

# Zoom – tutorial for beginners for HKICBIM Webinar

## – iPad User

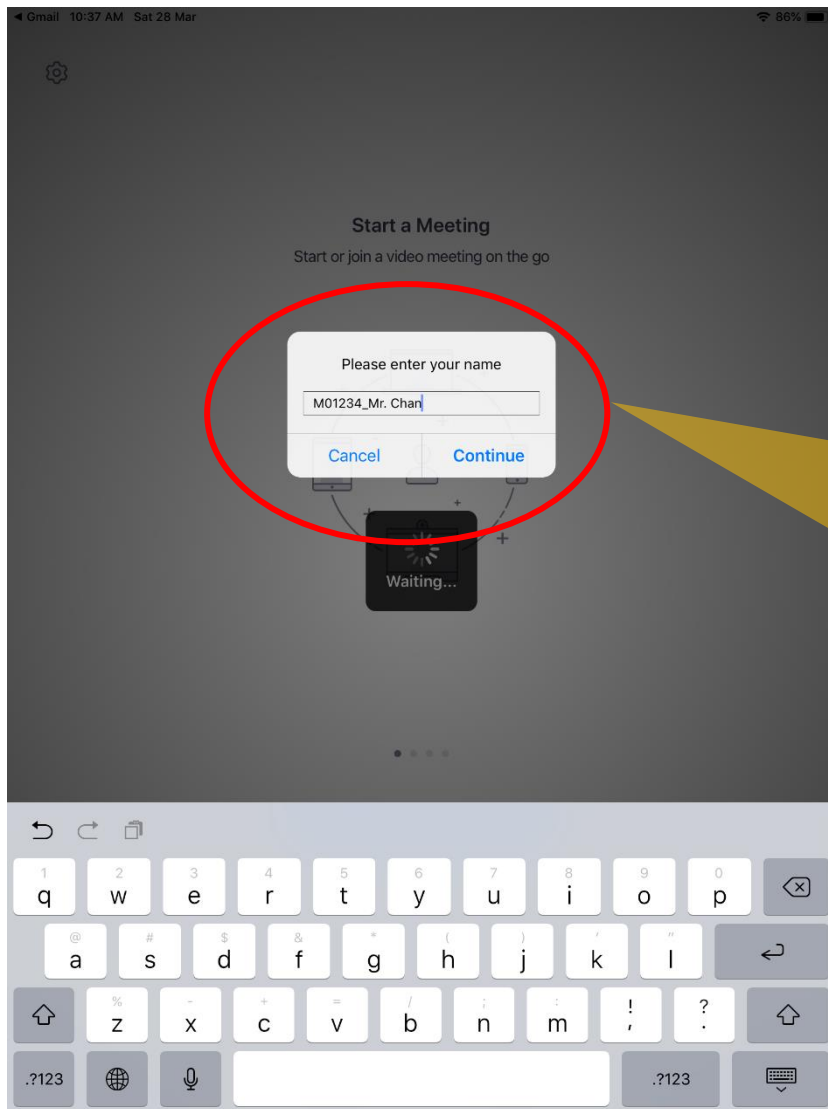
### Important note

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



→ For member, type your name in format

**“Membership no.\_Full name”**

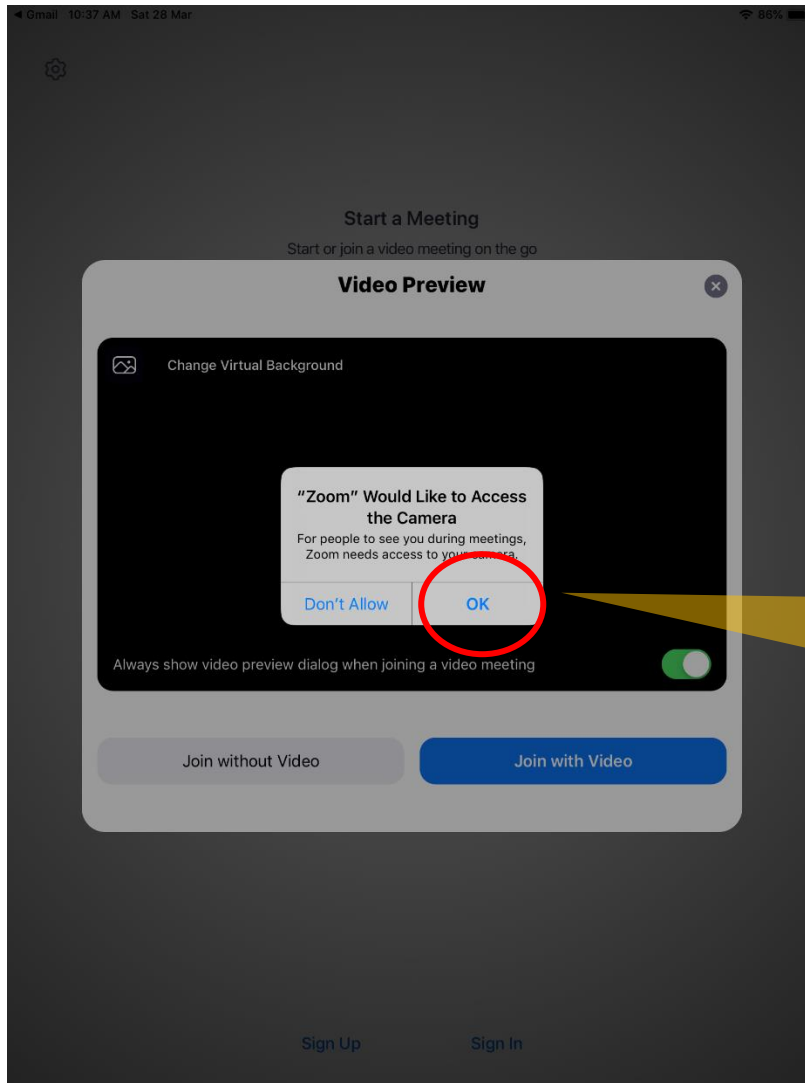
E.g. M01234\_CHAN Tai Man / A01234\_CHAN Tai Man

