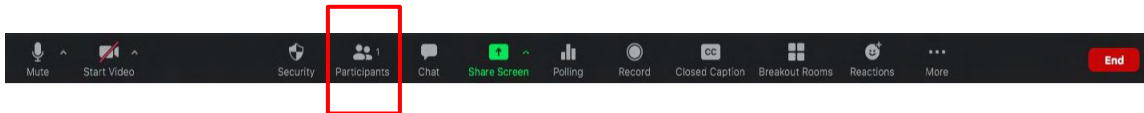


# Zoom Operation Manual

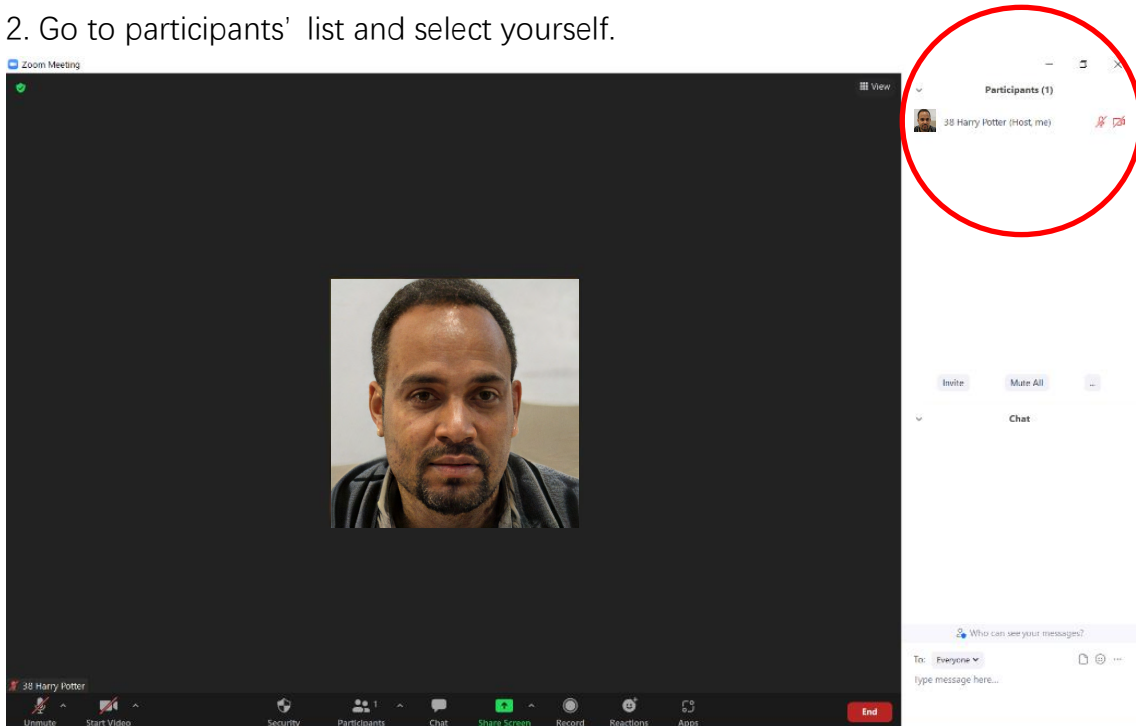
## I. How to Change Your Name

- In order to facilitate communication with each other, and better know each other, it is preferable to indicate your last name, first name and your home university.

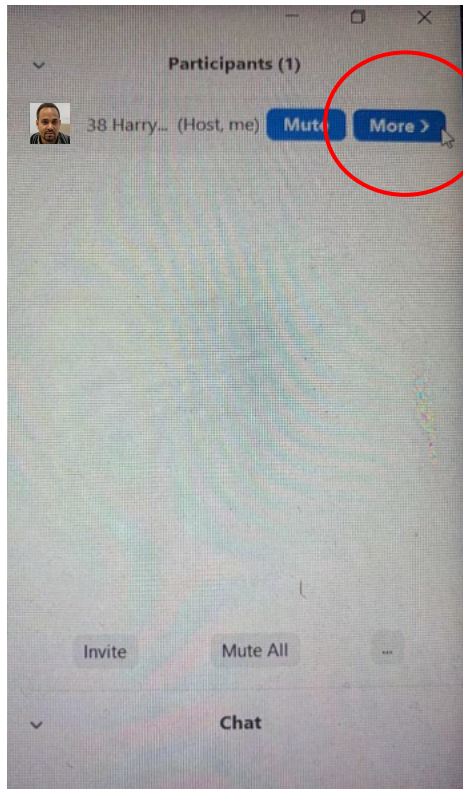
1. Click on "Participants" at the bottom of the Zoom interface.



