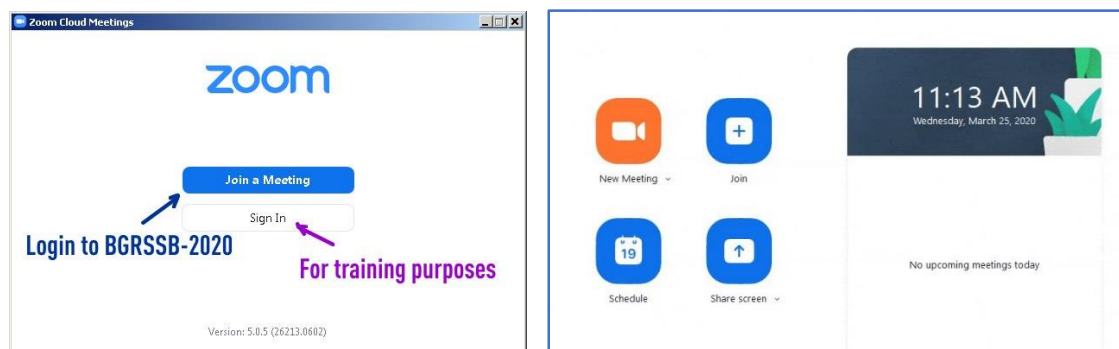


1. If you have not Zoom Client for Meetings already installed, please follow <https://zoom.us/client/latest/ZoomInstaller.exe> to download installation file.
2. Launch downloaded file **zoominstall.exe** to setup Zoom Client for Meetings
3. Just now, there is no need to create a zoom account to participate in BGRSSB-2020. On the appointed day you will join the conference meeting automatically by click on invitation link from BGRSSB-2020 administrator (or entering meeting ID and password manually).
4. When application starts, please allow usage of computer audio. Do not forget to switch off you microphone (on the left lower corner of window).
5. But, if you want to scrutinize the Zoom Client for Meetings beforehand, you may apply these steps:
 - a. Create an account on the <https://zoom.us> by pressing "Sign up for free" button.
 - b. Launch Zoom Client for Meetings on your computer and sign in with you credentials by pressing **Sign In** button (Figure 1). On the next screen create your own **New Meeting** by pressing the orange button. Then press **Join with Computer Audio**.
 - c. On the lower side of meeting window please press **Participants** (or Alt-U), and **Invite link** on the right. On the next popup window click **Copy Invitation**. The invitation link will be copied into your clipboard.
 - d. Now you are able to share this link with your another computer or mobile phone or your colleague. Of course, the Zoom Client for Meetings application should be installed on another device too. So, this is the way, you may get comfortable with Zoom before the date of BGRSSB-2020.