→ For non-member, type your name in format

**“Non-member\_Full name”**

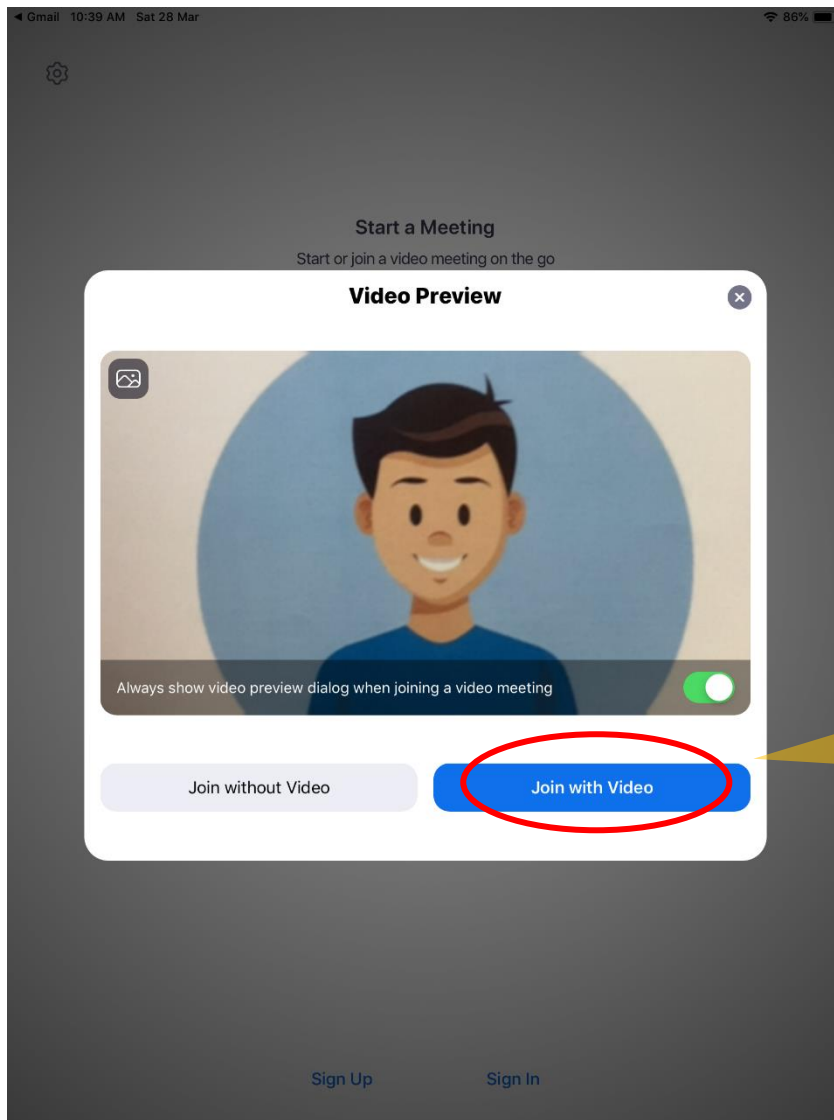
E.g. Non-member\_CHAN Tai Man

