QUICK GUIDE TO ZOOM
簡 易 入 門

What is the ZOOM?
Zoom is a cloud-based video communications app that allows users to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.

什麼是ZOOM？
Zoom是一個基於雲的視頻通信應用程序, 允許用戶設置虛擬視頻和音頻會議, 網絡研討會, 實時聊天, 屏幕共享和其他協作功能。

What function does the Zoom basic version provide?
The basic version of Zoom is free. It offers user unlimited one-on-one meetings, hosting up to 100 participants video conferencing with limited to 40 minutes, unlimited number of meetings, ticket support, and more...

ZOOM的基本版本提供什麼功能？
Zoom的基本版本是完全免費的。它為用戶提供了無限制的一對一會議, 最多可容納100名參與者, 最多40分鐘的視頻會議, 無數次的會議, 票務支持等等。

Where do you download ZOOM?
The Zoom Application for computers or laptops can be download from its official website. From the Download Center, click on the Download button under "Zoom Client For Meetings". The Zoom application is compatible with Mac, Windows, Linux, iOS, and Android.

The ZOOM mobile app for both iPhone and Android phones is available at the App Store and Google Play.

在哪裡下載ZOOM？
你可以從其官方網站下載適用於台式或筆記本電腦的Zoom應用程序。在下載中心中, 單擊"Zoom Client for Meetings"下的"下載"按鈕。Zoom應用程序與Mac, Windows, Linux, iOS 和Android兼容.

適用於蘋果手機和安卓手機的ZOOM移動應用程序可在App Store和Google Play上可獲得。

ZOOM：https://zoom.us/download

How to join a ZOOM Meeting?

As you received an invitation from the host in your email. You can join the meeting in **two ways**:

如何參加ZOOM的會議？

當您在電子郵件中收到主持人的邀請時。您可以通過兩種方式加入會議：

A: Click on the link in your email. As you click on the link, your default Internet Browser will open the webpage. Options of joining from your browser or selecting to download & run Zoom will appear at the window. If this is your first time to use Zoom, You can click "Download & run Zoom". If the Zoom has installed, the Zoom will run automatically right after you click on the link.

A: 點擊電子郵件中的鏈接。當您點擊鏈接時, 默認的互聯網瀏覽器將打開網頁。從瀏覽器中加入或下載並運行Zoom的程式的選項會出現在視窗中。如果這是你第一次用Zoom, 你可以選擇"Download & run Zoom"。如果你已經安裝了Zoom的程式, 在你點擊鏈接後, Zoom的程式會自動運行。

B: If the Zoom has installed in your device already, you can simply open the Zoom application, click on Join, and type in the Meeting ID and password of the event.

B: 如果您已經在你的設備中安裝了Zoom, 你只需打開Zoom應用程序, 單擊Join, 然後輸入會議的ID和密碼即可。
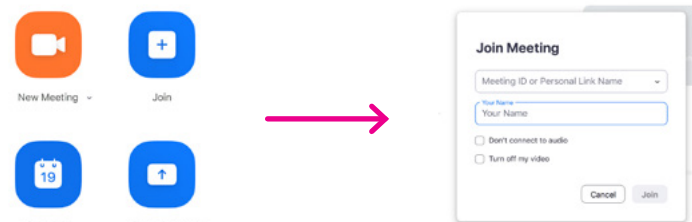
Note: When loading into the ZOOM meeting, a few pop-up window messages will appear and ask about your video and mic setting, you just click on your choice and you will enter the meeting successfully. Sometimes you need to wait for the host to start the meeting.

注意：加載到ZOOM會議中時, 將出現一些彈出窗口消息, 詢問您的視頻和麥克風設置, 只需單擊您的選擇, 您將成功進入會議。有時您需要等待主持人開始會議。

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Meeting Information
會議資料
1

Setting
設定
2

Speaker View/ Gallery View
發言者視圖 / 畫廊視圖
3

Full Screen
全屏幕
4

Invite
邀請
5

Unmute Me
取消我的靜音
6

Raise Hand
舉手
7

Zoom Meeting Participant ID:

Speaker View

Participants (2)

P Participant 2 (Me)

P Participant 1

P Participant 3

H (Host)

Invite   Unmute Me   Raise Hand

ZOOM交談群組
Zoom Group Chat

From ___ to Everyone:
Hi! This is the file needed for today's meeting.

From ___ to Everyone:

PDF How to Use ZOOM.pdf
423.21 KB
Download

To: Everyone ▾   19   📄 File   ⋯   20

Type message here...

