

Join a Zoom meeting

via PC/laptop

recommended

1. click on the link to download Zoom

https://zoom.us/download#client_4meeting

Download-Center

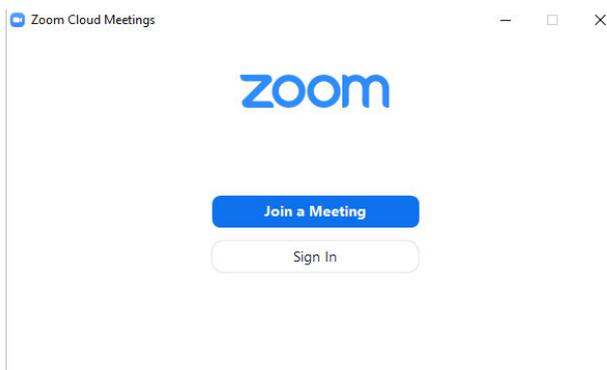
Zoom-Client für Meetings

Der Webbrowser-Client wird automatisch heruntergeladen, wenn Sie Ihr erstes Zoom-Meeting eröffnen oder an einem solchen teilnehmen, und steht hier auch zum manuellen Download bereit.

Download

Version 5.5.2 (12494.0204)

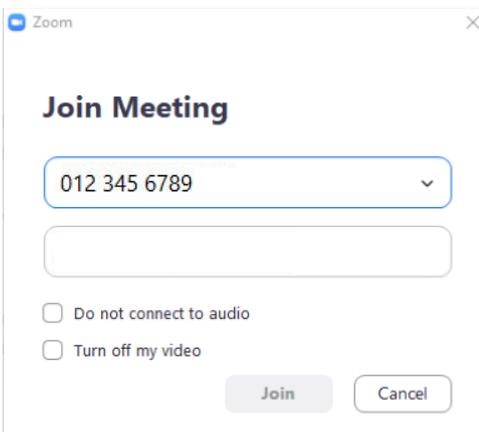
2. Open Zoom and click on „Join Meeting“



3. type in the Meeting-ID, name* and Meeting code

Meeting ID and Meeting Code can be found in the invitation email

*this name will be shown in chat



alternatively: click on the zoom link provided in the email:
 Zoom will be downloaded and the meeting will start automatically

via App (Smartphone/Tablet)

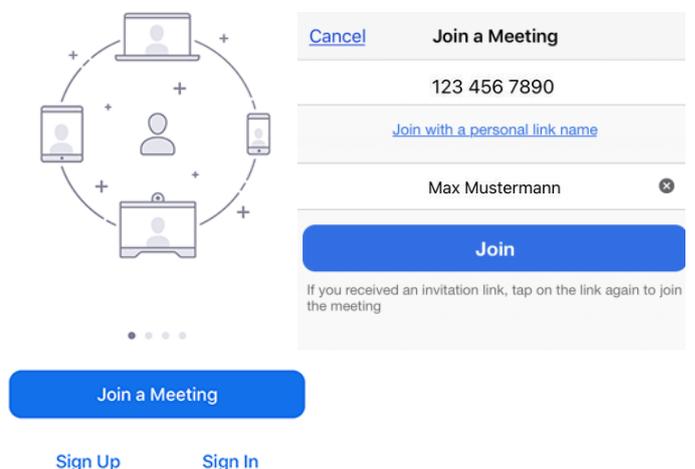
1. download the app (AppStore/Google Play Store)



2. open the Zoom app and click on „join a meeting“

3. type in the Meeting-ID, name and Meeting code

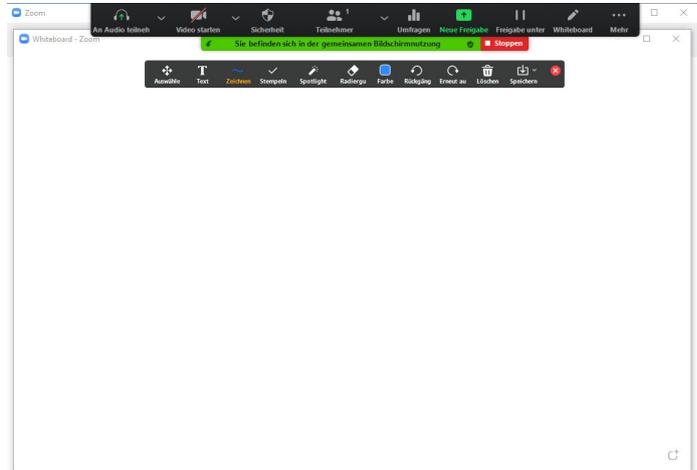
Start a Meeting
 Start or join a video meeting on the go



Sign Up Sign In

during the meeting

1. Screensharing
2. Whiteboard
 - perfect for teamwork
 - everyone is able to contribute (write/draw)
 - the document is automatically saved as a pdf-file on the trainers' computer
3. Chat
4. Breakout-Sessions (separate working spaces)



some useful information & tips

If possible, please print out your seminar learning sheets:

- makes working in virtual teams easy
- enables 100% focus on the seminar's content
- makes sure that your device keeps a stable connection to Zoom

turn on camera & microphone - for a interactive and personal experience during your online seminar

Questions or technical difficulties?
We would be happy to help!

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