第47回 日本分子生物学会年会

The 47th Annual Meeting of the Molecular Biology Society of Japan

Zoom Manual

For Online Poster Presenters

MBSJ

Table of Contents

1. Installing Zoom

2. Joining a Breakout Room

3. Basic Operations

1. Installing Zoom

To use breakout rooms, please ensure you have the latest version of Zoom installed. If you already have Zoom, please update it using the standard procedure.

① Download the Zoom Client for Meetings

https://zoom.us/download#client_4meeting

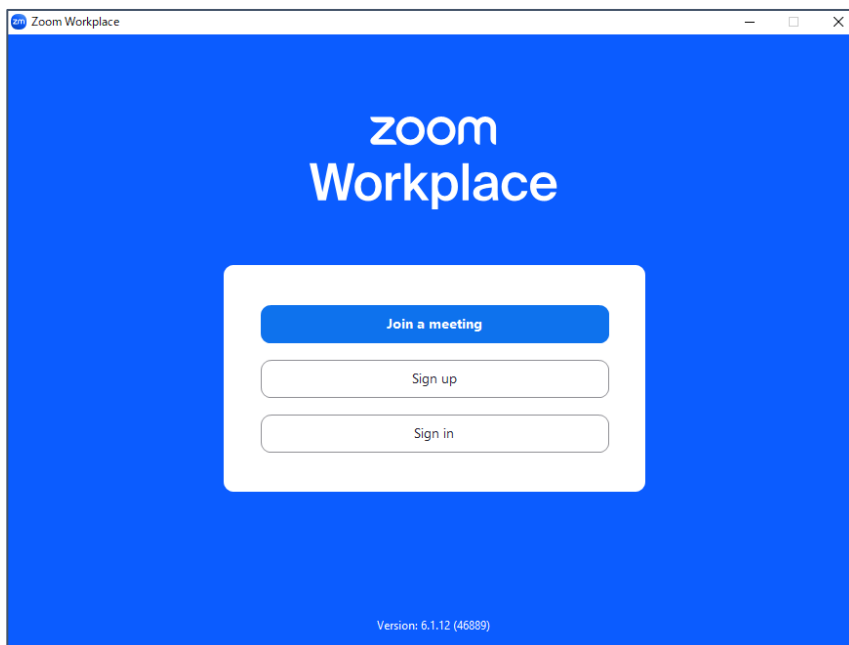Please click on the link above to download the file.

Version 6.2.6 (49050)

Unlock the full suite of collaboration with Team Chat, Whiteboard, Notes and more - included with your Zoom Meetings account.

Download (64-bit)   Download (32-bit)   Download (ARM64)

System Requirements

② Install

Once you double-click the downloaded file, the app installation process will begin. The installation is complete when you see the following screen.

2. Joining a Breakout Room

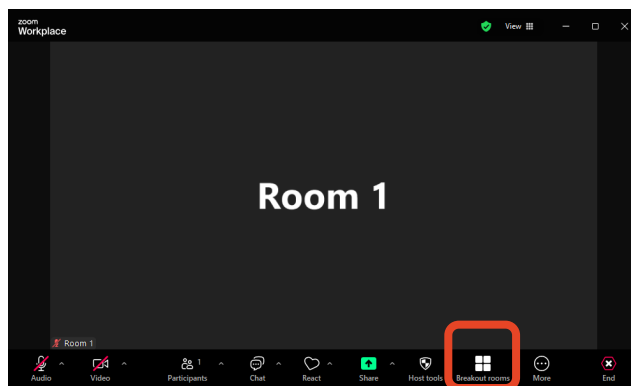Each online presentation will have its own breakout room.

Please enter your assigned breakout room to begin your presentation.

①Access the Meeting Room

Please enter the meeting room designated for your presentation at least 10 minutes before your scheduled presentation time.

② Enter the Main Room

Upon entering, you will see a screen similar to the one below.

*If the "Breakout Room" button is not displayed, please check the "More" button.

