IMETI 2025

The 14th International Multi-Conference on
Engineering and Technology Innovation 2025

Taichung, Taiwan, October 24 - October 28, 2025

ZOOM User Guide (Participant)

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Setup ZOOM

- Download ZOOM from the official website
  - https://zoom.us/
  - Windows: https://zoom.us/client/latest/ZoomInstaller.exe
  - iOS: https://apps.apple.com/app/zoom-cloud-meetings/id546505307
  - Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings

- Execute ZOOM
  - In order to obtain the best experience, we suggest using **Windows** version
  - Next, we use windows version to demonstrate how to use it

Install and Join a meeting
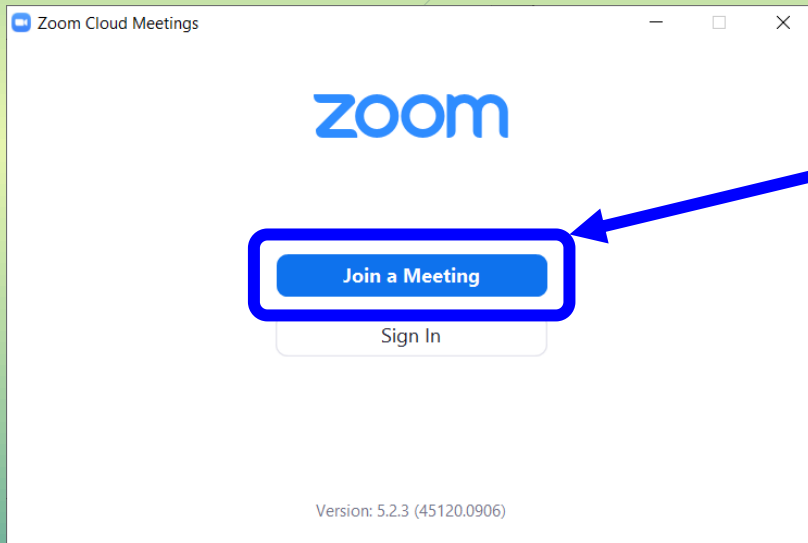
You can see this screen when you install and execute ZOOM

Click "Join a meeting" to add the prepared meeting ID
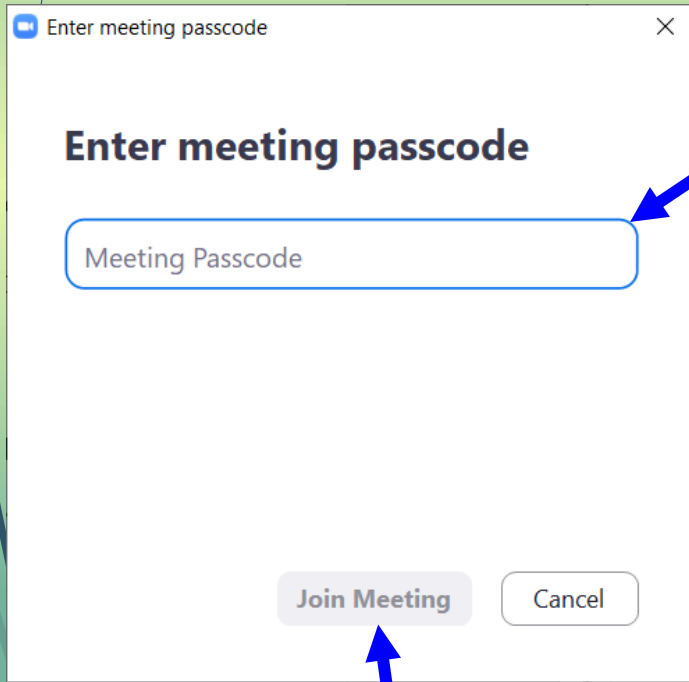
Enter the **meeting ID**
Example: 123 4567 8901

