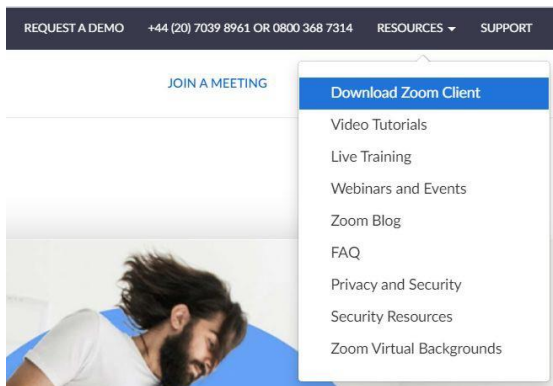


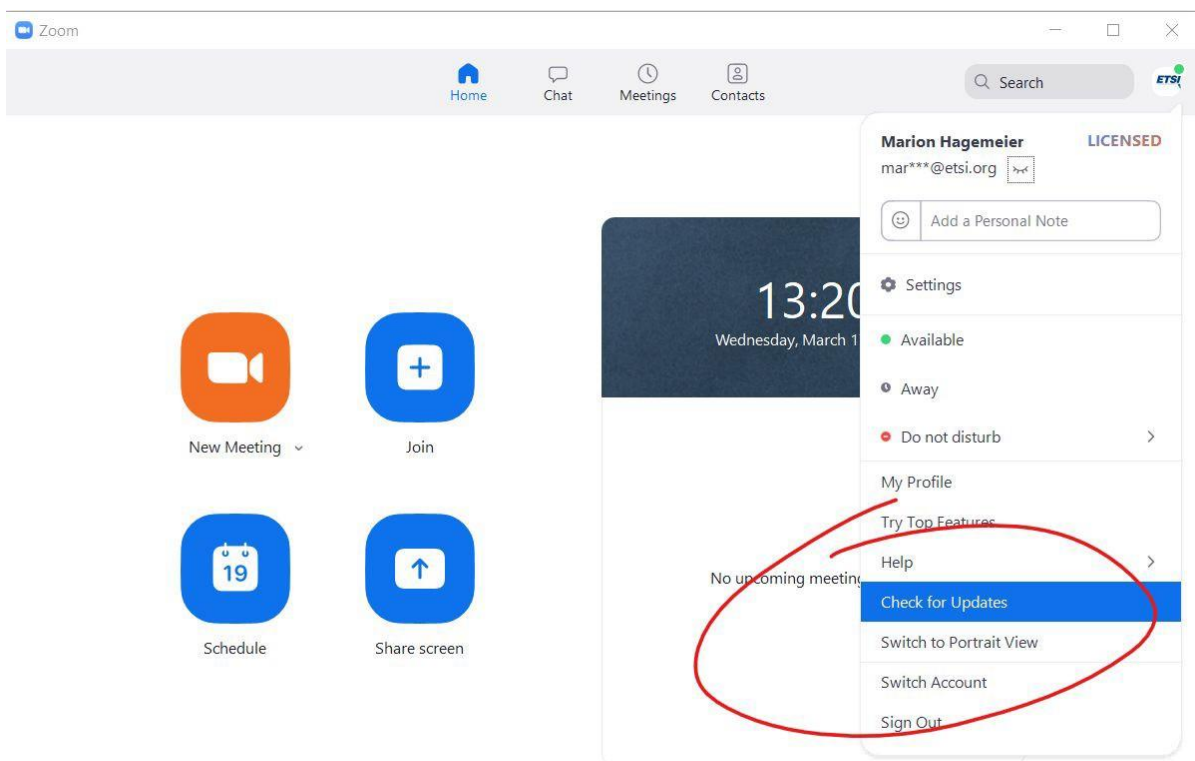
Zoom Set up Guide ETSI Security Week 2021

Zoom installation

If you do not have a Zoom account please register, download and install Zoom from here <https://zoom.us/>