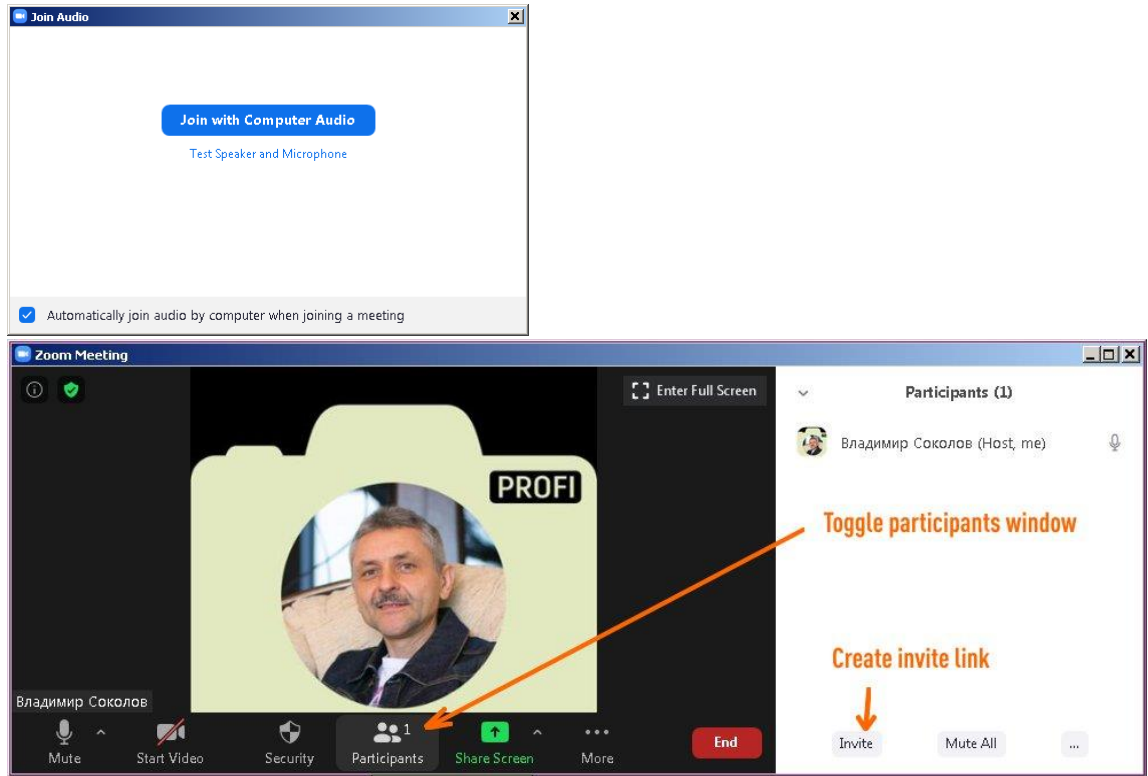


Figure 1

6. If you want to change language of Zoom Client for Meetings interface, please right click on the Zoom icon on the taskbar and choose your language. (Figure 2).

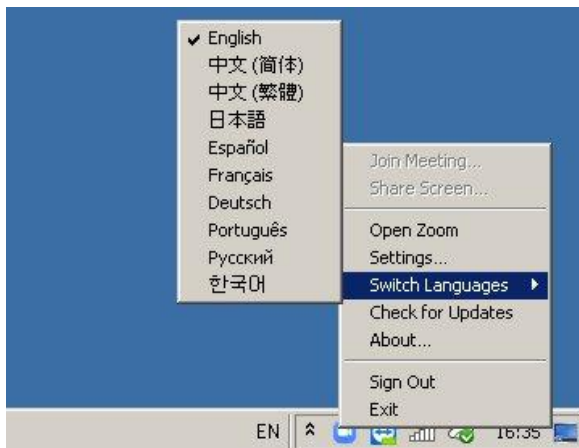


Figure 2

7. Please click on the gear icon on the right upper corner of Zoom Client for Meetings main window to check the settings. Highlight **Video** on the left side and select your web camera on the right side. A live preview should appear.
8. Highlight **Audio** on the left side and examine your speaker and microphone on the right side.
9. Launch your presentation.
10. When the time of your online speech will come, you'll hear the moderator invitation. Then you should switch on your microphone and start speaking.
11. When you will be ready to initiate your presentation, please speak loud the keyword phrase "**Now I ask the administrator to turn on the presentation layout**". After that, you have only 10-15 seconds to start your presentation on the full screen mode (you may press **F5** key, if you use PowerPoint).
12. Then you ought to return to Zoom Client for Meetings and press green button **Share screen** (Figure 3). Then select **PowerPoint demonstration** window. PS: You can use **Alt-Tab** keys

combination to switch among launched applications.



Figure 3

13. Now you are online with your presentation simultaneously. Please do not swing a lot. Otherwise you will be cropped by frames of screen overlay (Figure 4).



Figure 4

14. You will see the reverse timer instead of broadcast administrator avatar. Be honest to meet the timing.
15. Please do not finish your presentation unexpectedly. If your presentation is over, first of all you should speak loud another keyword phrase "**Now I ask the administrator to turn off the presentation layout**". After that, you have up to 10 seconds to terminate your presentation. To do this, you should move your mouse to the top of Zoom main window and click on the red button "Stop share" (Figure 5). The presentation will be no longer broadcasted, and you may continue to talk with moderator and answer on incoming questions.

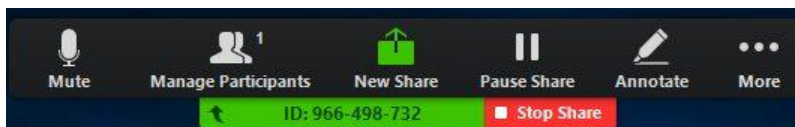


Figure 5

- a. Sometimes red button may disappear from your screen. It is the bug of Zoom Client. In this case you should simply close your presentation application. At that moment the Zoom Client for Meetings will lost shared screen and you will come back to Meeting room.
16. When your speech will be over, please do not forget to turn off your microphone.
 17. To leave the meeting you can click on the red button **End**.

If you have other questions, please visit Zoom support: <https://support.zoom.us/hc/en-us>