The meeting ID will release on IMETI website

Enter your **manuscript No.**
Example: A0008

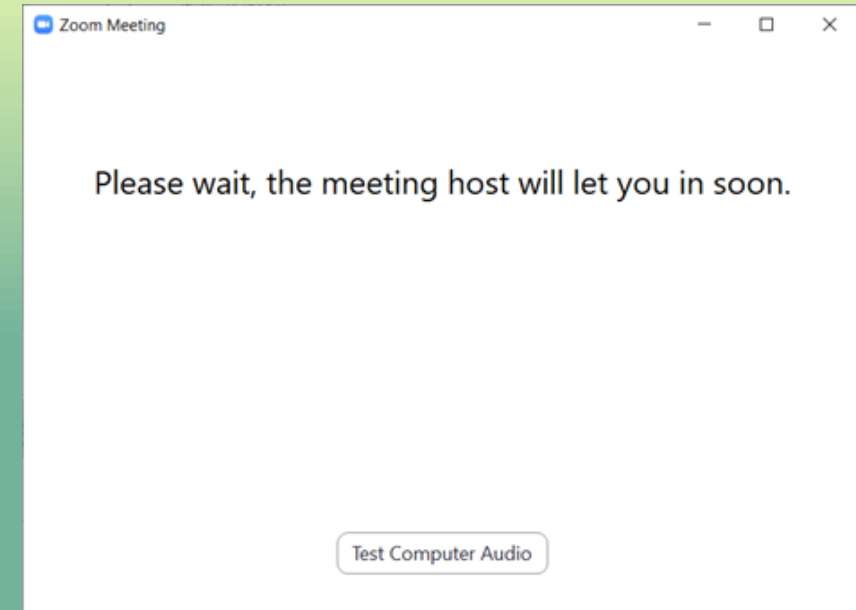Confirm two buttons which should be unchecked

Click "Join" to enter the meeting

Join a meeting (cont.)

Enter meeting passcode

Enter meeting passcode

Meeting Passcode

Join Meeting   Cancel

Enter the Meeting Passcode
The passcode is **case sensitive**

Zoom Meeting

Please wait, the meeting host will let you in soon.

Test Computer Audio
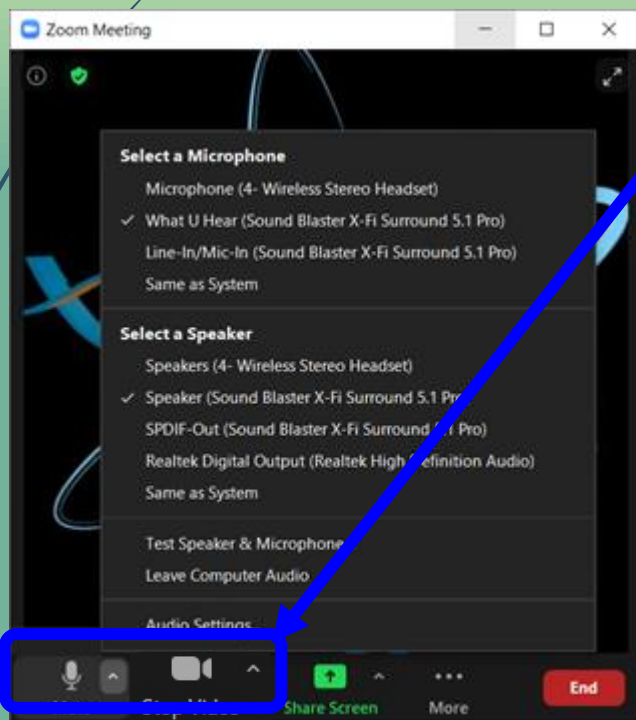
Click "Join Meeting "

You can see this screen if the passcode are correct.
Just wait a second, you will join the meeting.

