

Zoom – tutorial for beginners for HKICBIM Webinar – Window PC User

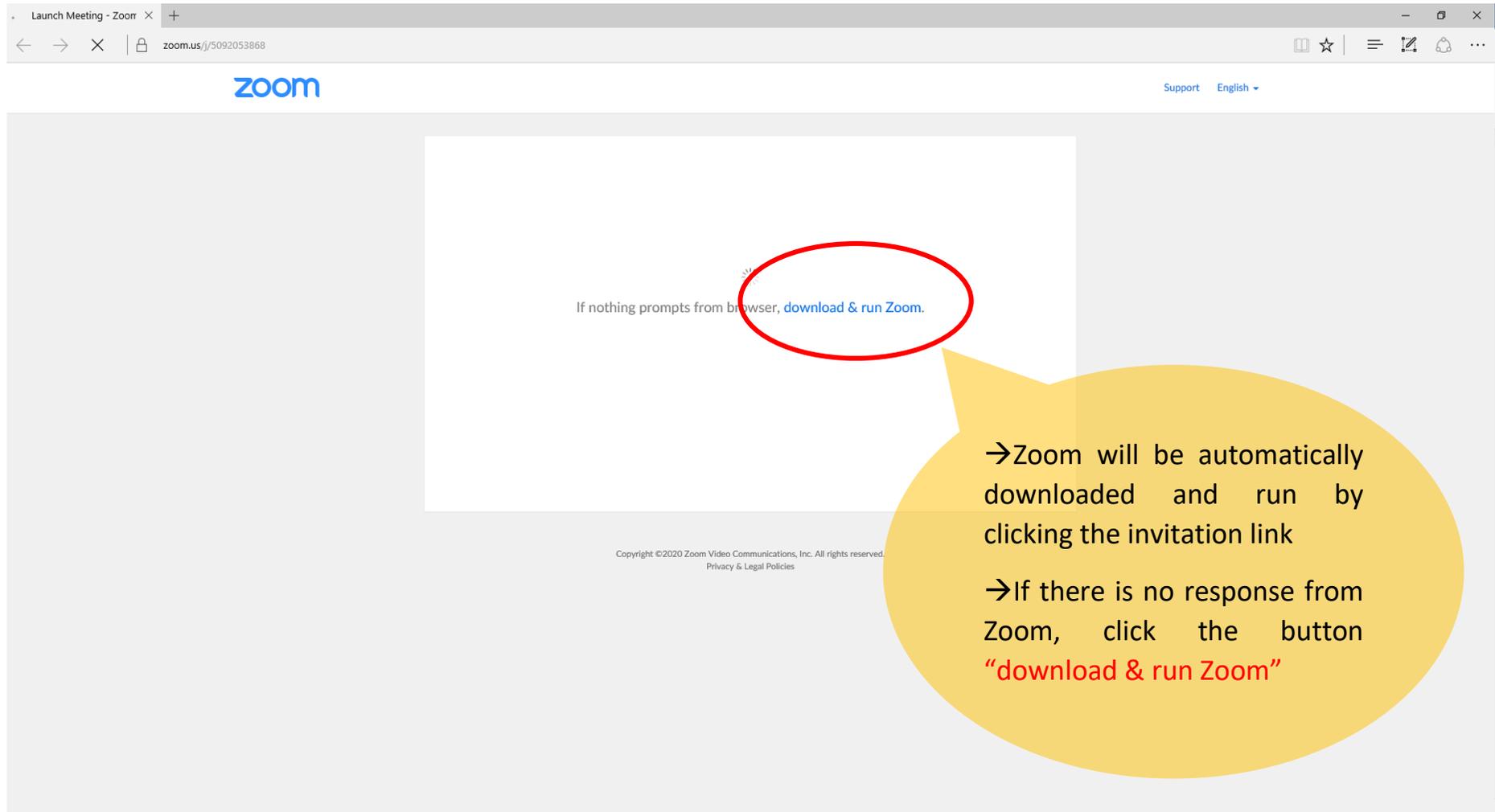
Important note

1. For **proving your attendance**, all members are required to rename your own name on Zoom. (Refer to Step 6)
2. All participants are required to **unmute** your microphone. (Refer to Step 4)
3. All participants are encouraged to **turn on camera** to enhance better communication and interaction. (Refer to Step 5)
4. **Q&A session** is provided

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Step 1: Click the invitation link & Follow Zoom's instruction to download and run Zoom software

