

User Manual for
zoom
Webinar Meetings

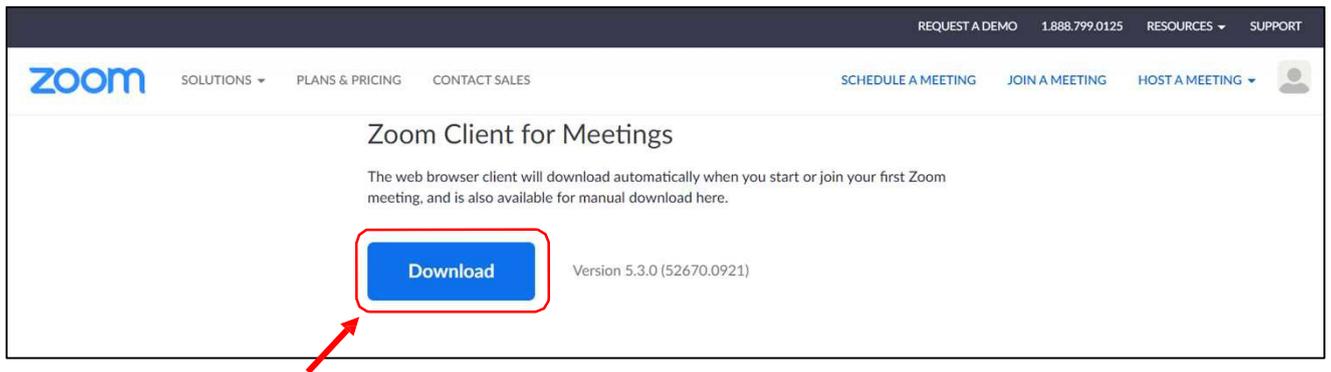
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Online Meeting Participants: Setting Up Zoom

STEP 1 Download and install the Zoom client (PC version)

1. Download the "Zoom Client for Meetings" installer from the Zoom website:
https://zoom.us/download#client_4meeting



2. Launch the downloaded file (ZoomInstaller.exe) to install Zoom.



3. The download and install process has been completed if the following window is displayed.



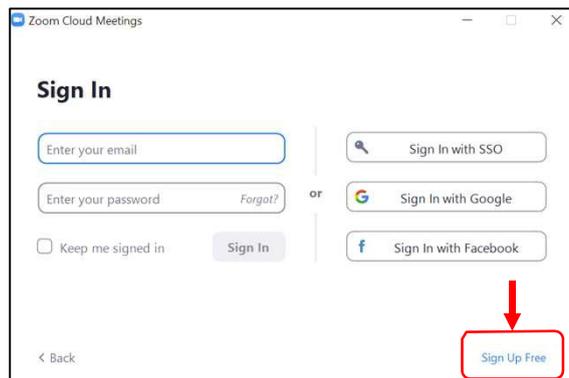
Online Meeting Participants: Setting Up Zoom

STEP 2 Register and enable use of the Zoom client (PC version)

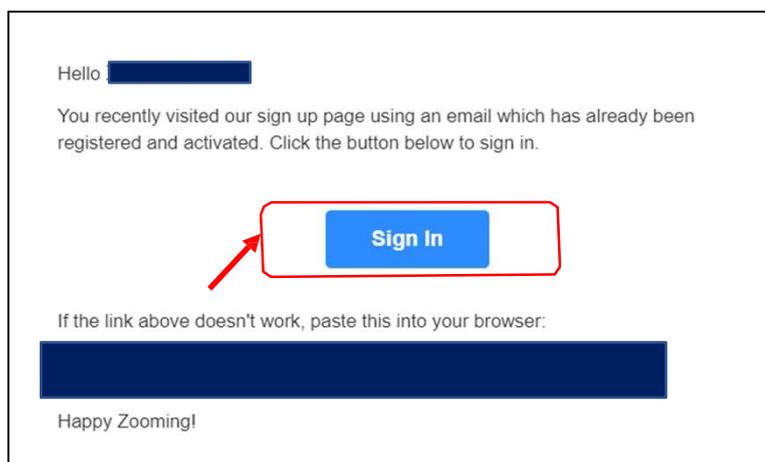
1. Click **Sign In**.