Check Speaker and Microphone
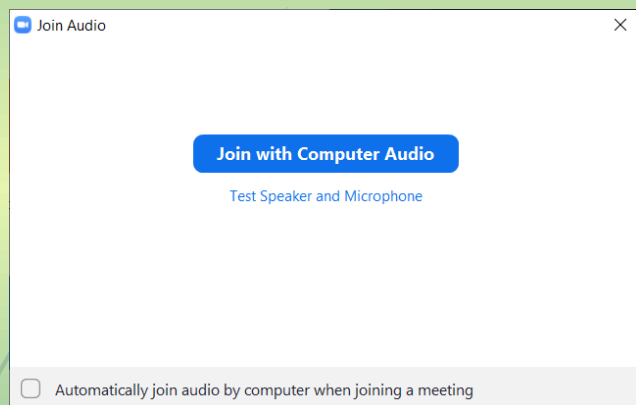
When joining a meeting, you can see this screen. You can using "Test Speaker and Microphone" to check your computer audio and video settings.

We suggest checking your setting before the meeting starts.

In the meeting, you also can click the buttons in the bottom left corner "Mute" and "Stop Video" of icon It shows Speaker and Microphone settings.

Before the Speaker starts the speech...
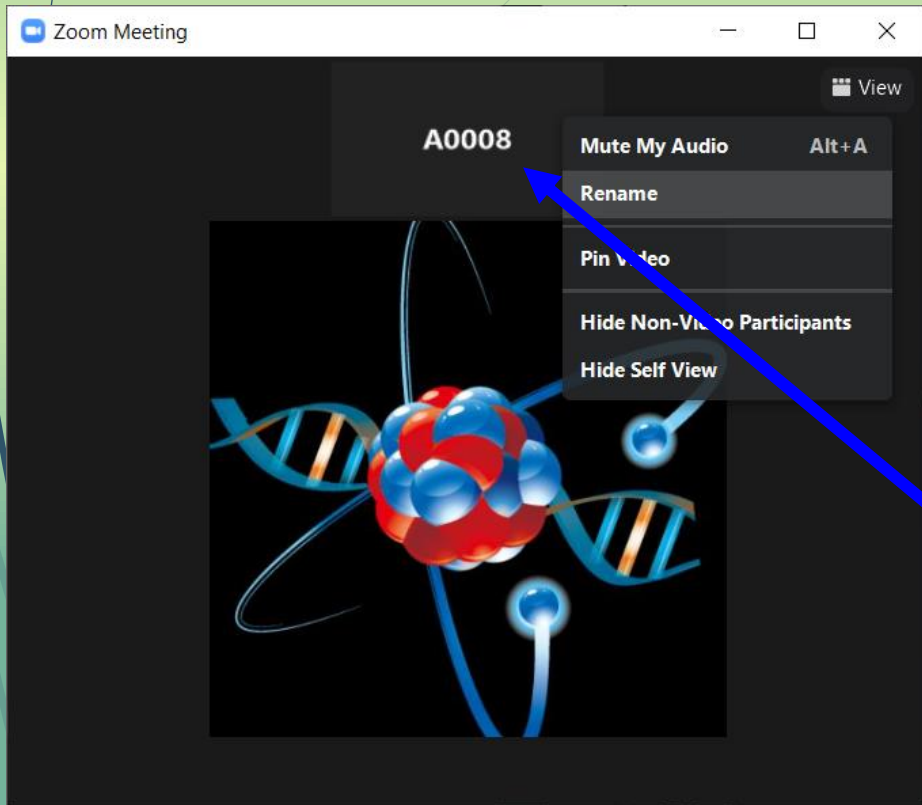
➡ Before starting the speech, **please check your user name whether match your paper number.** If you have more than two papers, please also key-in to the user name.

  ➡ Example: A008 & A0013

➡ If you forget to name your name, please use your mouse to **here**. It shows icon "...", click it! We can see "Rename" .