Participant 1

Participant 2

Participant 3

The Host

Unmute   Start Video   Security   Participants 4   Chat   Share Screen   Record   Reactions   Leave

Mute /Unmute
靜音/取消靜音
8

Start Video /Stop Video
開始錄像 /取消錄像
9

Security
安全
10

Participants
參加者
11

Chat
交談
12

Share Screen
分享屏幕
13

Record
錄影
14

Reactions
反應
15

Leave/End
離開 / 結束
16

Type message here
在此輸入訊息
17

File
檔案
18

1	Meeting Information 會議資料	Click on to see the Zoom Meeting information they are including Meeting ID, Host, password, invite Link, and participate ID. 點擊以查看ZOOM會議信息，包括會議ID(識別號) 主持人，密碼，邀請鏈接和參加者的 ID(識別號)。
2	Setting 設定	Click on, and you will be prompted to the setting window, where you can manage/adjust all the settings for your zoom meeting; for example, video, audio, virtual background, recording, and more. 點擊後將進入設置窗口，您可以在其中管理/調整ZOOM會議的所有設置； 例如視頻，音頻，虛擬背景，錄製等。
3	Speaker View 發言者視圖 / Gallery View 畫廊視圖	Click on the Speaker View will see the person who's currently talking in a bigger screen. Gallery View will see all participants. 點擊「發言者視圖」，它會將當前正在講話的人顯示在更大的屏幕上。 點擊 「畫廊視圖」將會顯示所有參與者在屏幕。
4	Full Screen 全屏幕	Click on to enter a full screen. 點擊進入全屏幕。
5	Invite 邀請	Click on to invite another person to join the meeting via email. 點擊以邀請其他人通過電子郵件加入會議。
6	Unmute Me 取消我的靜音	Your default mic setting is set to "mute". If you want to speak, be sure to click the "unmute". The host is able to set your mic to "mute". 您默認麥克風設置定設為「靜音」。 如果您需要說話，請務必點擊「取消靜音」。 主持人可以因情況將參加者的麥克風設置為「靜音」。

7	Raise Hand 舉手	You can click on the "Raise Hand" button to notify everyone that you are raising your hand perhaps to share the opinion, or ask a question. The blue hand will appear to notify everyone of your intention. 您可以點擊「舉手」，以通知所有人您舉手或分享意見或提出問題。藍色的手標誌將您的意圖通知會議中的所有人。
8	Mute 靜音 / Unmute 取消靜音	Unmute your mic before you speak. And mute it when you don't speak. 說話前先將麥克風取消靜音。 不說話時可以將其設置「靜音」。
9	Start Video 開始錄像 / Stop Video 取消錄像	Allow others to see you (using your webcam). You can always see other participants from the meeting screen. 允許其他人看到您 (使用您的網絡攝像頭)。 您總是可以從會議屏幕上看到其他參與者。
10	Security 安全	Click on to manage your meeting security. For example, lock meetings, enable the waiting room; allow all participants to share screen, chat, rename, and unmute themselves. 點擊以管理您的會議安全性。 例如，鎖定會議，啟用等候室； 允許所有參與者共享屏幕，聊天，重命名和取消靜音。
11	Participants 參加者	View all the participants in the meeting. 查看會議中的所有參與者。

12	Chat 交談	Click Chat to expand the window to the right side of the meeting screen. Share your ideas or questions in texting with other partici-pants while the speaker is talking. 點擊聊天將視窗擴展到會議屏幕的右側。 在演講者講話時，可以發短信的形式與其他參與者分享您的想法或問題。
13	Share Screen 分享屏幕	You can share your screen with all the partic-ipants of the meeting. This is helpful when you want to show everyone what you have on your screen during the meeting. 您可以與會議的所有參與者共享屏幕。 當您想在會議期間向所有人顯示你屏幕上顯示的內容時，這個功能會很有用。
14	Record 錄影	Click on to record the event. You will need to ask permission from the host of the meeting to use this feature. Once you start record-ing, you will see the indicator with control to stop or pause recording on the upper-left corner of the Zoom meeting window. 點擊以記錄會議過程。 您需要徵得會議主持人的許可才能使用此功能。 開始錄製後，您將在ZOOM會議視窗的左上角看到帶有停止或暫停錄製功能的指示器。
15	Reactions 反應	Show your approval to whoever is talking by clicking the "Reaction" icon and selecting either a "hand-clap" or a "thumbs-up" sign. 點擊＂反應＂圖標並選擇「拍手」或「豎起大拇指」的標誌，以表示對正在講話的人的認可。

16	Leave/End 離開 / 結束	Click on to leave/end the meeting. If you wish to leave the meeting, simply click " Leave". 點擊以離開/結束會議。 如果您想離開會議，只需單擊＂ 離開＂。
17	Type message here 在此輸入訊息	Click on and type your questions and ideas here to share with all participants. 點擊並在此處鍵入您的問題和想法，以便與所有參與者共享。
18	File 檔案	Click on and upload your files either from the cloud or your computer that you want to share with your participants. 點擊此處，您可以透過雲端或電腦上載文件，與會議參加者共享的文件。
19	Everyone 所有人	Click on the arrow next to the "Everyone", it allows you to select a specific attendee in the meeting to receive your chat if your chat is not for everyone. 點擊「所有人」旁邊的箭頭。如果您的鍵入的內容不適合「所有人」，您則可以選擇會議中的特定與會者以接收您的聊天信息。
20	• • •	Click on the "..." to save your chat if you have an important note in your chatbox. 如果您在聊天框中有重要提示，請點擊＂ ...＂以保存您的聊天紀錄。