Zoom – tutorial for beginners for HKICBIM Webinar

- iPad User

Important note

- 1. For proving your attendance, all members are required to rename your own name on Zoom. (Refer to Step 1 or Page 10)
- 2. All participants are required to unmute your microphone. (Refer to Step 4 or Step 8)
- 3. All participants are encouraged to turn on camera to enhance better communication and interaction. (Refer to Step 2 or Step 8)
- 4. **Q&A session** is provided

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Step 1: Click the invitation link & enter your name

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→For member, type your name in format
"Membership no._Full name"
E.g. M01234_CHAN Tai Man / A01234_CHAN Tai Man
→ For non-member, type your name in format

"Non-member_Full name" E.g. Non-member_CHAN Tai Man

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®				
	Start a Meeting			
	Start or join a video meeting on the go Video Preview	8		
Change Virtual Ba	Ackground "Zoom" Would Like to Access the Camera For people to see you during meetings, Zoom needs access to your owners Don't Allow OK ew dialog when joining a video meeting			→ Tape "OK"
Join without	Video Join w	vith Video		

Step 2: Allow accessing the camera

Step 3: Approve video preview



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Leave Meeting	449-209-020 🖻			<u> </u>		
Leave Meeting Switch Cemera Switch to Callery View	449-209-020 D Fourier 17373 "Zoom" Would Like to A the Microphone For people to hear you dur meetings, Zoom needs access microphone.	d ↑ II Join Audio Ste	Dp Video Share Content I	Participants More	→ Tape "Do	n't Allow"
	Don't Allow	K		•		

Step 4: Allow accessing the microphone







Step 6: Hear others

→ MUST tape "Call using Internet Audio" to hear speaker's voice



Step 7: Ignore the reminder of "unable to access microphone"

Step 8: Call the setting menu



→ Tape the top of the screen to call the setting menu
 → Remember to MUTE your microphone



Rename your displayed name



Q&A Session







Leaving Webinar