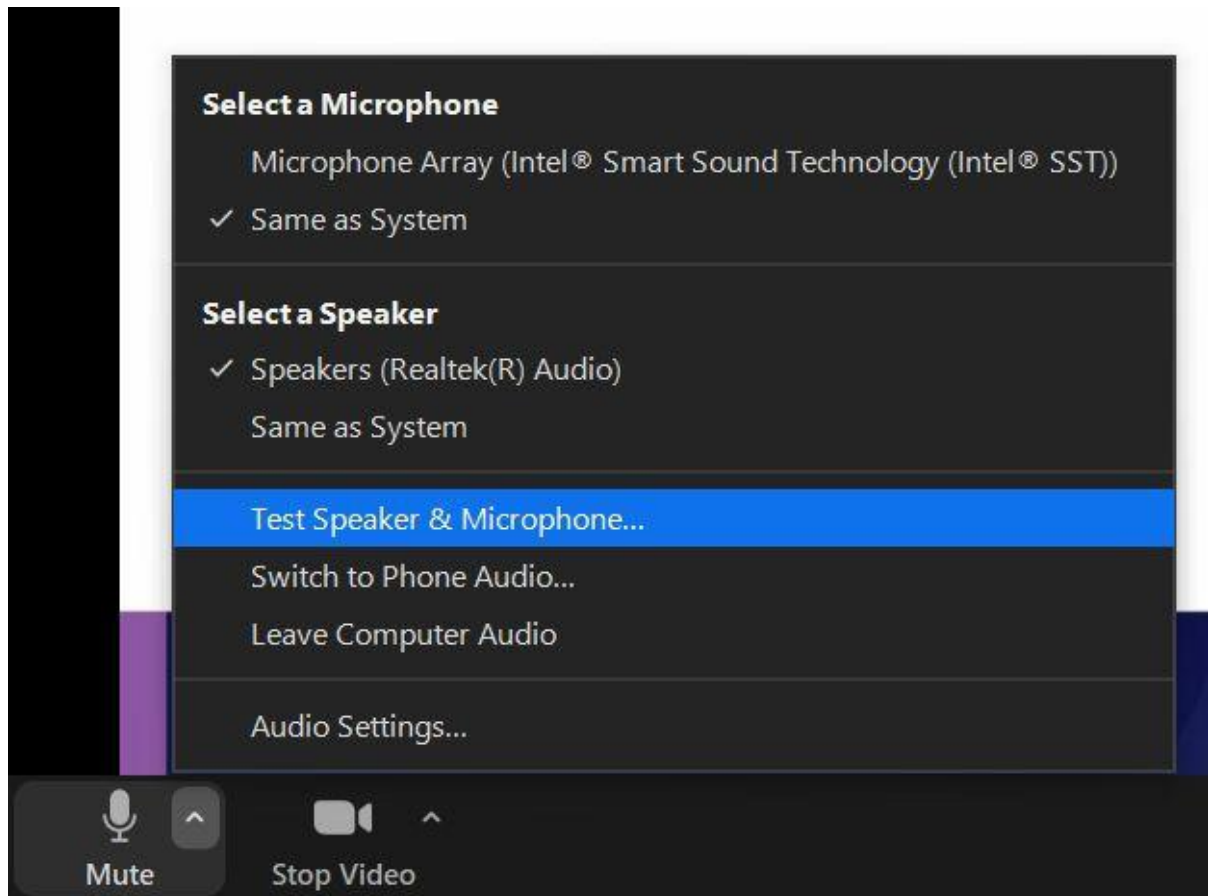


Already have Zoom installed on your PC? Great! Please check that you have the latest version. (It has to be V 5.5.4 or later). If not, we recommend upgrading.



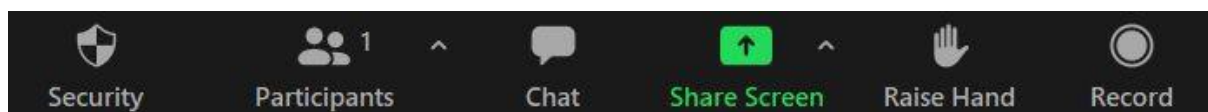
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Once installed, please test your speakers and microphone by clicking on the upper caret to the right of your mute button.



