirmation > [redacted]

 **Nineta Hrastelj** <no-reply@zoom.us> [redacted] ☆ ↶ ⋮

Hi [redacted]

Thank you for registering for "2020 EuChemS Professional Networks annual meeting".

Please submit any questions to: nineta.hrastelj@euchems.eu

Date Time: Sep 29, 2020 10:00 AM Brussels

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)
Passcode: [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](#)

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

crucial information, contains the passcode

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

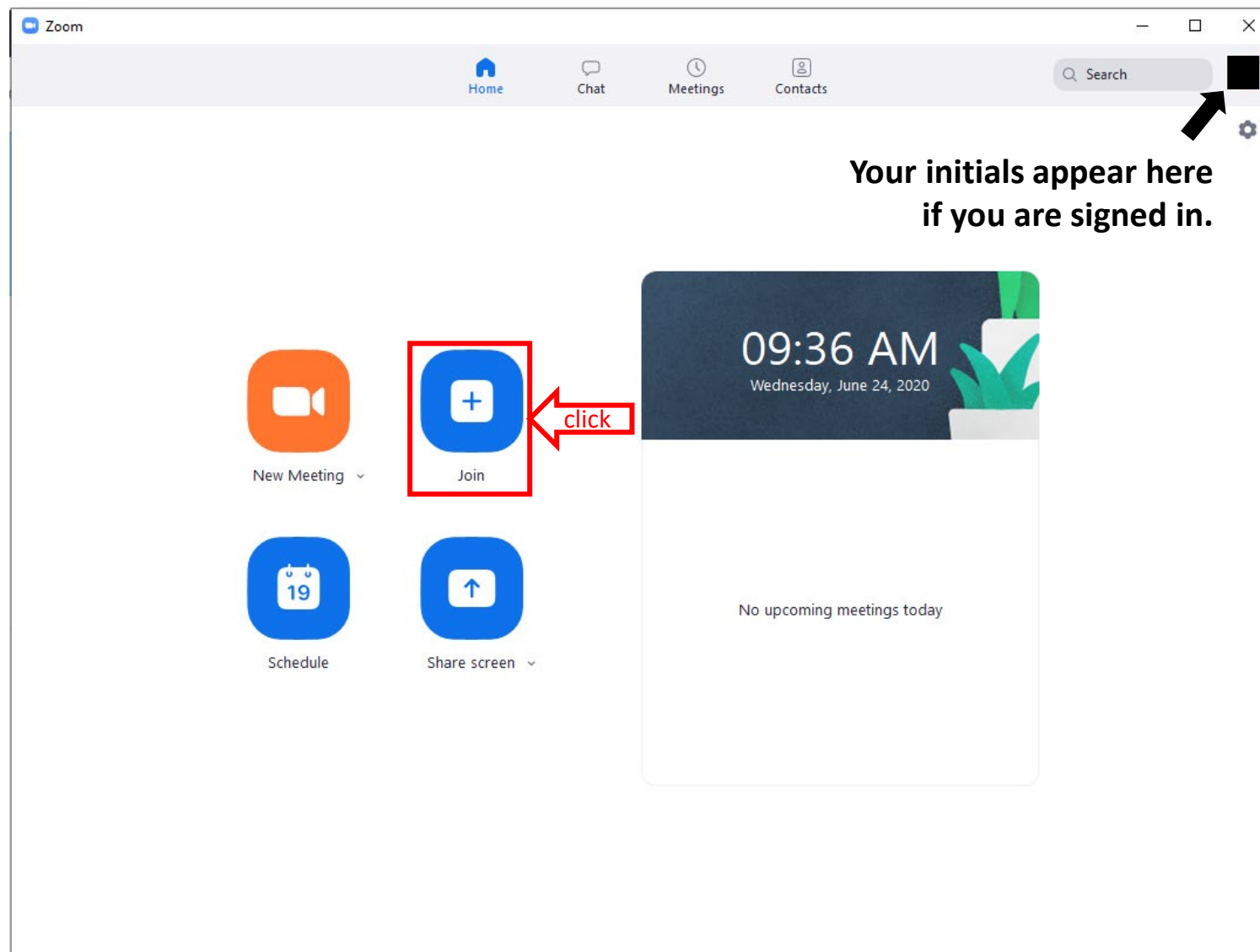
You can [cancel](#) your registration at any time.

Part 4. How to join the event on Tuesday, 29th 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.

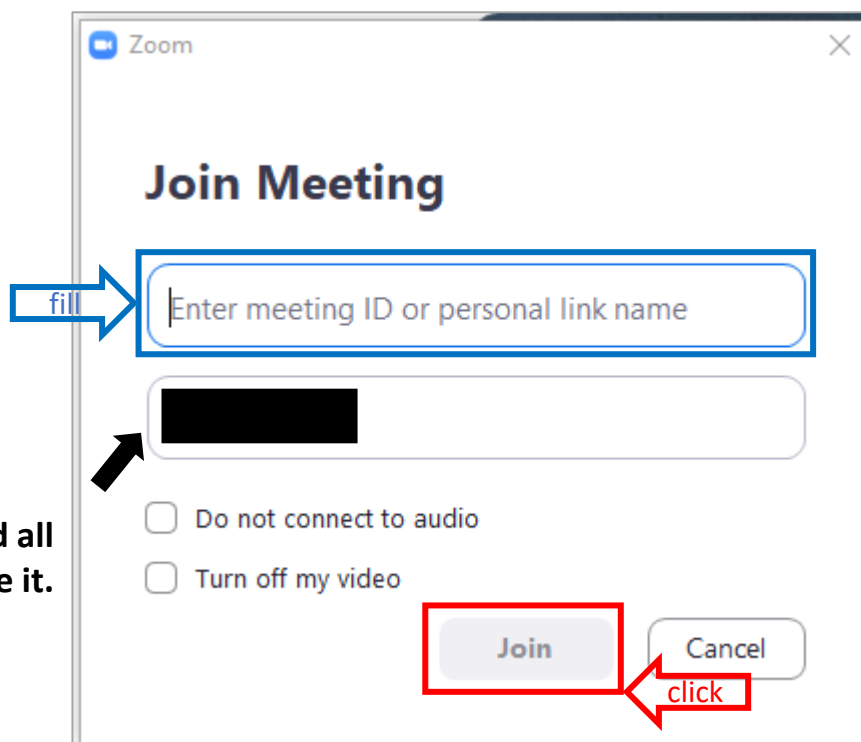


Copy the link that you have received *via* email in order to join,
or enter the meeting ID and the passcode.

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 meeting.

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



The screenshot shows the Zoom 'Join Meeting' window. A blue box highlights the 'Enter meeting ID or personal link name' field, with a blue arrow labeled 'fill' pointing to it. Below this is a name input field with a black arrow pointing to it. At the bottom, the 'Join' button is highlighted with a red box, and a red arrow labeled 'click' points to it. There are also checkboxes for 'Do not connect to audio' and 'Turn off my video'.