

# Zoom Meeting quick guide

## Contents

Prerequisites to participate in a Zoom meeting .....	2
Register to the Zoom meeting .....	3
Joining a Meeting via the Zoom application via Computer.....	4
Option 1: Join a via the personal Meeting url .....	4
Option 2: Join a Meeting via Meeting ID.....	5
Joining a Meeting via the Zoom application via mobile phone.....	6
Option 3a: Join a Meeting from the mobile phone Zoom app (iPhone) .....	6
Option 3b: Join a Meeting from the mobile phone Zoom app (Android) .....	7
Use language interpretation during the meeting (only available on Zoom Desktop client or Zoom Mobile app).....	8
ANNEX A: How to install Zoom on your devices .....	9
On your computer .....	9
On your iPhone/iPad.....	9
On your Android device .....	10

## Prerequisites to participate in a Zoom meeting

In order to participate actively in a Zoom meeting, participants will need a computer with an Internet connection and a smartphone.

**IMPORTANT:** Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Join the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.

1. Participants who do not have the Zoom application installed on their devices (computer and smartphone) will need to download and install it following the instructions available in Annex A to this document.
2. Participants who already have the Zoom application installed on their devices (computer and smartphone) will need to ensure that they are using the latest available version of Zoom client application (Desktop or Mobile) for attending IFAD meetings.
3. Please click on the following links for instructions on how to check your installed version and update it:  
[Where can I see my Zoom version number?](#)  
[Where Do I Download The Latest Version?](#)
4. Having the latest version of the Zoom application is important to ensure that participants can use the interpretation feature.

## Register to the Zoom meeting

**IMPORTANT:** Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Join the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.

Participants who do not have the Zoom application installed on their devices (computer and smartphone) will need to download and install it following the instructions available in Annex A to this document.

5. Click on the Zoom link to the registration form received in the invitation email from IFAD and proceed with registering to the meeting. NOTE: IFAD recommends completing the registration procedure ***at least*** one hour before the start of the meeting scheduled start time.
6. Enter your data in the Registration Form as indicated below. In the **First Name** field please make sure to enter your **Country Name in English in ALL CAPS**. Enter your last name only if you are the principal participant. All other participants should enter their last name followed by “observer”.

Meeting Registration

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Topic      IFAD 129th Executive Board

Time      Apr 20, 2020 02:00 PM in [Amsterdam](#), [Berlin](#), [Rome](#), [Stockholm](#), [Vienna](#)

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First Name*	Last Name*
<input type="text" value="COUNTRY NAME"/>	<input type="text" value="enter your last name"/>
Email Address*	Confirm Email Address*
<input type="text" value="enter your email address (this is where you will receive the meeting link)"/>	<input type="text" value="confirm your email address"/>

\* Required information

I'm not a robot reCAPTCHA

[Tick box](#)

[Click on Register](#)

7. A registration confirmation window will be displayed on your web browser where you can add the meeting to your calendar. In parallel, you will also receive a confirmation email from [no-reply@zoom.us](mailto:no-reply@zoom.us) with the link to access the virtual meeting (**this link is personal to you and cannot be shared**).

## Joining a Meeting via the Zoom application via Computer

### Option 1: Join a via the personal Meeting url

1. Click the personal **Meeting URL** available after registration on your email inbox or in your Outlook calendar. The meeting link after registration is personal to you and cannot be shared with other participants.
2. If prompted to open the Zoom application, click **Open Zoom** (or **Yes**, depending on the browser) on the popup message.

Open Zoom?

<https://zoom.us> wants to open this application.

Open Zoom

Cancel

3. Click on **Join with Computer Audio**.

**NOTE:** For Zoom meetings where registration is enabled, you can only use the Zoom client or Zoom mobile app. You will not be allowed to join via Web browser.

## Option 2: Join a Meeting via Meeting ID

1. Open the Zoom desktop client.
2. Click **Join a Meeting** if you want to join without signing in.



Join a Meeting

Sign In

3. Enter the [meeting ID](#) number provided in the email confirmation after registration. Then type your First Name and Last Name.

### Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join

Cancel

4. Click **Join**.
5. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
6. Click on **Join with Computer Audio**.

## Joining a Meeting via the Zoom application via mobile phone

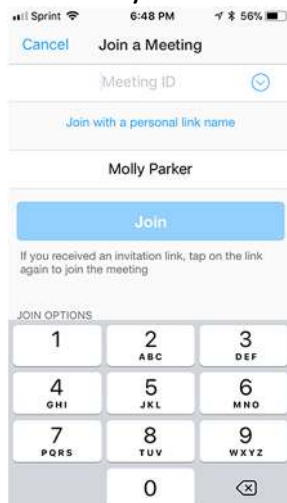
### Option 3a: Join a Meeting from the mobile phone Zoom app (iPhone)

Download the app from the App Store (see Annex A).

1. Open the Zoom mobile app.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.

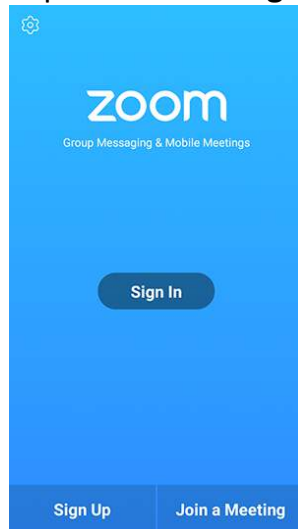


3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.
4. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
5. Select if you would like to connect audio and/or video and select **Join**.