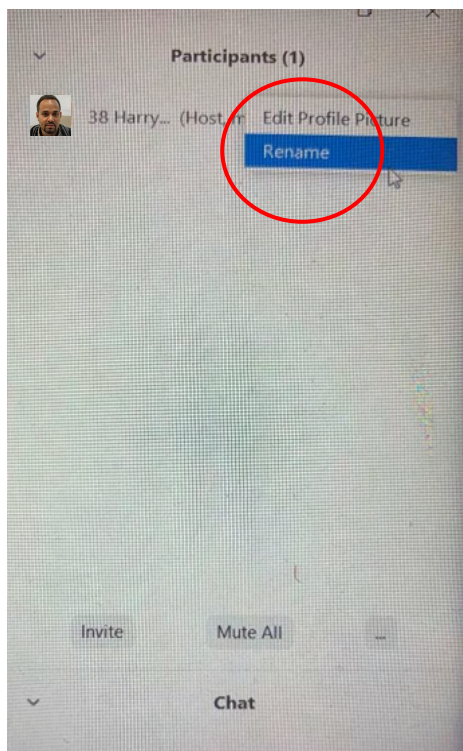
2. Go to participants' list and select yourself.



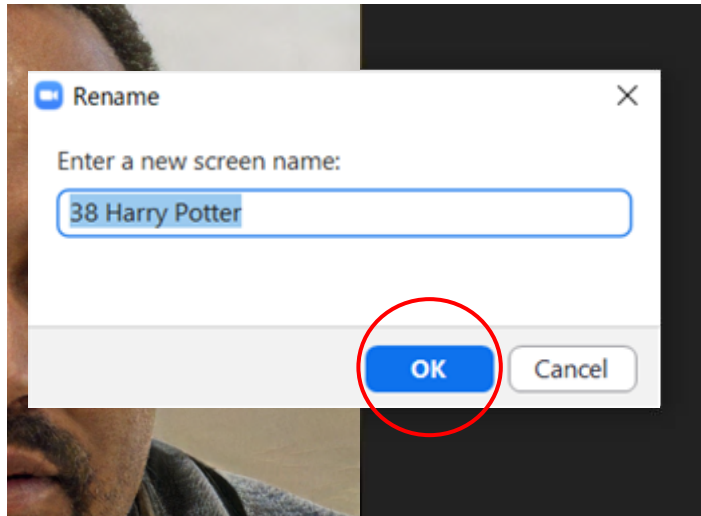
3. Click "More" next to your name.



4. Click "Rename."

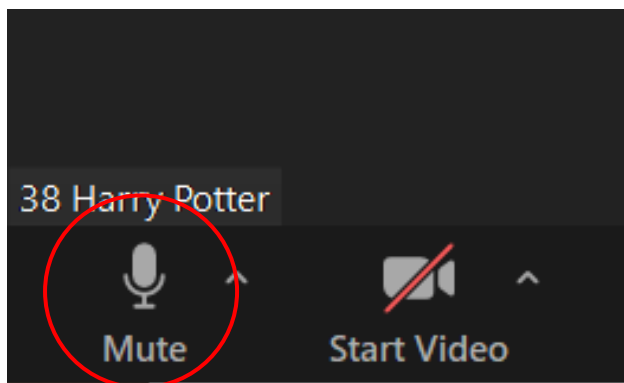
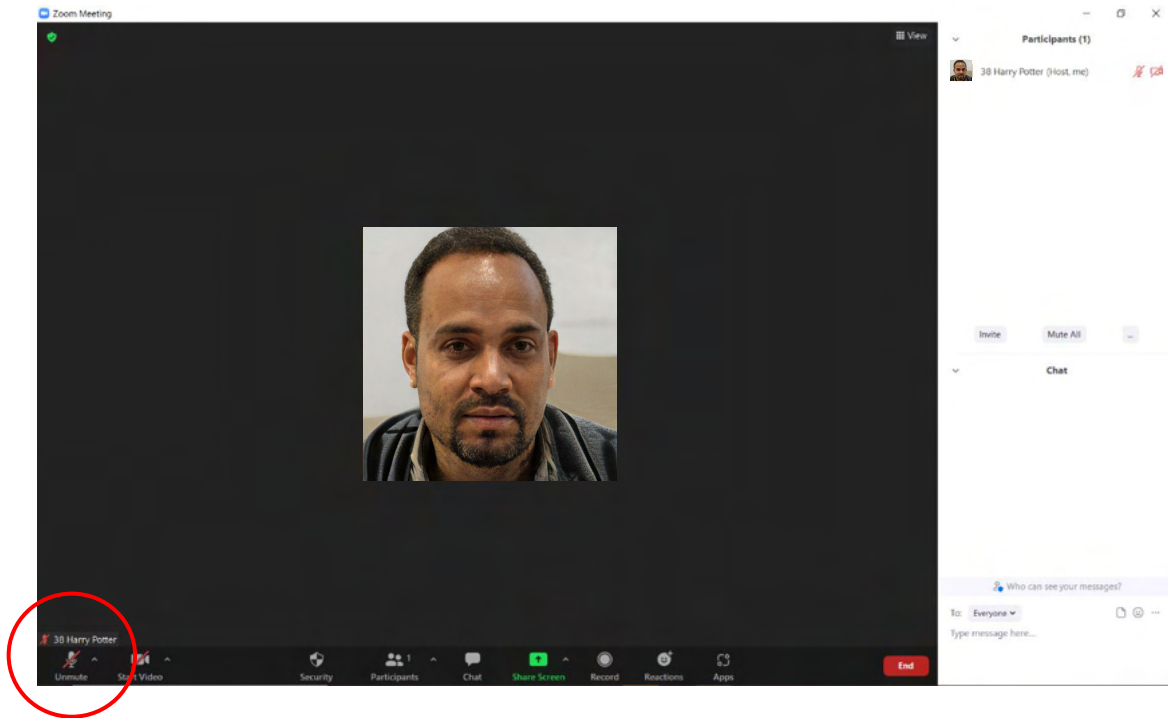