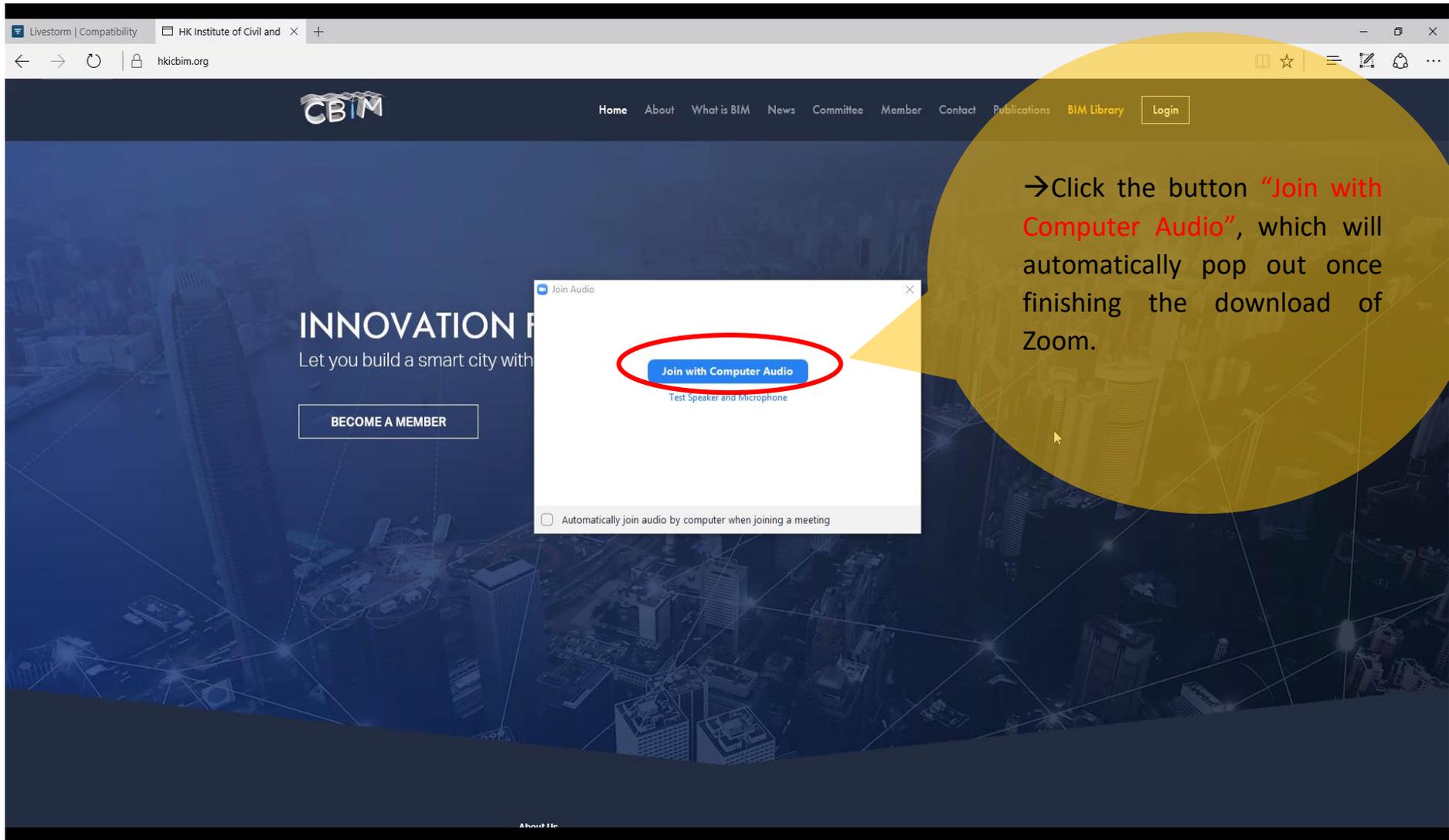


The screenshot shows a web browser window with the URL `zoom.us/j/5092053868`. The Zoom logo is visible in the top left, and 'Support English' is in the top right. The main content area displays the text: "If nothing prompts from browser, [download & run Zoom](#)." The link is circled in red. A yellow callout box on the right contains the following text:

- Zoom will be automatically downloaded and run by clicking the invitation link
- If there is no response from Zoom, click the button "download & run Zoom"

At the bottom of the page, there is a small copyright notice: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies".