## Step 2: Allow accessing the camera



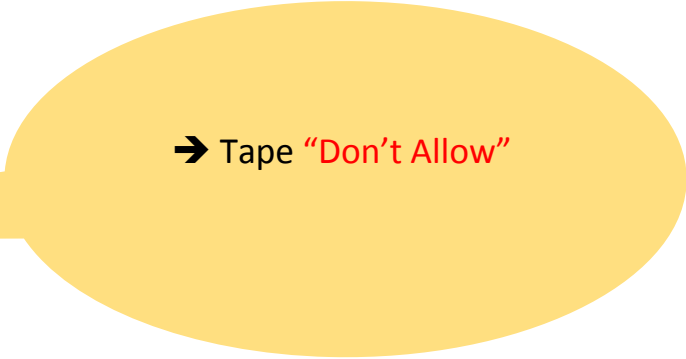
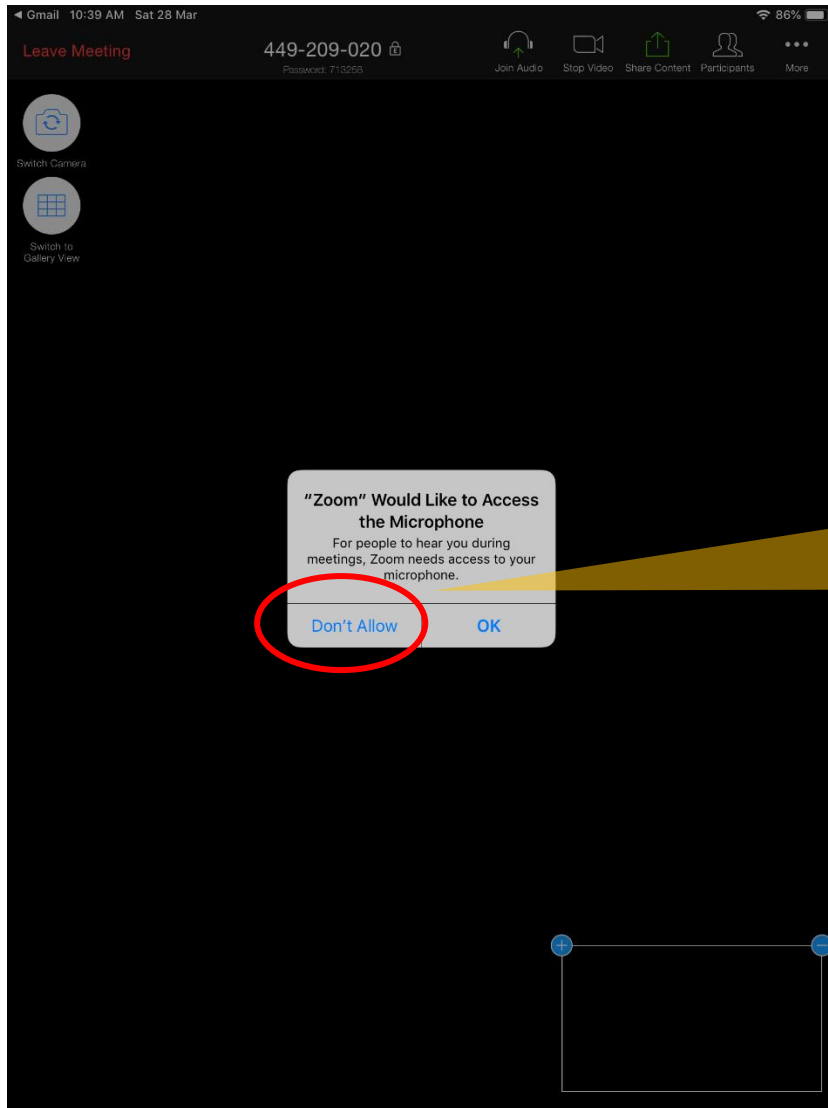
→ Tap "OK"