5. Enter your number and your name. Then click OK button.



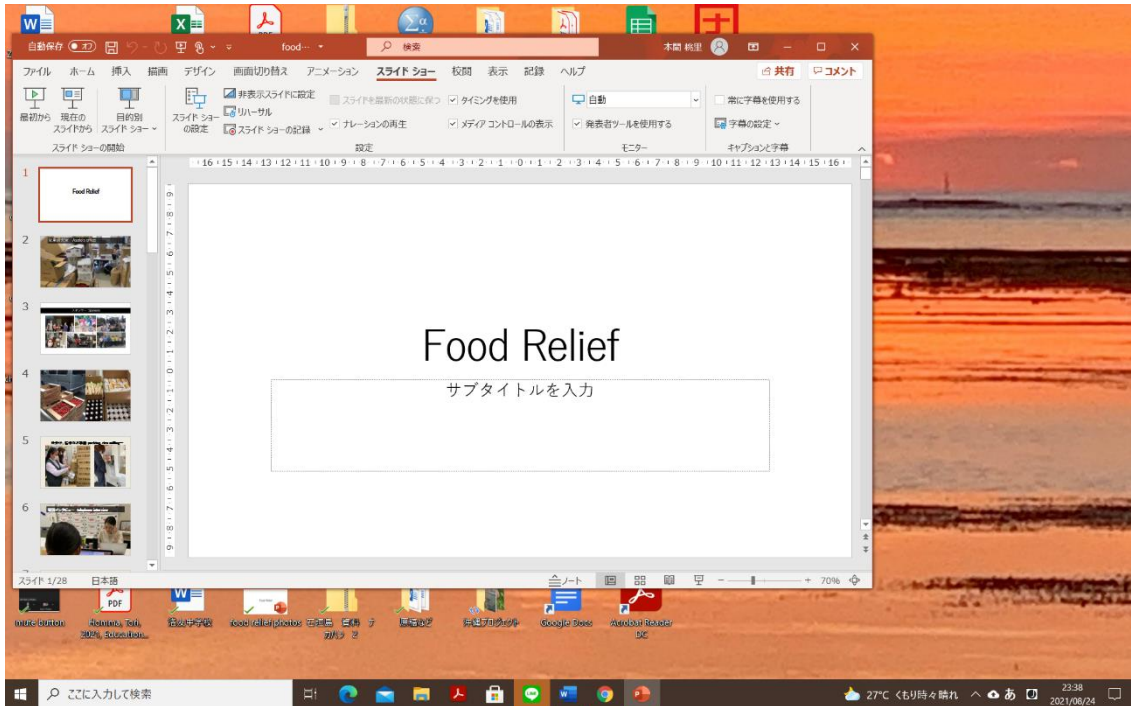
## II. How to Mute

1. Click “Mute” button at the bottom left corner. Click the same button to unmute.

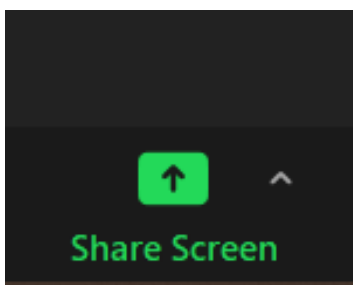
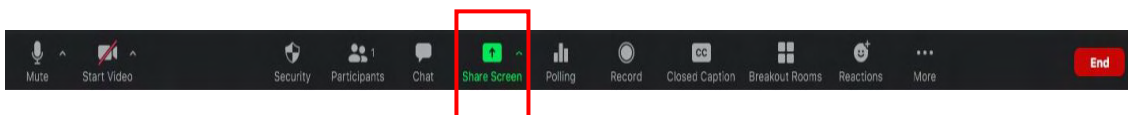


### III. How to Share your screen

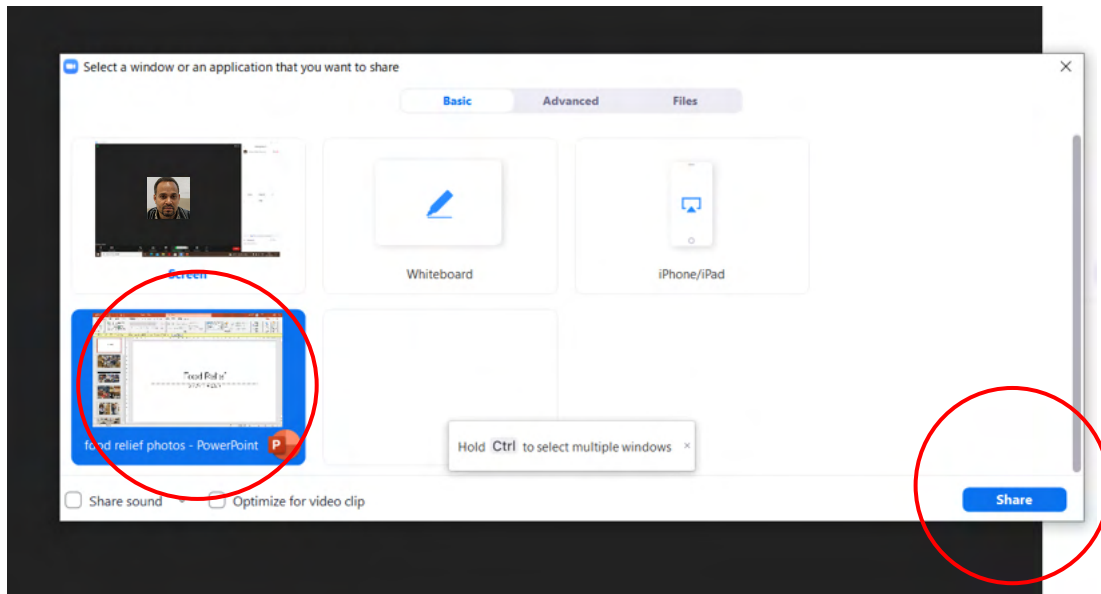
1. Make sure your slides are open on your computer screen(desktop).



2. Click “Share Screen” button on Zoom, which is located at the bottom of the Zoom interface.

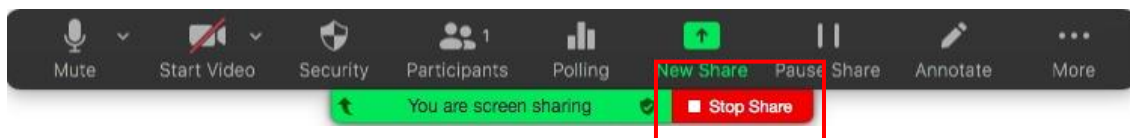


3. Select a window you want to share, and click “Share.”



- If you share your screen, the previous presenter's screen sharing will automatically stop.

4. If you want to stop sharing your screen, click on the “Stop Share” button at the bottom of the zoom interface.



## IV. Asking Questions

1. If you want to ask a question or comment the presentation, you can either click “More” >> “Raise Hand” and then unmute yourself, or write down your question on the “Chat.”



2. Once the presenter replied to your question or comment, tap “More” >> “Lower Hand” and mute yourself.

## V. Specific Instructions to speakers

- Please ensure that light in front of speakers is reinforced, so their face images will have a better quality exposure.
- Find a quiet place, so as to minimize the impact of noises.
- Test the sound and speaker of each in advance.