How to Join the Zoom Conference

A Simple, Step-by-Step Guide for All Speakers

Welcome! This guide is designed to be as simple as possible. Even if you have no experience with computers, please read and follow all steps in order: first download Zoom, and complete your equipment checks before proceeding to your meeting room at the end of this guide.

Essential Speaker Guidelines & Technical Requirements

- **Stable Internet Connection:** Ensure you have a reliable, high-speed internet connection (wired Ethernet or strong Wi-Fi) to prevent lag or disconnection during your live presentation.
- **Quiet Environment:** Choose a quiet, enclosed room with no background noise (close windows, turn off AC/fans, silence phones).
- **Clear Lighting:** Position yourself facing a light source or window so your face is clearly visible to the audience. Avoid sitting with your back to a bright window.
- **Audio Quality:** Use a headset, earphones with a built-in microphone, or a dedicated microphone for crystal-clear sound without echo.
- **Punctuality:** Join your assigned room 15 minutes before your scheduled presentation time to test your setup and meet the session moderator.

THE CORRECT STEP-BY-STEP PROCESS

1. **Download:** Install Zoom app
2. **Test Gear:** Check Audio & Video
3. **Share Screen:** Practice presentation
4. **Enter Room:** Go to room links at the very end

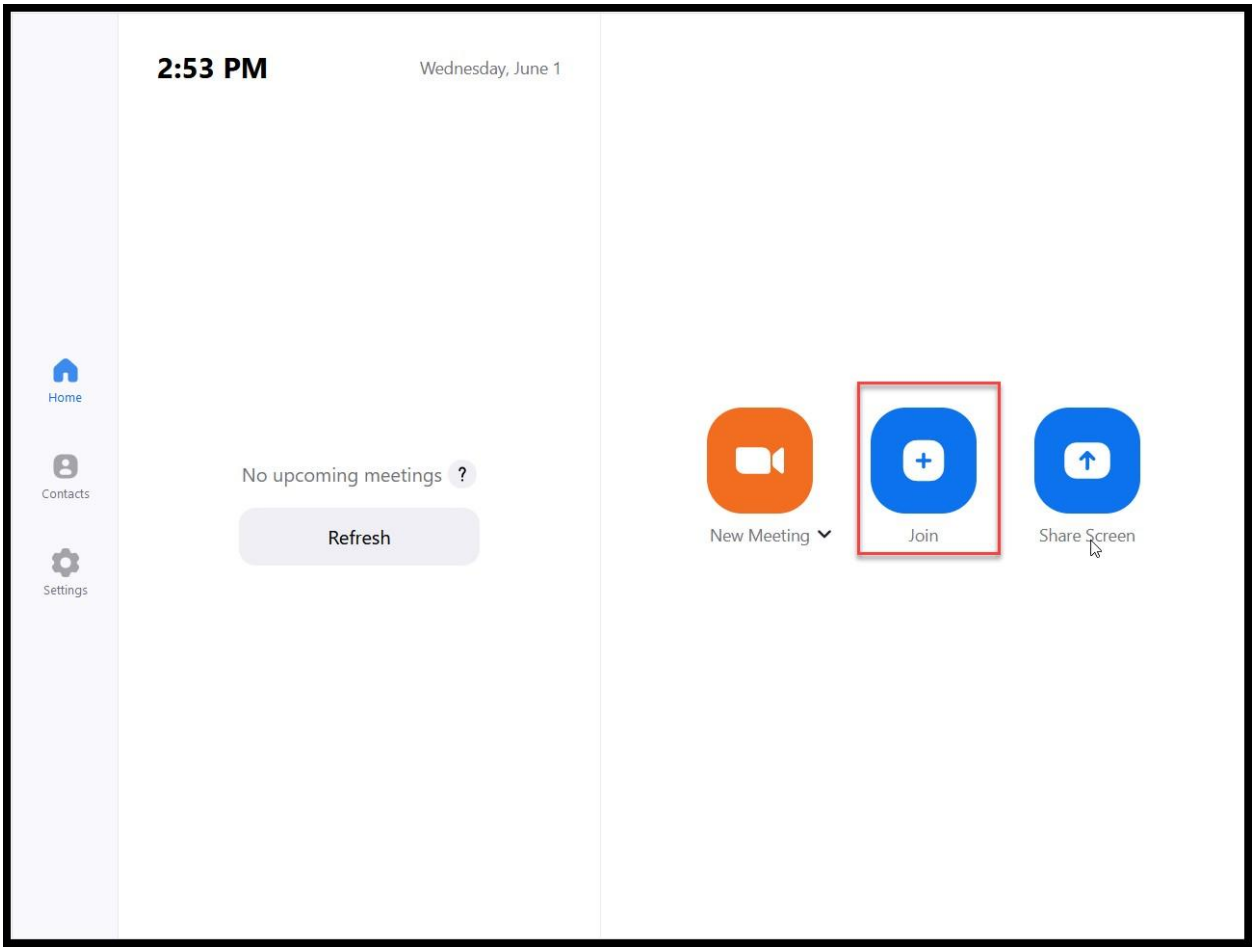
PART 1: Download Zoom (If you don't have it)

If you already have Zoom installed, you can skip directly to PART 2.