2. Enter your e-mail address to register with Zoom (free of charge).



3. After receiving a confirmation e-mail from Zoom at the e-mail address you provided, follow the link in the message and click **Activate Account**.

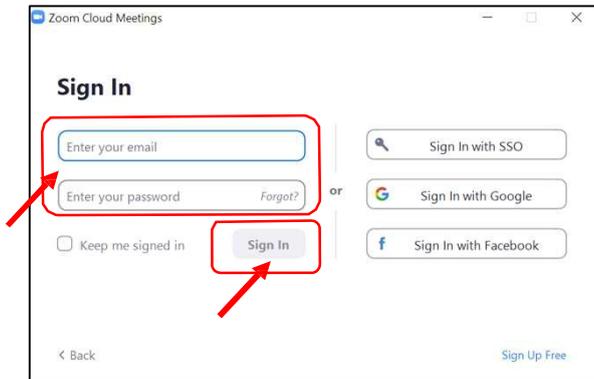


*Login information displayed following activation. Enter your personal information; you can skip sections such as Invite a Friend.

Online Meeting Participants: Setting Up Zoom

STEP 3 Zoom video and audio tests

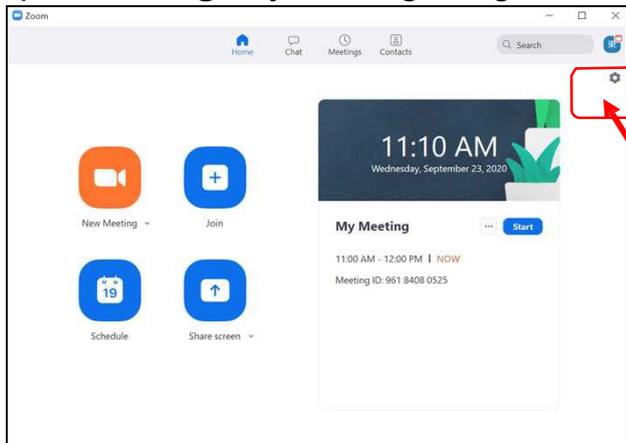
1. Sign in to the Zoom client.



