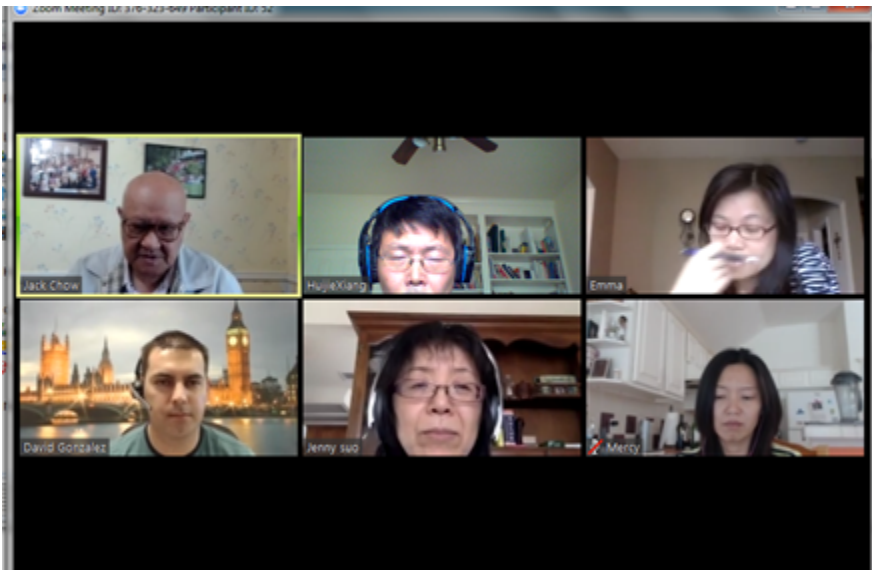
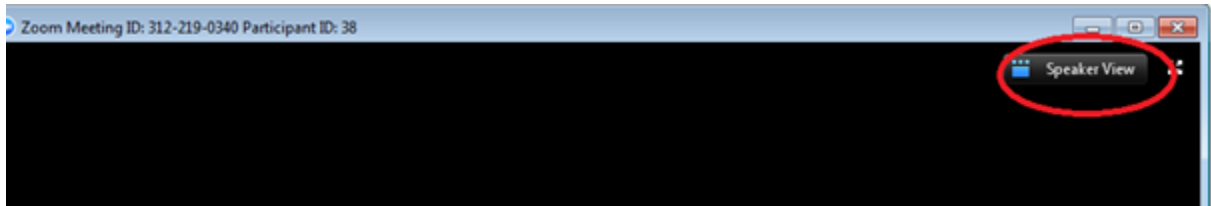


Zoom Testing Agenda 2015.4.25

1. View mode (选择画面)

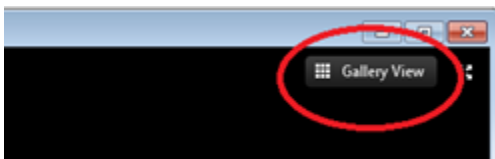
- Gallery View (群体画面)



View all participants in one screen.

You will see the "Speaker View" on left top corner.

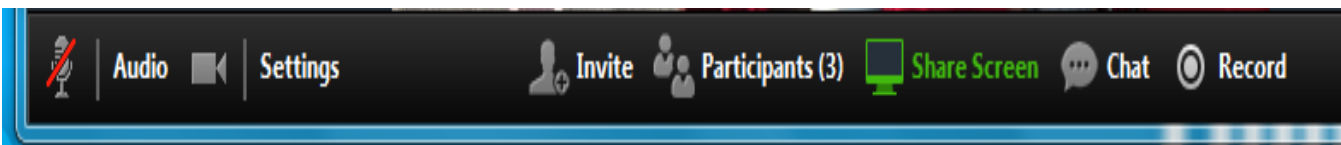
- Speaker View (讲员画面)





View current speaker, others are on the top.
You will see “Gallery View” on the left top corner.

2. Bottom Menu 会议菜单



3. Mute, unmute, and raise hand 静音，讲话，举手

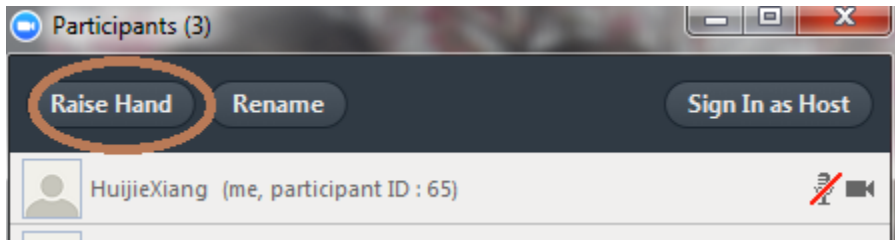
In the beginning, all participants are muted. 开始，会众是静音状态。

You can control your microphone – on or off, click on the micro phone icon on the first item of bottom menu. 会议菜单的第一个符号-话筒，有红叉表示静音，无红叉表示可以讲话。