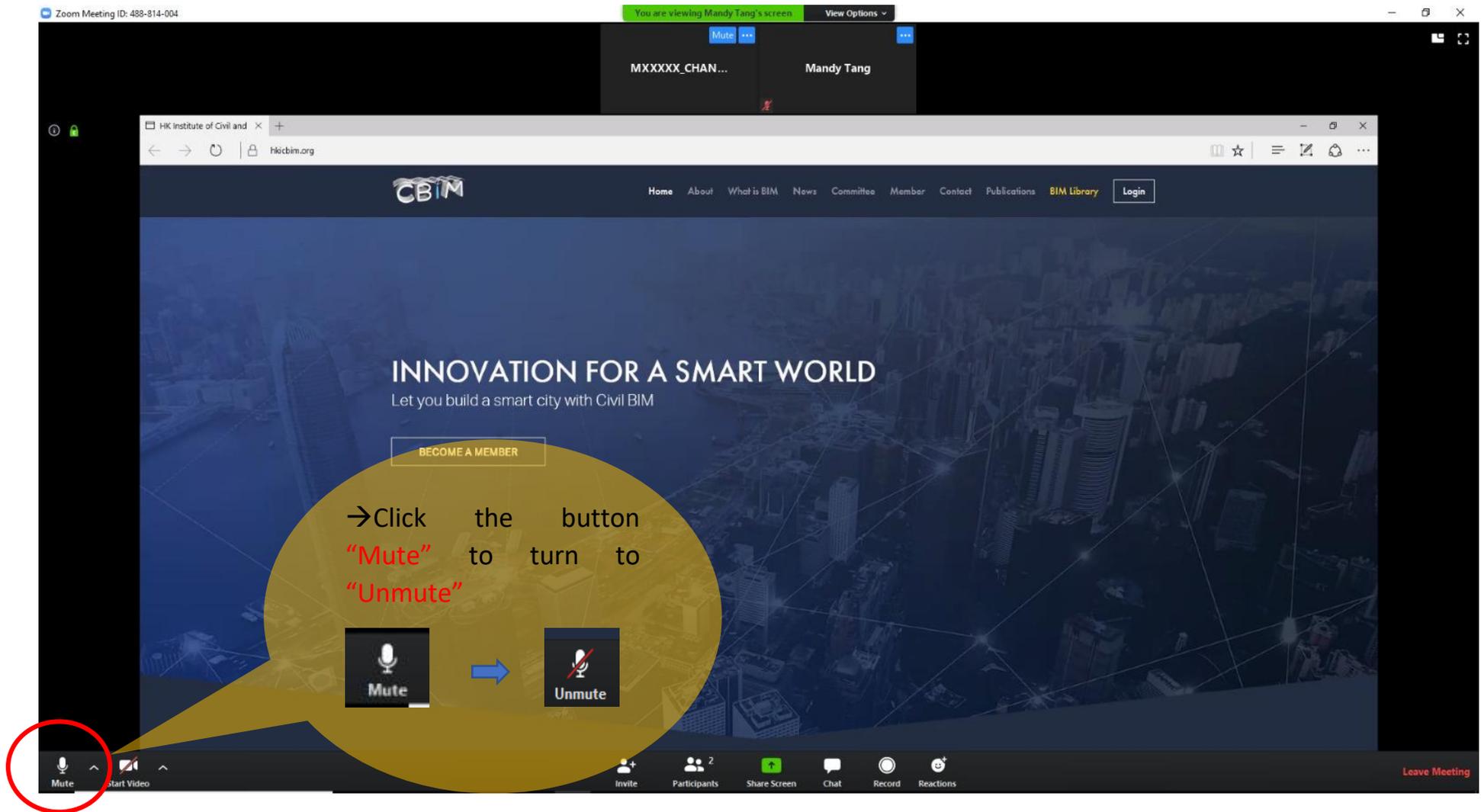
Step 2: Connect with computer audio system