Enter your e-mail address and password

↓
Click the **Sign In** button

2. Open **Settings** by clicking the gear icon.

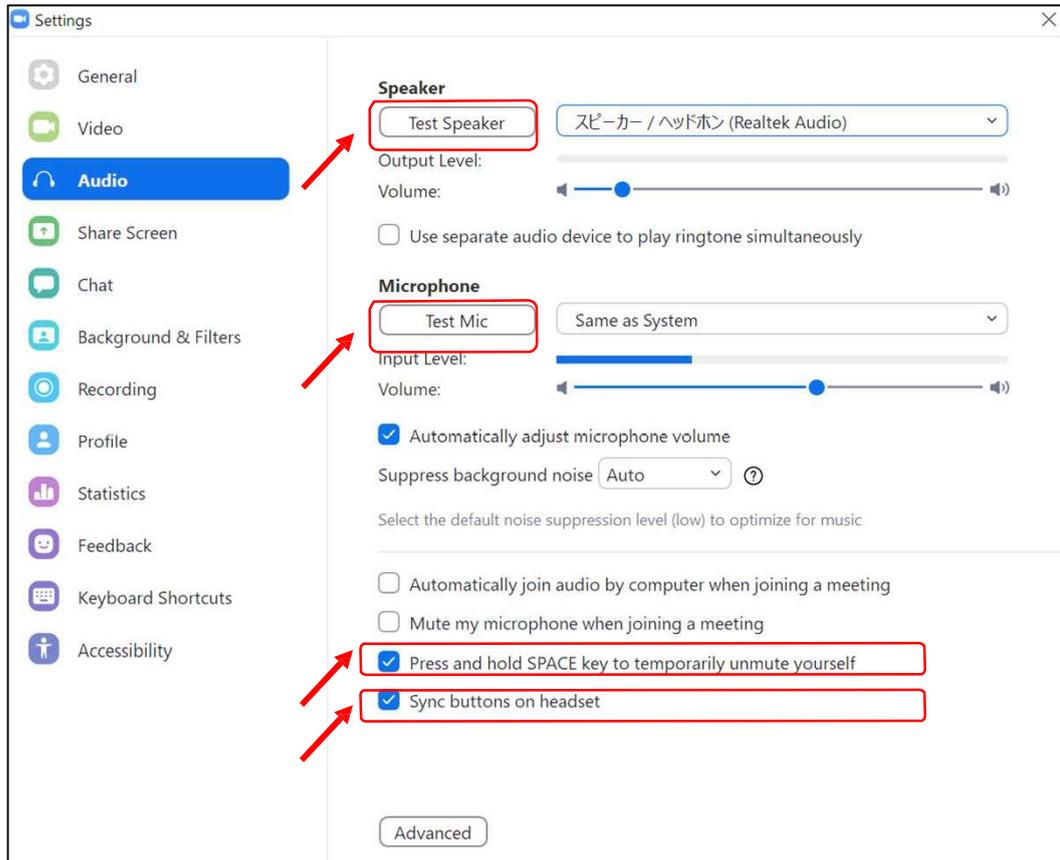


*Click the gear icon on the top-right

Online Meeting Participants: Setting Up Zoom

STEP 3 Test Zoom video and audio

4. Click **Audio** to access audio settings.



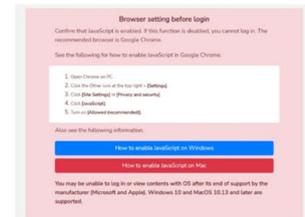
Click **Test Speaker** to check whether incoming sounds are audible.

Click **Test Mic** to check whether your voice will be audible to other users.

Online Meeting Participants: Joining a Meeting

STEP 1 Join the online meeting

1. Sign in to the Online Meeting Website from ITS 2021 Website.



Same as a password which you created for registration

Log in

Same as your registration ID (Email address)

id
abc@its.com

Password

Remember this login

Log in



2. Click the Webinar link via Live streaming site and move your session
Then click the button as VIEW.

		Live Streaming										
		July 1st (Thu)			July 2nd (Fri)				July 3rd (Sat)			
Time	All	AM(9-12)	PM(12-17)	9	10	11	12	13	14	15	16	17
Room		1						2				
Live Streaming + on demand		July 1st (Thu) 09:00~09:15						Live Streaming				
Opening speeches												
Kazuko Kohri (Sendai City Mayor) Yuichiro Tanioka (Chair of the IUGG Joint Tsunami Commission) Fumihiko Imamura (Chairperson of Committee of the ITS 2021)												
Live Streaming + on demand		July 1st (Thu) 09:15~11:00						Live Streaming				
Keynote lectures and panel discussions												

Online Meeting Participants: Joining a Meeting

Currently Live Streaming. Please watch it.

Live Streaming July 1st (Thu) 09:15~11:00

Live Streaming

Keynote lectures and panel discussions

Moderator : Shunichi Koshimura

Tsunami preparedness: Is zero casualties possible?

Speaker : Eddie Bernard (Tsunami Expert)

Assessment, awareness and resilience in coastal disasters

Speaker : Ahmet Yalciner (Middle East Technical University)

Field surveys of recent coastal disasters

Speaker : Tomoya Shibayama (Waseda University and Yokohama National University)

