

E. Steps for participants to enter the meeting room / Student version of ZOOM video classroom APP download and operation guide

1. Participants must first download the **ZOOM Cloud meetings App** on their mobile phones or tablets

ZOOM Cloud Meetings (App Store for iOS)



<https://apps.apple.com/hk/app/zoom-cloud-meetings/id546505307>

ZOOM Cloud Meetings (Google Play)



<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

2. Log in to **eClass** during the day's meeting, and find the meeting number and password in **"Campus News"**



3. Open the **ZOOM Cloud Meetings App** that has been downloaded on the device

iPhone / iPad version ZOOM :

4. Join the meeting



Android version ZOOM :

4. Join the meeting



5. Enter the **Conference Number** or **Conference ID**

6. Enter **my name** (Class + Student Number + Name)
(Example: 6A02 Chen Xiao ming)

7. **Join the meeting** (or enter a password)



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Parents using a mainland mobile phone or in the Mainland may need to verify (Zoom.cn). The reference method is as follows:



8. Wait for the meeting host (teacher) to join by name

* To protect the privacy and safety of students, if the teacher fails to identify the student or is not allowed to enter the meeting

9. In order to listen to the class and speak, you must press **Add Audio** > Select **Use Device Audio**

10. And **Open the video**



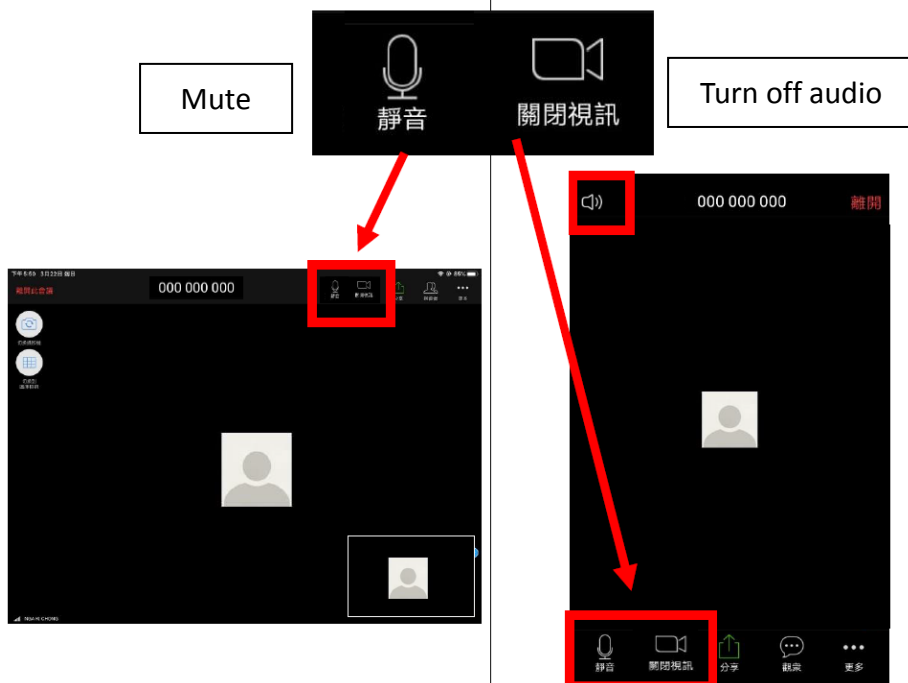
9. In order to listen to the class and speak, you must press **Add Voice** > Select **Dial Out with Device Audio**

10. And **Enable video**



11. After completing the settings, the upper toolbar should be as follows:

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Note

To prepare for a video classroom, here are some suggestions:

- Stable network, since live video requires a certain amount of data, it is recommended to connect home WiFi
- Devices and stands with the Zoom app downloaded
- Classroom in a quiet environment and simple background
- Comfortable chairs and suitable clothing to keep your appearance neat and tidy
- Prepare stationery such as books, homework, notebooks, pens and papers before class
- Mute mobile phones, computer devices, etc.

Video class rules:

- After entering the conference room, enter the name format and display it as "Class + Student Number + Name"
- Obey class rules and concentrate on class
- Video must be turned on throughout the class
- Maintain good sitting and learning attitude
- No video or photo during class
- Cannot use other Zoom functions without teacher permission

Reference:

Zoom (Help Center)

<https://support.zoom.us/hc/en-us/categories/200101697>