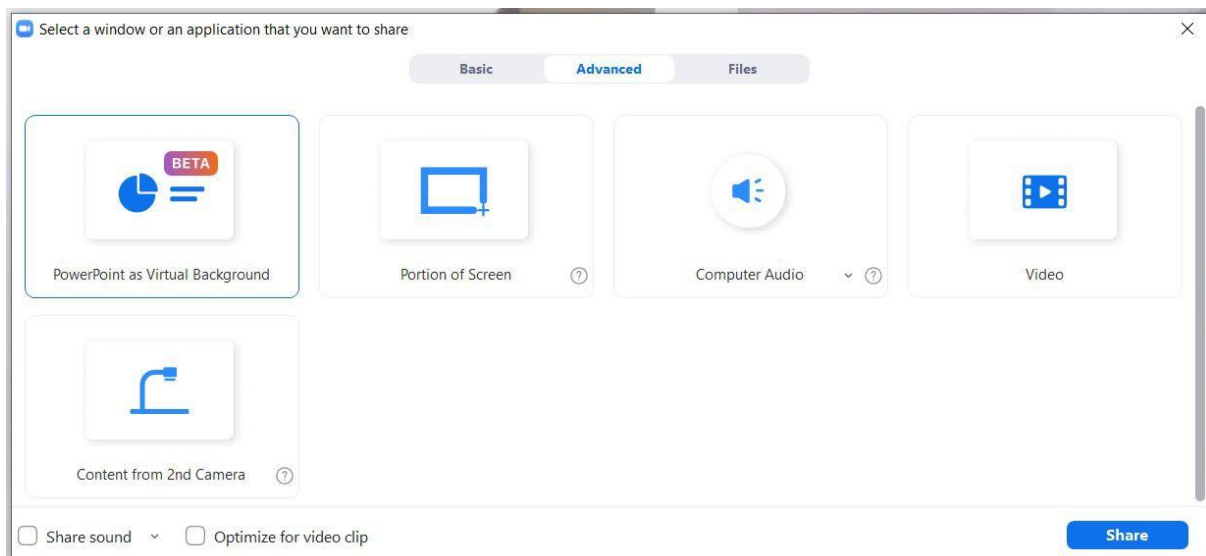
You can test your PowerPoint presentation by opening Zoom, choosing "New Meeting" and then choosing "Share Screen". You do not need to invite others to do this. It is purely for testing purposes.

Please make sure you use the ETSI event presentation template provided by the ETSI Events Team or the background image if you are recording opening remarks/welcome/introduction.



Choose Advanced (middle tab at top) then "PowerPoint as Virtual Background"

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Choose your PowerPoint from the Dialog box.

Your PowerPoint should open with your camera's output (minus background) in the lower right quadrant of the screen. You can adjust the size of your presenter video by dragging one of the corner boxes on the video frame.

Please ensure the bottom edge of your video is situated at the baseline of your PowerPoint's Footer OR at the base of the overall PowerPoint to ensure the best quality experience.

A screenshot of a Zoom meeting. At the top, there are status bars: "Turn off Original Sound" on the left, "You're sharing slides" in green in the center, and "Stop Share" in red on the right. The main content is a PowerPoint slide with the ETSI logo in the top right corner. The slide title is "A short guide to using the ETSI PowerPoint Template". The text on the slide reads: "Please take a few minutes to read and understand how to use this PowerPoint template in the best way! View the many possibilities and editing options. Thank you :)". Below this is a numbered list of four instructions. A small inset image shows a portion of the PowerPoint ribbon, specifically the "Home" tab, with a red circle around the "Reset" button. In the bottom right corner, there is a video feed of a man with grey hair wearing a white shirt. At the bottom left, there is a "Talking:" indicator. At the bottom center, there is a navigation bar showing "1 of 36" slides. At the bottom left, there is a copyright notice: "© ETSI 2021 – All rights reserved".

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Changing Slides

The slide navigator at the bottom of the screen enables you to switch or move forward through your presentation.

IMPORTANT: If the Forward and Backward keys on your computer are not working please click on the slide navigator anywhere to bring it into focus.

Your keyboard arrow keys will now work.