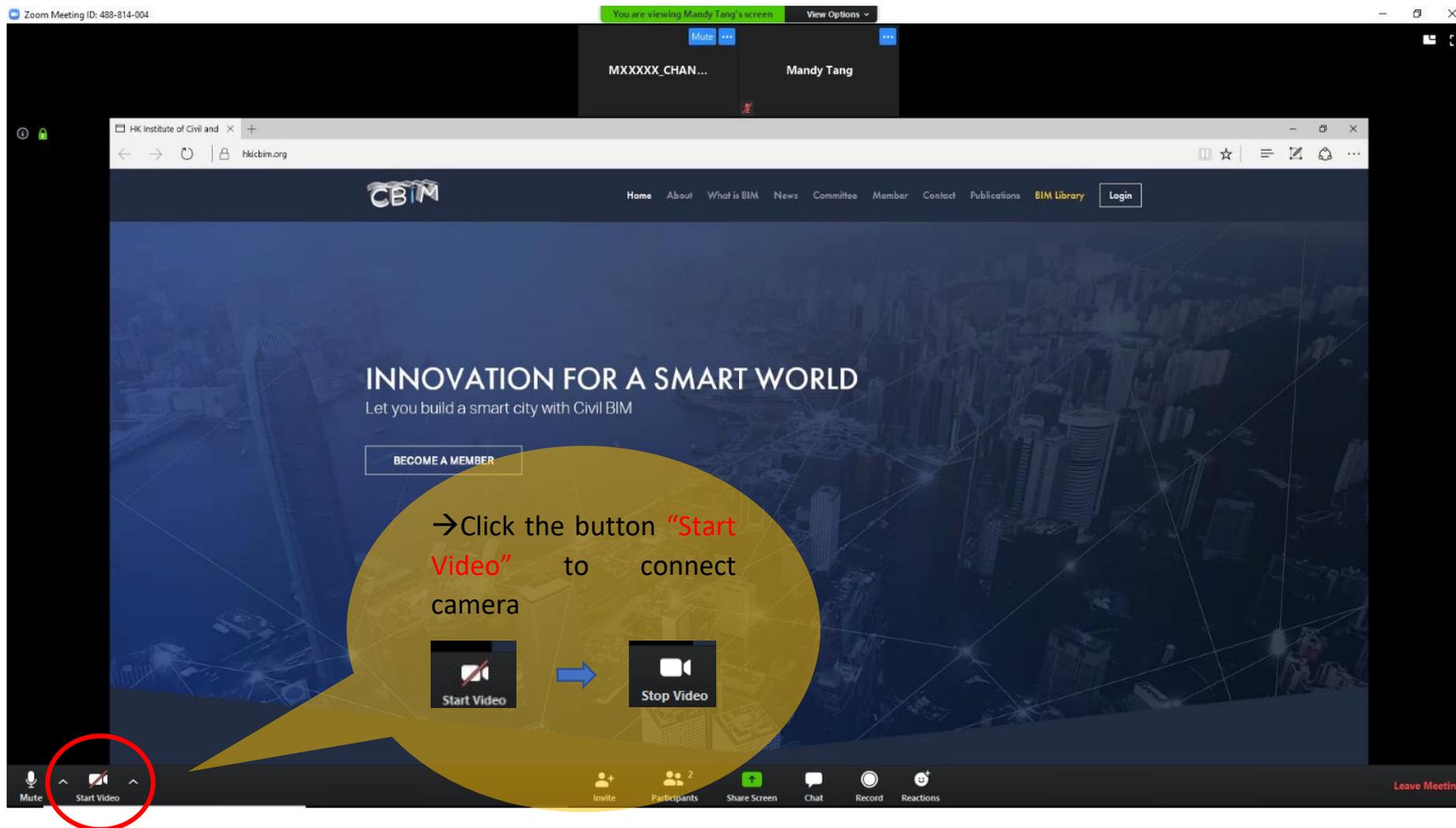
The screenshot shows a web browser window with the URL hkicbim.org. The website header includes the CBIM logo and navigation links: Home, About, What is BIM, News, Committee, Member, Contact, Publications, BIM Library, and a Login button. The main content area features the text "INNOVATION P" and "Let you build a smart city with" above a "BECOME A MEMBER" button. A "Join Audio" dialog box is open, displaying a blue button labeled "Join with Computer Audio" which is circled in red. Below this button is the text "Test Speaker and Microphone". At the bottom of the dialog, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked. A yellow callout bubble points to the red circle around the button.

→Click the button “Join with Computer Audio”, which will automatically pop out once finishing the download of Zoom.

Step 3: Unmute your microphone



Step 4: Connect with your camera



Step 5: Rename your displayed name in format “Membership no._Mr./Ms. Surname”.

E.g. M01234_Mr. Chan

The screenshot shows a Zoom meeting window. At the top, a status bar indicates "You are viewing Mandy Tang's screen" and "View Options". Below this, a video thumbnail for "Mandy Tang" is visible. The main content is a web browser displaying the HKICBIM website. The website has a dark blue header with the "CBIM" logo and navigation links: Home, About, What is BIM, News, Committee, Member, Contact, Publications, BIM Library, and Login. The main body of the website features the text "INNOVATION FOR A SMART WORLD" and "Let you build a smart city with Civil BIM", along with a "BECOME A MEMBER" button. A yellow callout bubble with a black border points to the "Participants" button in the Zoom toolbar at the bottom. The callout contains the text "Click the button" and "Participants". The Zoom toolbar also includes buttons for Unmute, Stop Video, Invite, Share Screen, Chat, Record, and Reactions. The "Participants" button is circled in red.