### Step 3: Approve video preview

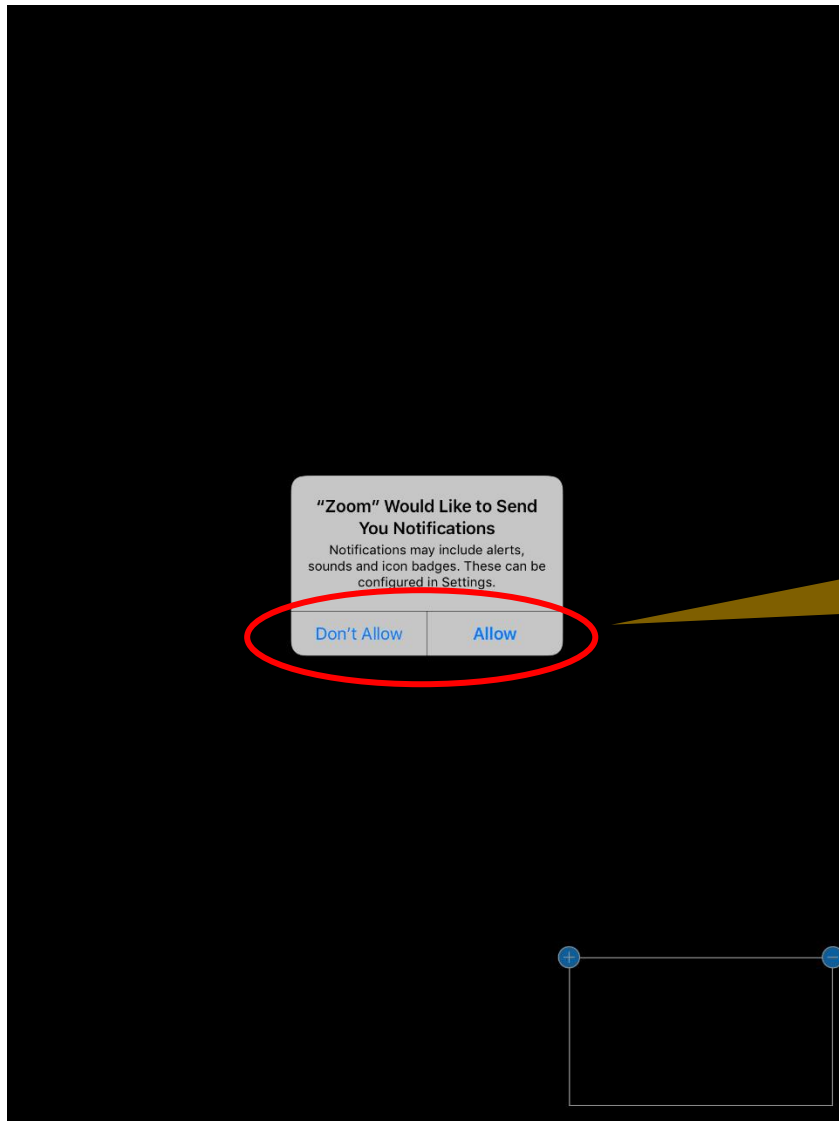


→ Tap "Join with Video"