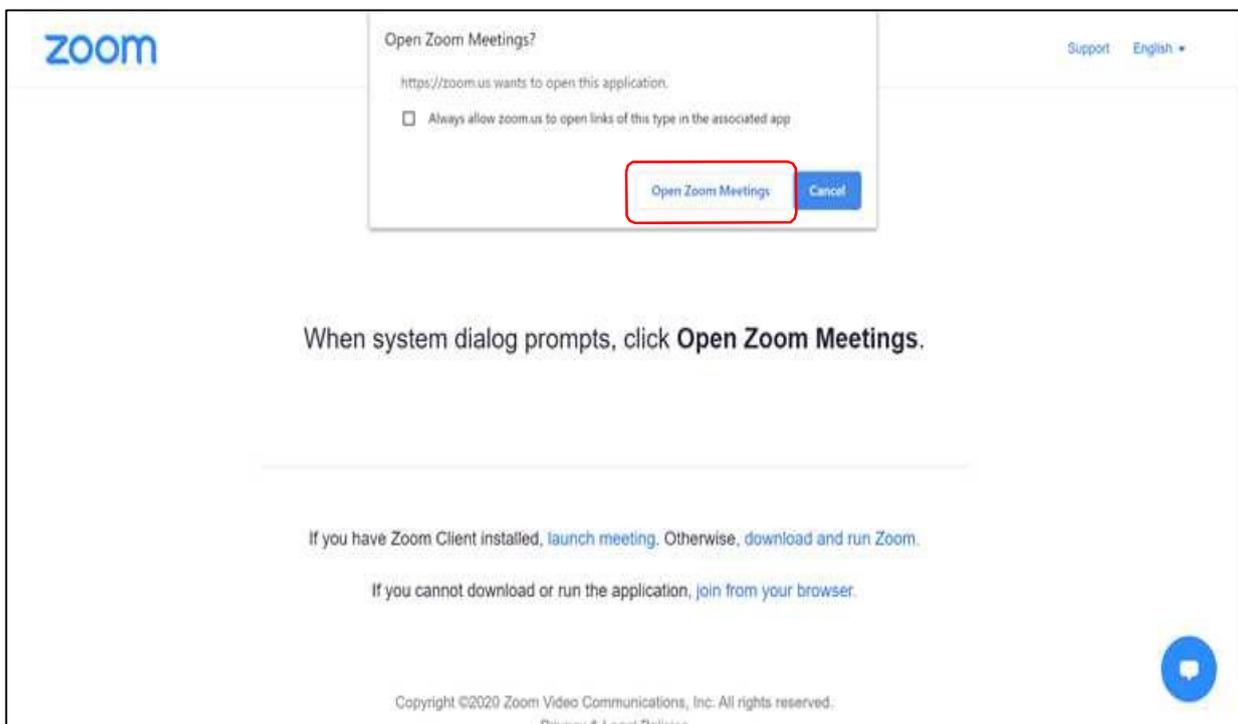
For Chair/Speaker

Chair/Speaker

For Viewer

View

3. Click the following button and open Zoom application.



The screenshot shows a Zoom meeting page with a system dialog box open. The dialog box is titled "Open Zoom Meetings?" and contains the text "https://zoom.us wants to open this application." Below this text is a checkbox labeled "Always allow zoom.us to open links of this type in the associated app" which is currently unchecked. At the bottom of the dialog box are two buttons: "Open Zoom Meetings" (highlighted with a red box) and "Cancel".

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

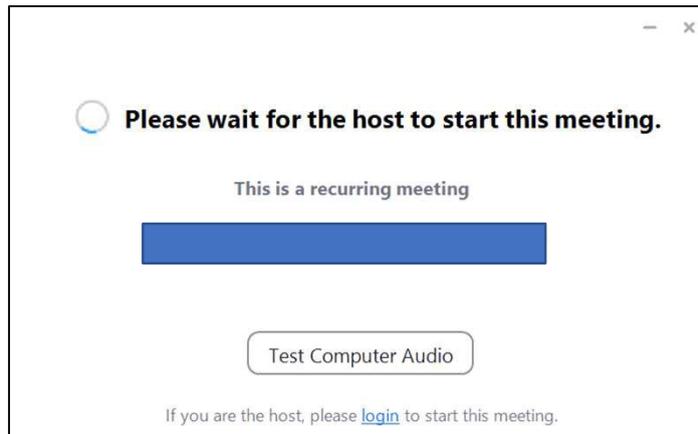
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[Privacy & Legal Policies](#)