The screenshot shows a Zoom meeting interface. At the top, the meeting ID is 509-205-3868. The main content area displays a web browser window with the HKICBIM website. The website header includes the CBIM logo and navigation links: Home, About, What is BIM, News, Committee, Member, Contact, Publications, BIM Library, and Login. The main content of the website features the text "INNOVATION FOR A SMART WORLD" and "Let you build a smart city with Civil BIM", along with a "BECOME A MEMBER" button. On the right side of the Zoom window, the "Participants (2)" list is visible, showing "Audience (Me)" and "Mandy Tang (Host)". A red circle highlights the "Audience (Me)" entry. A yellow callout bubble with a black border points to this entry, containing the text "→Put the cursor on your own name". The Zoom control bar at the bottom includes icons for Unmute, Stop Video, Invite, Participants (2), Share Screen, Chat, Record, Reactions, Leave Meeting, Unmute Me, and Raise Hand.

Zoom

Mandy Tang

Audience

Participants (2)

A Audience (Me) Unmute More >

MT Mandy Tang (Host)

CBIM

Home About What is BIM News Committee Member Contact Publications BIM Library Login

INNOVATION FOR A SMART WORLD

Let you build a smart city with Civil BIM

BECOME A MEMBER

→Click the button "More"

→Then, click the button "Rename"

Unmute Me Raise Hand

Type here to search

5:17 PM 26/03/2020

The Hong Kong Institute of Civil and Building Information Management (HKICBIM)

The screenshot shows a Zoom meeting window. At the top, it displays 'Zoom Meeting ID: 509-205-3868' and 'You are viewing Mandy Tang's screen'. The main content is a web browser displaying the HKICBIM website. The website has a dark blue header with the 'CBIM' logo and navigation links: Home, About, What is BIM, News, Committee, Member, Contact, Publications, BIM Library, and a Login button. The main body of the website features the text 'INNOVATION FOR A SMART' and 'Let you build a smart city with Civil BIM', along with a 'BECOME A MEMBER' button. A 'Rename' dialog box is open over the website, with the text 'Enter a new screen name:' and a text input field containing 'Audience'. A red circle highlights the input field. At the bottom of the Zoom window, there is a toolbar with icons for Unmute, Stop Video, Invite, Participants (2), Share Screen, Chat, Record, and Reactions. On the right side of the Zoom window, there is a 'Participants (2)' list showing 'Audience (Me)' and 'Mandy Tang (Host)'. At the bottom right of the Zoom window, there are buttons for 'Leave Meeting', 'Unmute Me', and 'Raise Hand'.

→ 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”

Q&A Session

Zoom Meeting ID: 509-205-3868

You are viewing Mandy Tang's screen

View Options

Mandy Tang

MXXXXX_CHAN Tai...

Participants (2)

MT MXXXXX_CHAN Tai Man, Tom (Me)

MT Mandy Tang (Host)

Home About What is BIM News Committee Member Contact Publications BIM Library Login

INNOVATION FOR A SMART WORLD

Let you build a smart city with Civil BIM

BECOME A MEMBER

→ Click the button "Chat" to enter chat room and raise your question there

Unmute Stop Video Invite Participants Share Screen Chat Record Reactions Leave Meeting

Unmute Me Raise Hand

Leaving webinar

The screenshot shows a Zoom meeting window. At the top, it displays 'Zoom Meeting ID: 509-205-3868' and 'You are viewing Mandy Tang's screen'. The main content area shows a slide from the HKICBIM website with the text 'INNOVATION FOR A SMART WORLD' and 'Let you build a smart city with Civil BIM'. A yellow speech bubble points to the 'Leave Meeting' button in the bottom right corner of the Zoom interface, which is circled in red. The speech bubble contains the text: '→ Click the button "Leaving Meeting" to leave webinar'. The Zoom interface also shows a 'Participants' list on the right with two participants: 'MXXXXX_CHAN Tai Man, Tom (Me)' and 'Mandy Tang (Host)'. The bottom toolbar includes icons for Unmute, Stop Video, Mute, Participants, Share Screen, Chat, Record, and Reactions.