### Step 4: Allow accessing the microphone

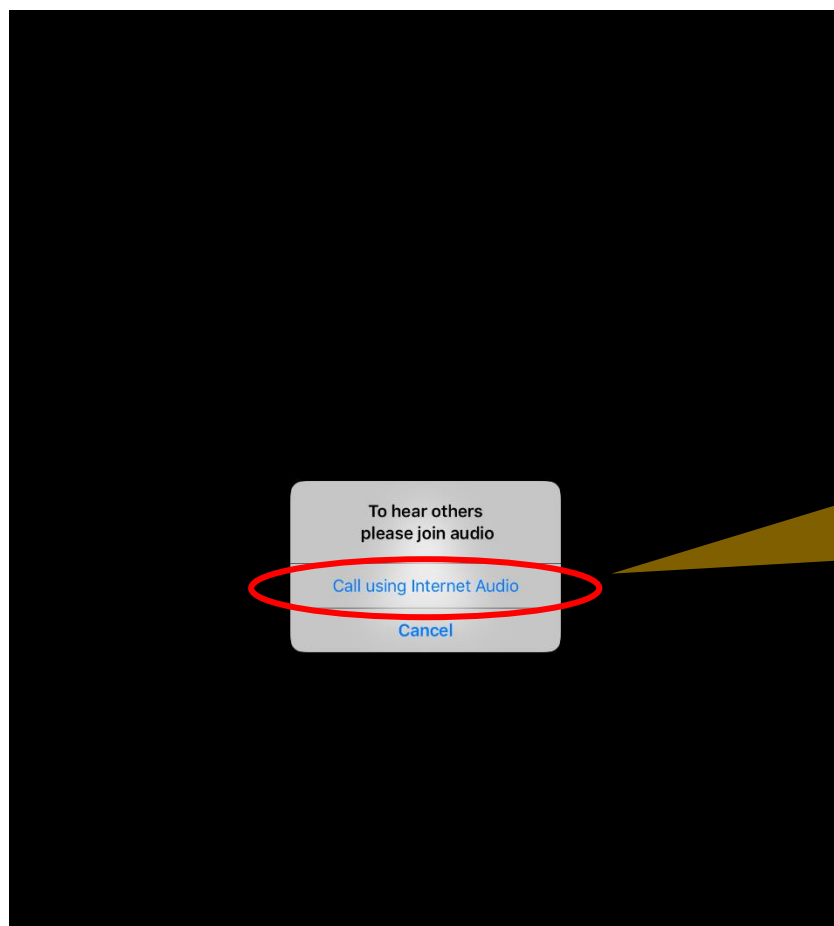


## Step 5: Notification setting



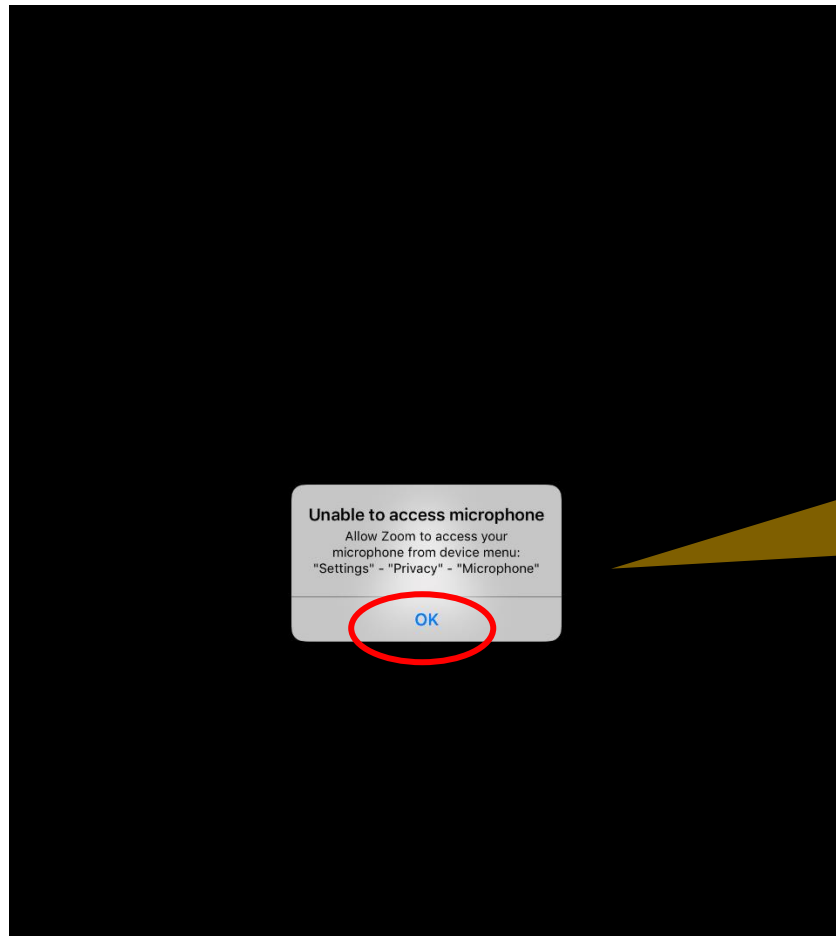
→ Choose according to your preference