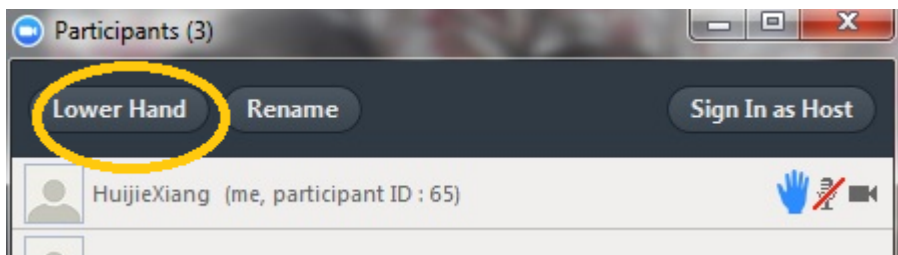
4. Mute, unmute the video 关开视频. 你可以点击视频符号，有红线表示关闭视频；无红线表示开放视频。

5. Click on the Participants(与会者), there is button – “Raise Hand 举手”. Click it to raise hand for speaking.

从 Participants, 选择举手



会有一个“手”的记号，表示你以举手。点击“Lower Hand 放下手”把手放下。

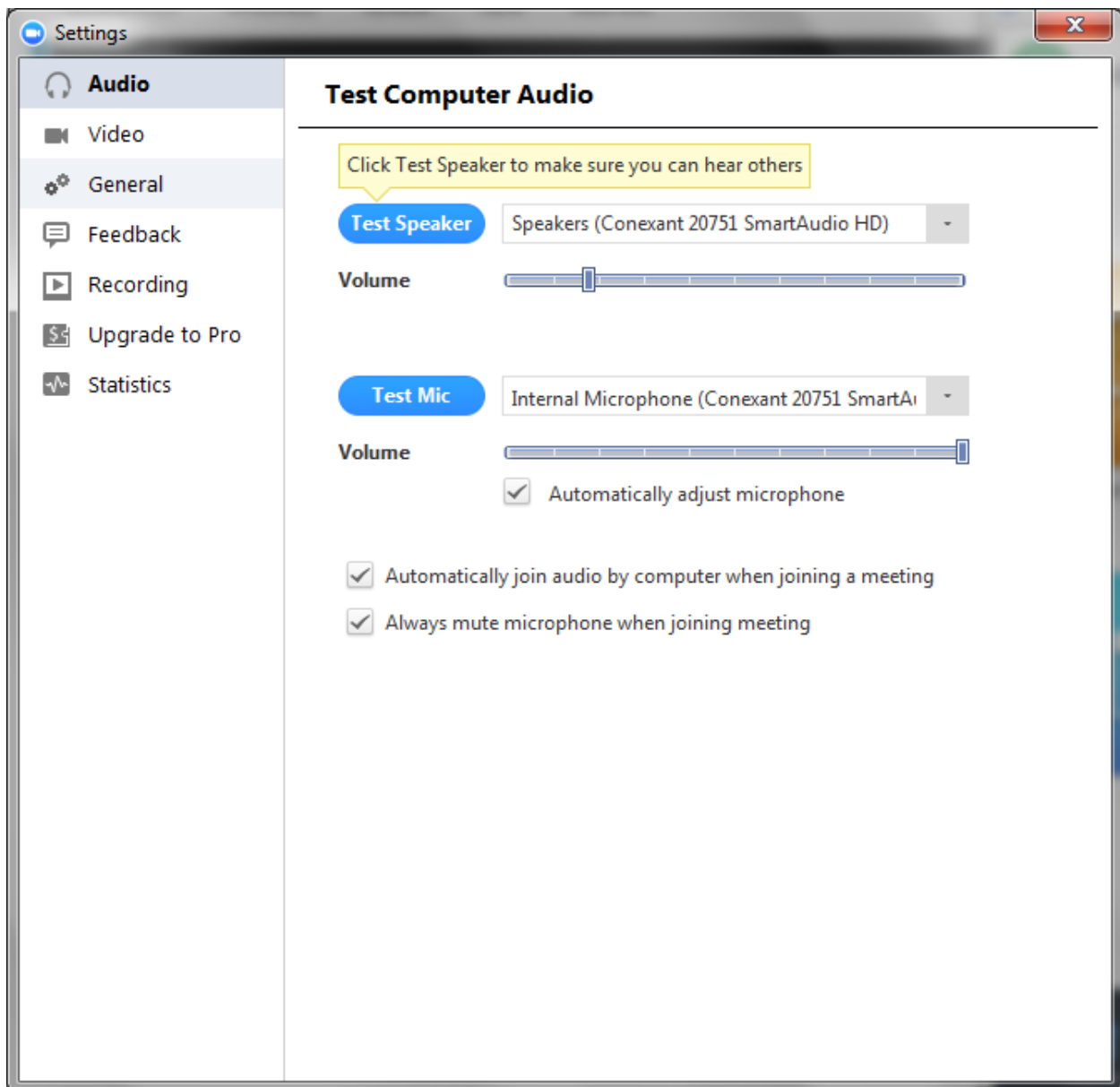


6. Settings 设定

Audio :

- Volume, adjust the audio volume
- Check “automatically join audio by computer when join a meeting”, 选择自动使用电脑音频当进入会议时。
- Check “Always mute microphone when join meeting”, 选择自动静音当进入会议时

Video: check the first two



4. 建议创建一个 **ZOOM** 帐户，便于进入会议，保存设置