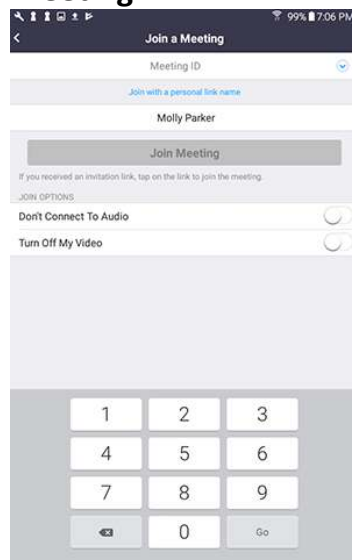


### Option 3b: Join a Meeting from the mobile phone Zoom app (Android)

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store (See ANNEX A).
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.



3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.
4. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
5. Select if you would like to connect audio and/or video and tap **Join Meeting.**



## Use language interpretation during the meeting

**NOTE: The Language interpretation feature is only available on Zoom Desktop client or Zoom Mobile app. See the Prerequisite page on this quick guide.**

If using the internal microphone on a notebook, be aware of directionality of the mic – do not move around; face the notebook directly when speaking. If possible, use a headset. Try to hold meetings in quiet, indoor locations to control ambient noise.

1. Please use the microphone icon to mute your microphone when not speaking and use the same icon to unmute yourself when given the floor (1).
2. Select the language you wish to listen to in the Interpretation menu (2).
3. If you wish to take the floor, click on the raise hand button available on the Participants panel (3). Before speaking, make sure you have selected the language channel of the language you are going to speak into. For example, if you are going to speak Spanish in your intervention you should be on the Spanish channel.



4. Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.).
5. If you intend to read a prepared statement, in order to ensure accuracy of interpretation, please send it before the meeting starts or well before you speak to [gb@ifad.org](mailto:gb@ifad.org). It is solely for internal use and will be treated as confidential.

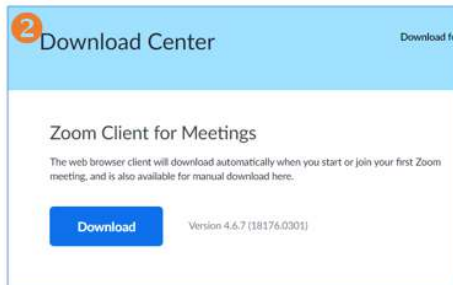


## ANNEX A: How to install Zoom on your devices

In order to participate to the Executive Board meeting hosted on Zoom you will need to have the client installed on your computer or on your mobile device.

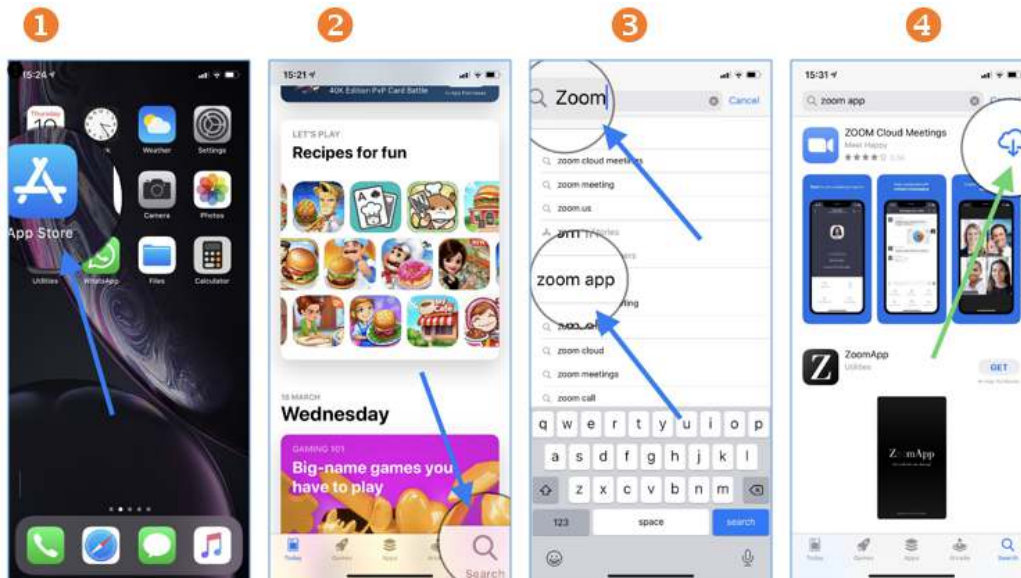
### On your computer

1. Go to the Zoom download website <https://www.zoom.us/download>
2. Click on **Download**
3. The **ZoomInstaller.exe** is downloaded, click on the file and install.



### On your iPhone/iPad

1. Open the **App Store**
2. Tap **Search**
3. Type in **Zoom** and tap **Get**
4. Tap **zoom app**



## On your Android device

1. Open the **Play Store**
2. Type in **zoom** and tap **Install**
3. Tap **ZOOM Cloud Meetings**