## Step 6: Hear others



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

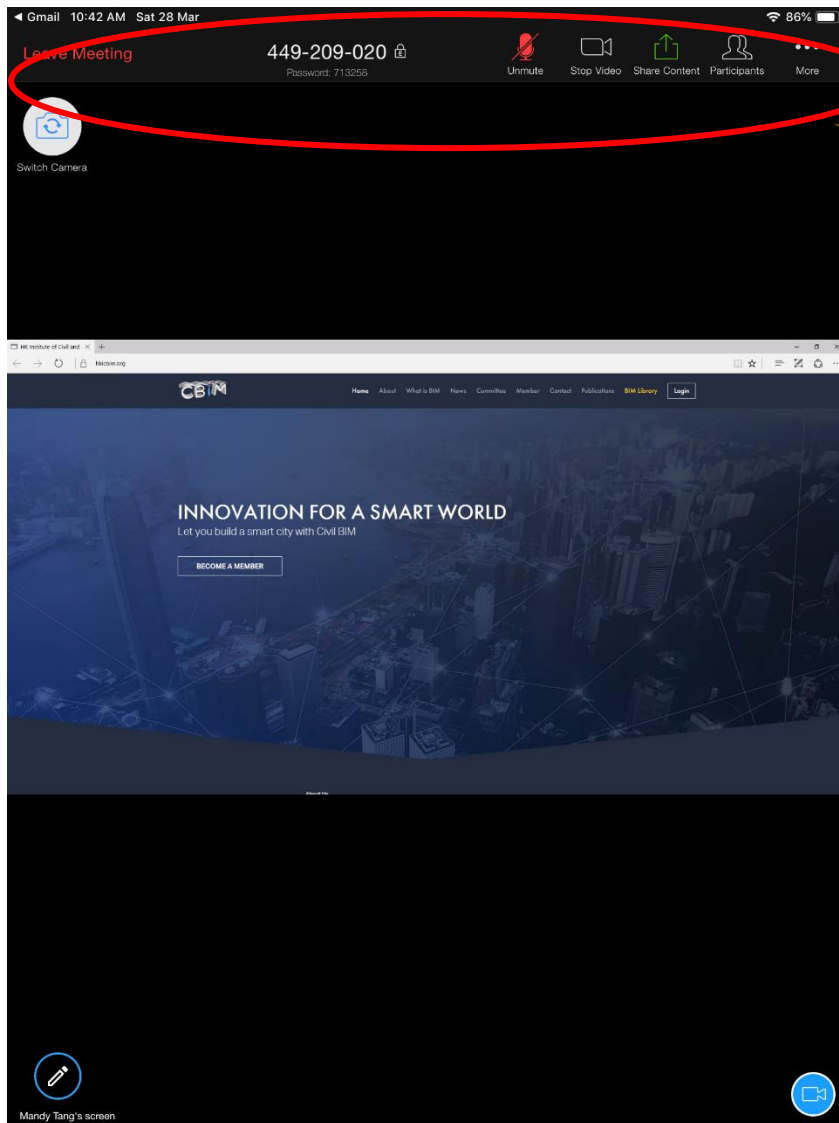
## Step 7: Ignore the reminder of “unable to access microphone”



→ Click “OK”