Online Meeting Participants: Joining a Meeting

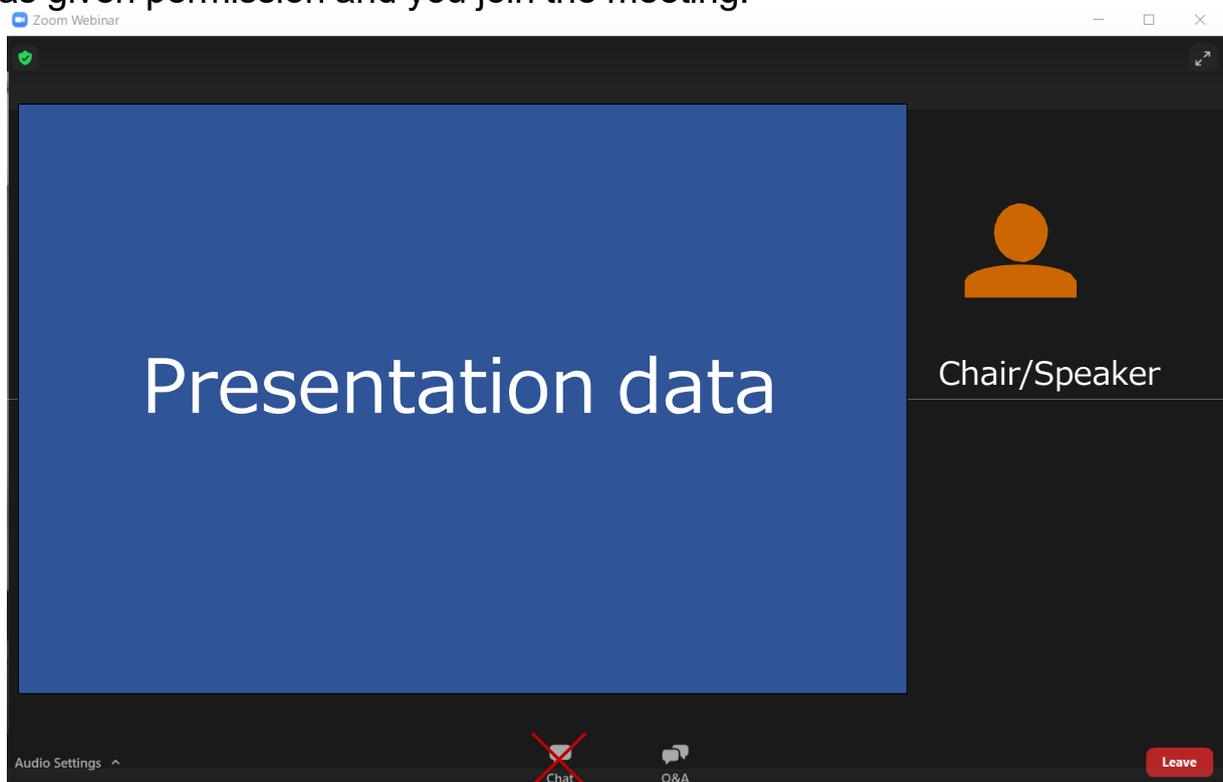
STEP 1 Join the online meeting

4. This screen will be displayed until the meeting host (Congress Secretariat) gives you permission to join the meeting. Wait until permission is granted.

***You can join the meeting 5 minutes before the session. Please note it might be delayed to join the meeting depending on the progress of the previous session.**

