**GUIDE TO ZOOM PLATFORM FOR VIETMD AME/EBM TEAM**

*First, I’d like to verify our current subscription is for “meeting”, not for “webinar”. It has a limited features than a webinar, but it’s still enough to do the job.*

When you access the Zoom platform for the first time, it will ask you to download its application, named Zoom Launcher. Then you install it to your computer, you need to do it one time only. Be sure to check your computer’s webcam and audio are compatible with the application, it will show tests for checking.

There’re 2 types of access:

-By the link: as most people do. Click on the link or put the link in the address bar of any browser, it will open Zoom platform. Once you’re in, you’ll see a few icons at the bottom of the screen.



Those are: (1) your microphone (Mute/Unmute), (2) your webcam (Show/Hide), (3)invite somebody through email (?), (4) number of participants, you can rename yourself by clicking on it, (5) share your computer’ screen for everybody to see, (6) chat, self-explanatory, (7) this feature is not accessible, and (8) leave meeting.

-By login: gives us more control. Use VietMD ID and password which Wynn gave us.

When you’re in, the platform shows similar screen, but you can control the record. If you turn it on, it will convert to mp4 video clip at the end of the meeting, after you leave the platform.

When you click on the Share Screen, all icons will move to the top of the screen as shown:



They’ll disappear in couples of seconds to clear the screen, unless you move your cursor to the top edge of the screen. The Annotate icon gives you pen and eraser to draw onto the screen.

That’s it! I hope it saves your time when you enter the meeting.

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