Windows PC / Laptop	Apple Mac

1. Click the link below to open the download page. **Download for Windows:** https://zoom.us/download?os=win 2. The website will open. Click the blue "Download" button. 3. A file (ZoomInstaller.exe) will download. Click on it to install.	1. Click the link below to open the download page. **Download for Mac:** https://zoom.us/download?os=mac 2. Click the blue "Download" button on the website. 3. Open your "Downloads" folder, double-click Zoom.pkg, and click "Continue".

Join Meeting / Home Screen Overview



PART 2: Mandatory Equipment Checks & Screen Sharing

IMPORTANT NOTICE: Please complete these checks before entering your presentation room. Do not skip these steps! Join a test call or practice your setup 15 minutes before your session.

Check Equipment - Video & Audio Settings

Check Equipment - Video & Audio Settings

1. Check Your Headphones & Microphone

Make sure everyone can hear you loud and clear.

- Click "Join with Computer Audio" when entering Zoom.
- Look at the bottom-left corner for the Microphone icon. Click the small arrow (^) next to the microphone and select "Test Speaker & Microphone".
- Confirm you hear the test ringtone and your recorded voice playback.

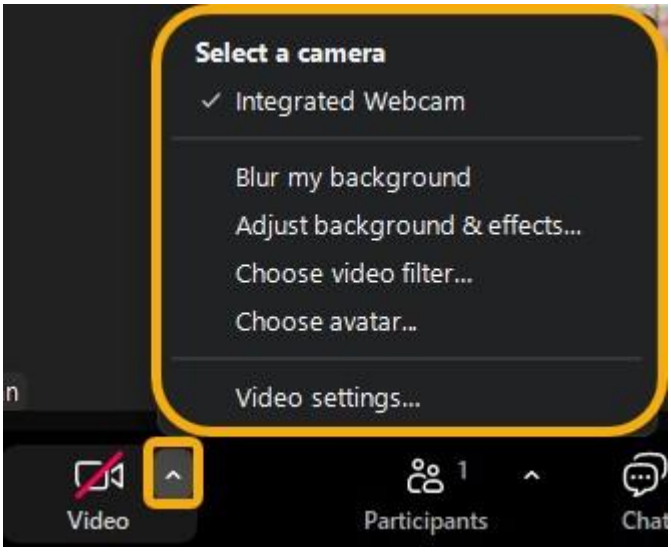
2. Check Your Camera (Video)

Make sure people can see you clearly.

- Click the Camera icon ("Start Video") at the bottom-left corner.
- Ensure there is no red line across the icon and verify your face is well-lit and visible.

Session Video and Audio Check

video audio

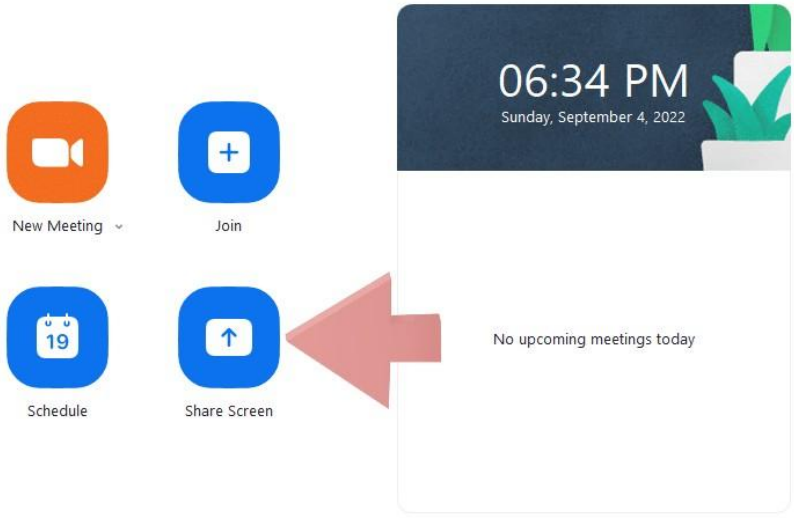


3. How to Share Your Screen (For Presentations)

Follow these steps to show your presentation (like PowerPoint) to the audience.

- Make sure your presentation file is open on your computer.
- Click the green "Share Screen" button at the bottom center of Zoom.
- Select your PowerPoint window from the options and click the blue "Share" button.
- When finished, click the red "Stop Share" button at the top of your screen.

Screen Share Interface



PART 3: Your Assigned Meeting Room Links (CRITICAL FINAL STEP)

🛑 STOP! Please DO NOT click the room links below until you have successfully completed ALL the equipment checks (Audio, Video, and Screen Share) in Part 2.

These links are your actual live meeting rooms. They must be the **very last thing** you open. Once you are 100% sure your equipment is working properly, find your assigned room below and click the link to enter the live session. You do NOT need an account—join as a guest and type your real Full Name!

Please make sure to upload your presentation files to the corresponding Google Drive link before your session begins.

Room / Location	Zoom Link & Details	How to upload your presentation
ROOM A: Neradje Mosque	**Click Here to Join ROOM A** ID: 915 095 9155 Passcode: 925632	**Guide**
ROOM B: House of Culture	**Click Here to Join ROOM B** ID: 386 881 4247 Passcode: 995987	
ROOM C: House of Culture	**Click Here to Join ROOM C** ID: 904 865 8888 Passcode: 627386	