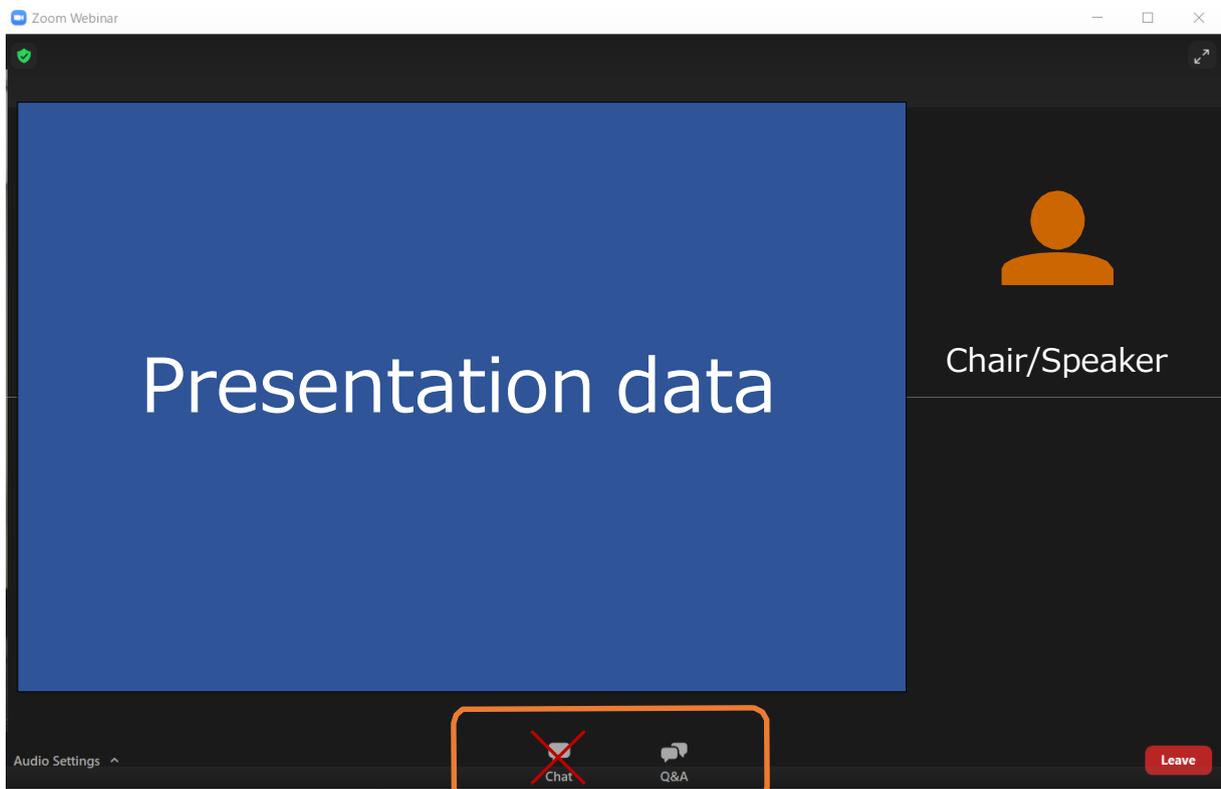


5. This screen will be displayed after the meeting host (Congress Secretariat) has given permission and you join the meeting.