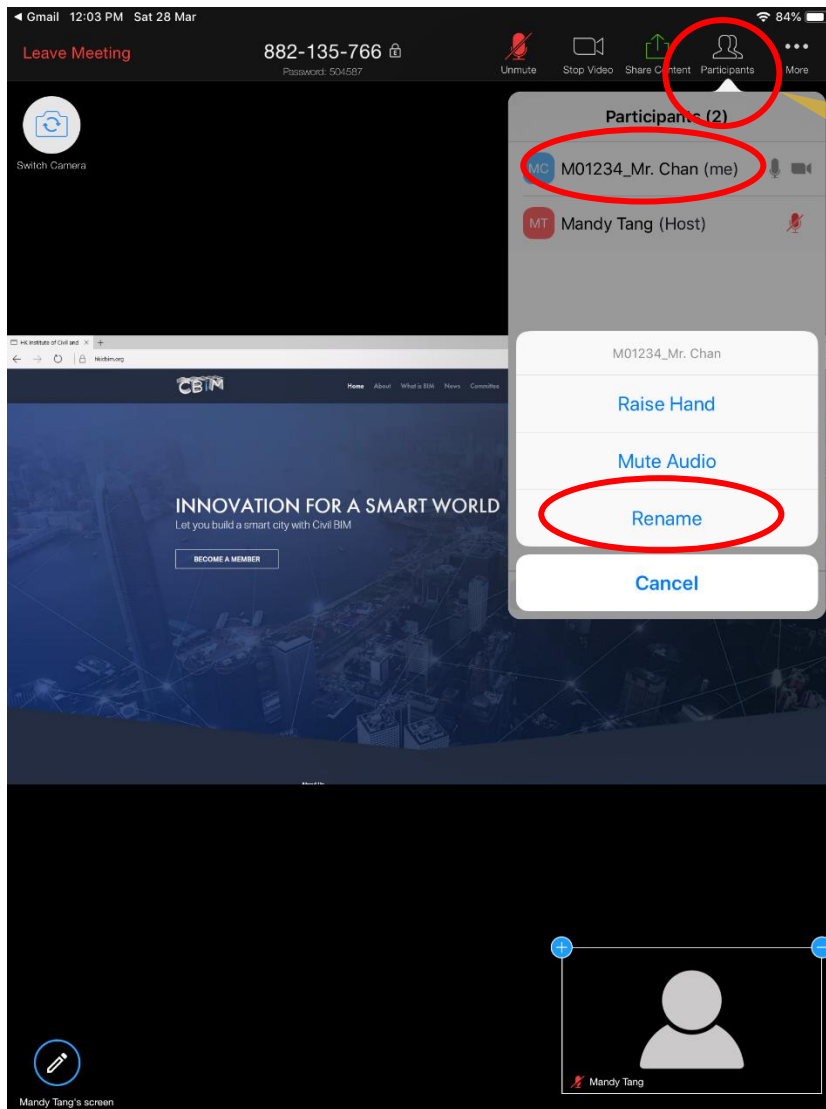


## Step 8: Call the setting menu



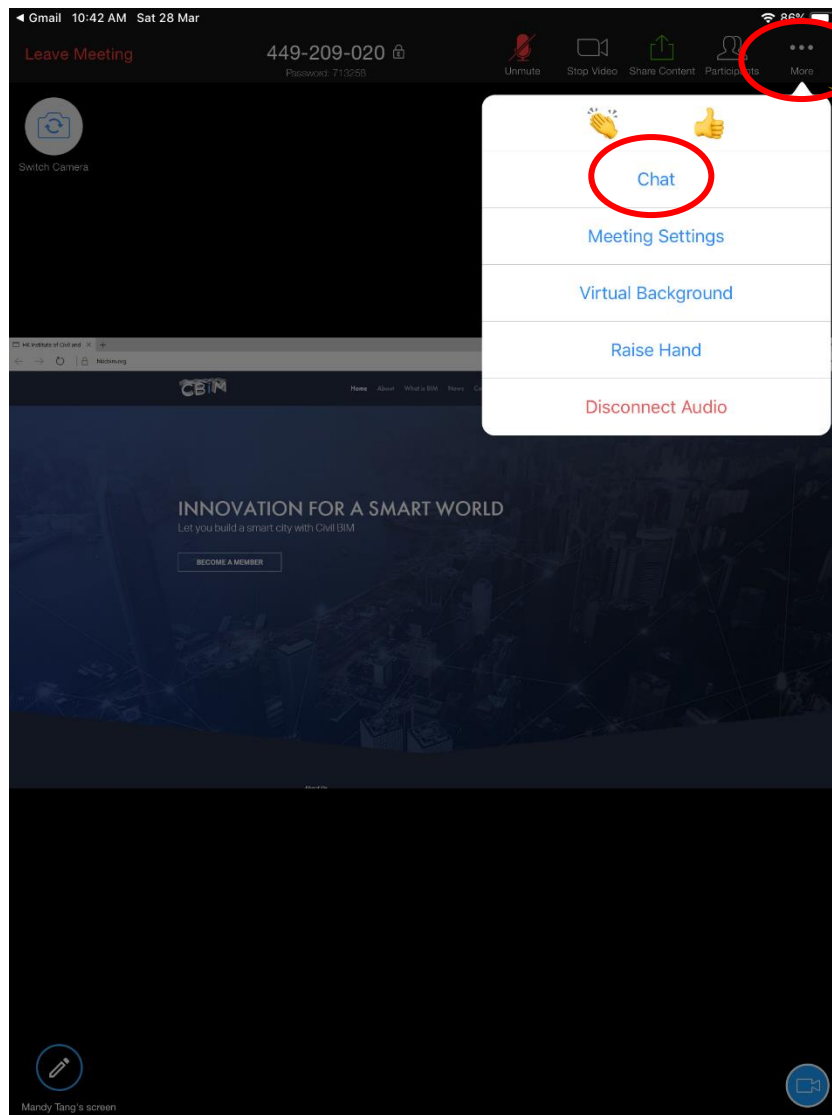
- Tap the top of the screen to call the setting menu
- Remember to **MUTE** your microphone