The speaker's preparation…
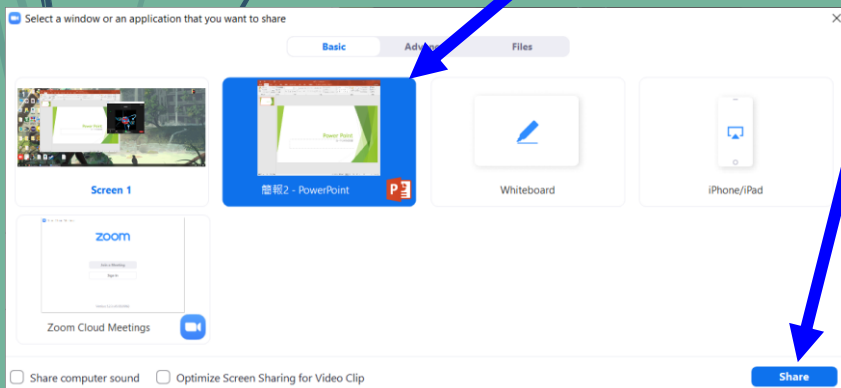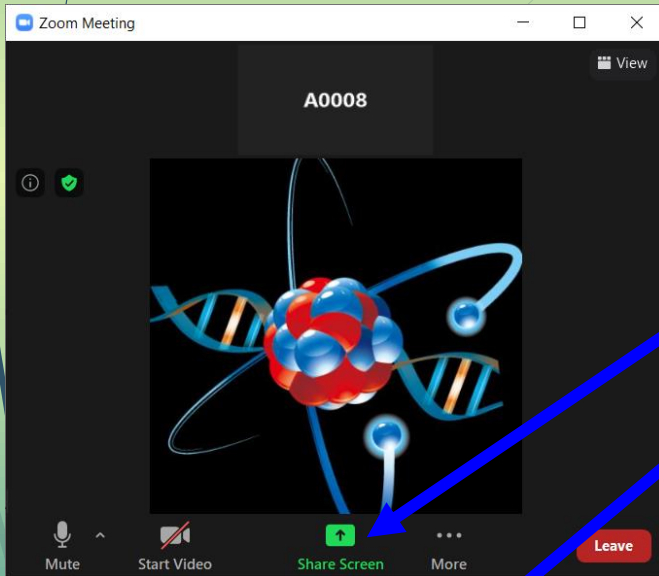
➡ How to share your monitor and brief in ZOOM

➡ Just click "Share Screen"

➡ Select your brief window (the window you want to share to everyone.)

➡ Click "Share"

➡ Hint: If you select a screen to share, this screen(window) will have been displayed to everyone even if the windows was minimized until you click "stop sharing".
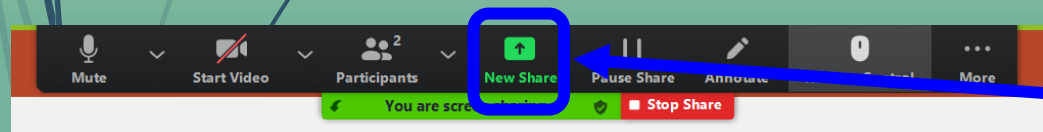
The speaker starts sharing the screen...
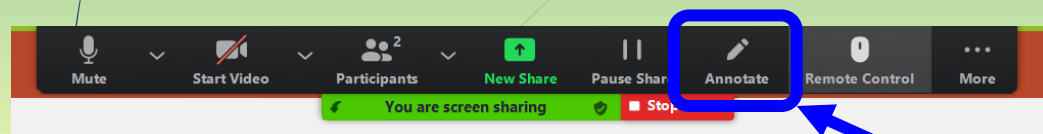
▰ When you start sharing the screen, you can see and use lots of buttons on the top of monitor. Here's some tools can be used.
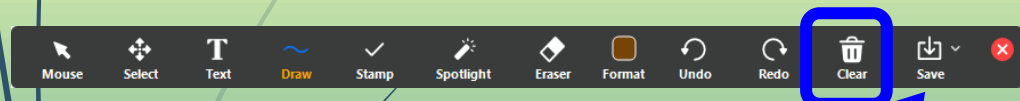
▰ How to add an annotate
  ▰ Click "Annotate"

▰ How to clear an annotate
  ▰ Click "Annotate", subpage "Clear"

▰ How to create a whiteboard
  ▰ Click "New Share, subpage "Whiteboard"

▰ How to exit screen
  ▰ When you finished the speech, click "Stop Share"