Online Meeting Participants: Joining a Meeting

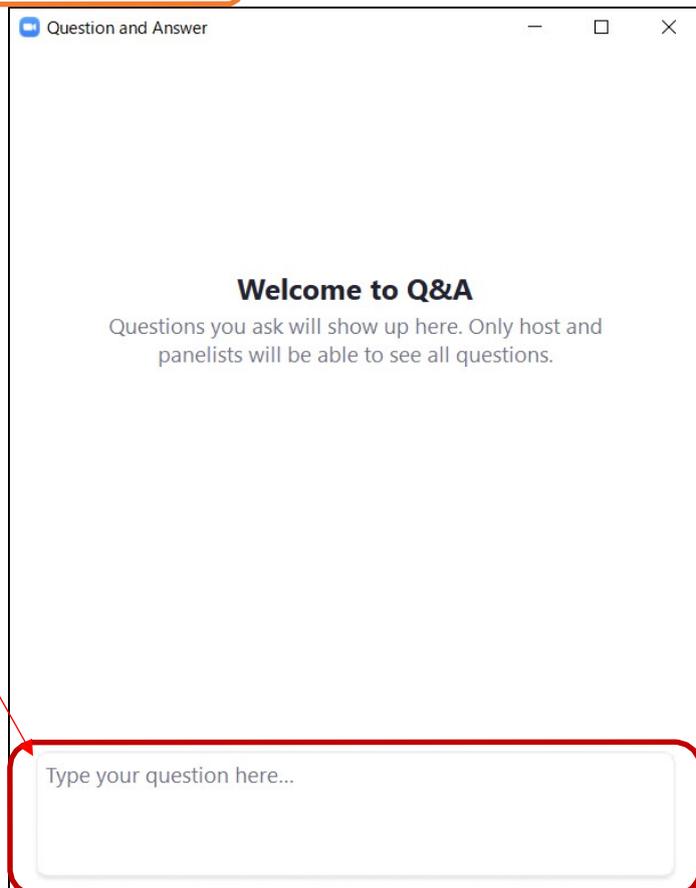
STEP 2 Use the Zoom user interface



Not available

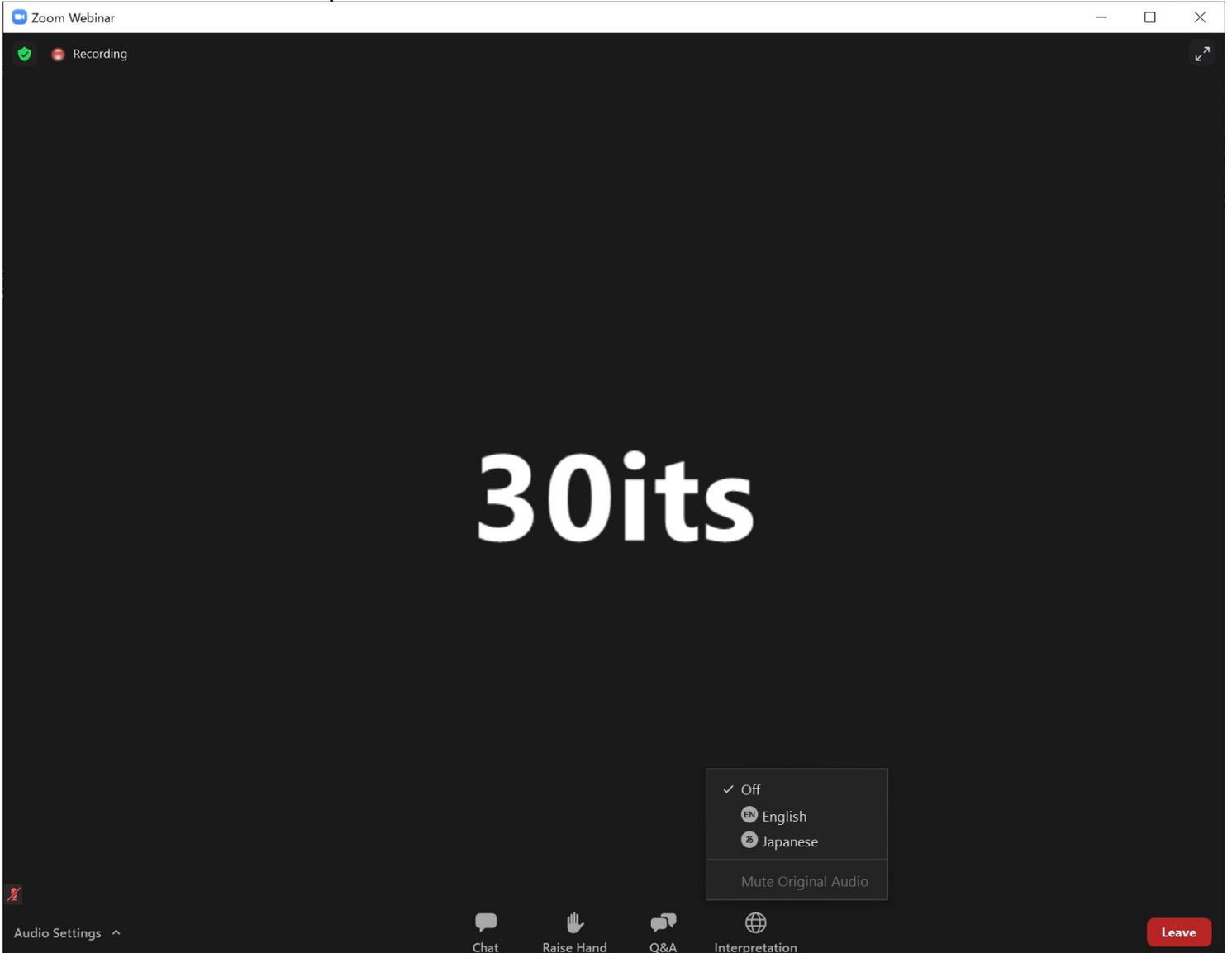


USE "Q&A"



Online Meeting Participants: Joining a Meeting

Please note that all sessions of Day1 are available online simultaneous translation from English to Japanese. Click the right bottom button as a function for the interpretation and choose the audio.



The screenshot shows a Zoom Webinar window titled "Zoom Webinar". In the top left corner, there is a green checkmark icon and a red recording icon labeled "Recording". The main content area is black with the white text "30its" centered. At the bottom, there is a toolbar with icons for "Audio Settings", "Chat", "Raise Hand", "Q&A", and "Interpretation". A red "Leave" button is located in the bottom right corner. An audio settings menu is open over the "Interpretation" icon, showing options: "Off" (checked), "English", and "Japanese". Below these options is a "Mute Original Audio" option.