## Rename your displayed name



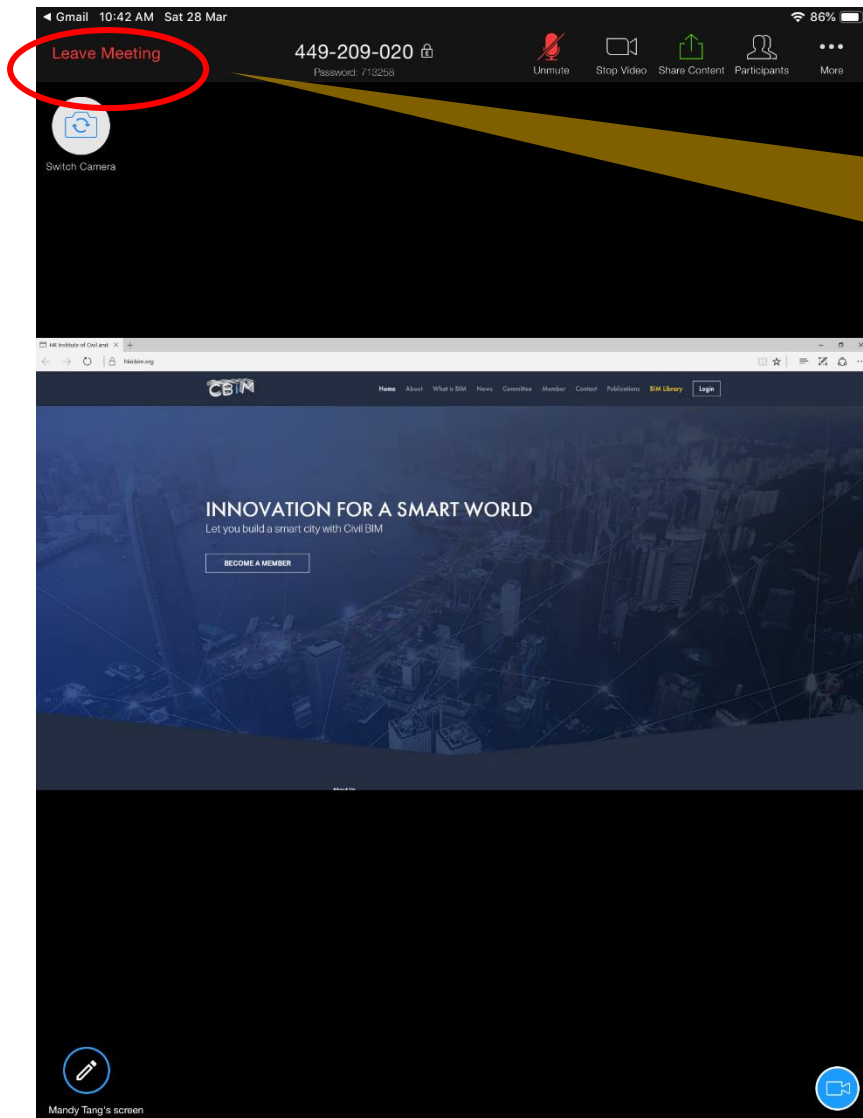
- Tap the button  
"Participants"
- Then, tap your own name  
and you will see the button  
"Rename"

## Q&A Session



- Tap the button **“More”**
- Then, you will see the button **“Chat”**
- Raise your questions there

## Leaving Webinar



→ Tap the button "Leaving Meeting"