③ Enter the Breakout Room

Click the "Breakout Rooms" button at the bottom of the Zoom screen. A list of presentation numbers will appear. Find your presentation number and click the "Join" button next to it.
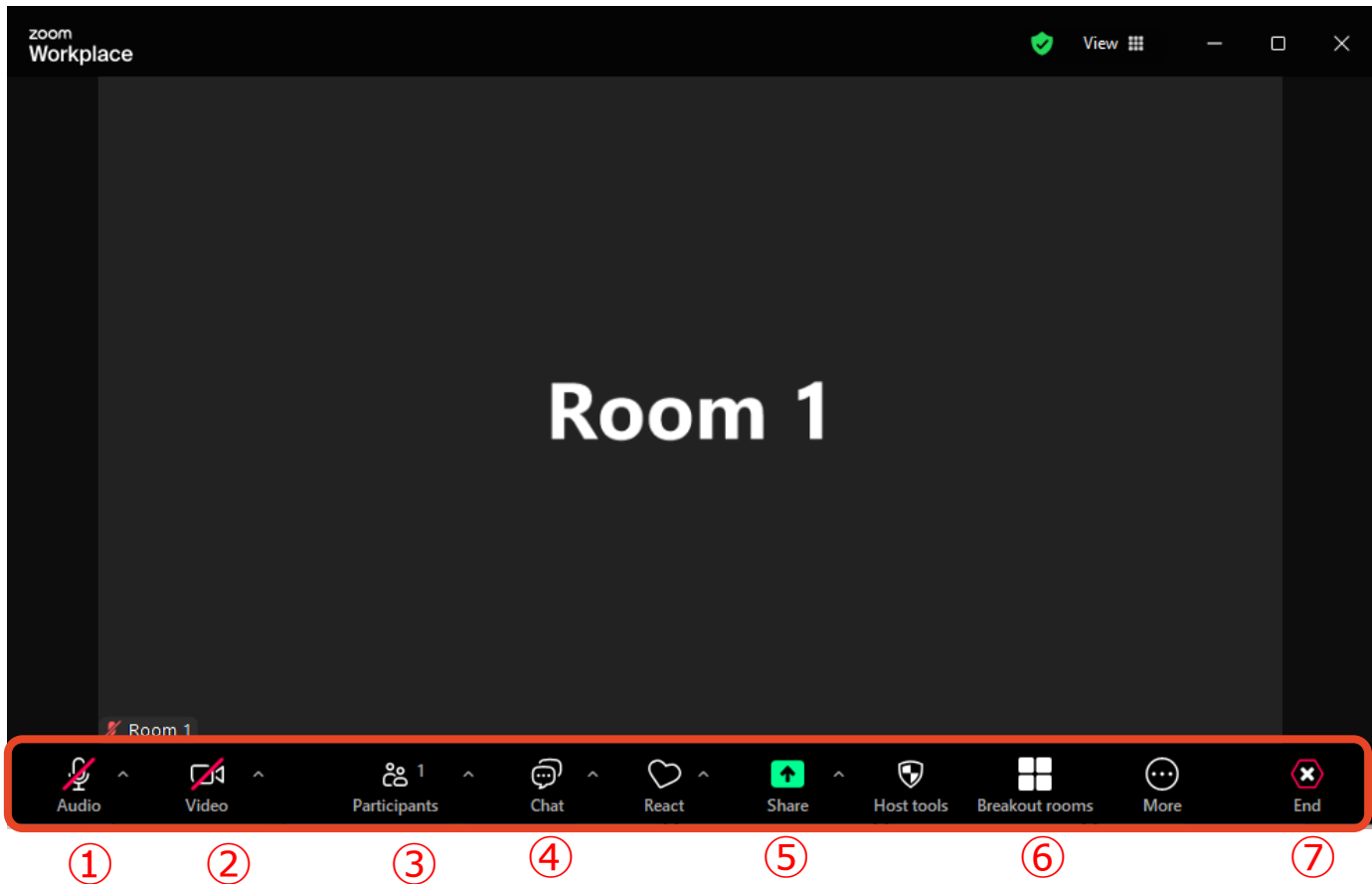

④ Deliver Your Presentation and Participate in Discussion

You will be moved to your assigned breakout room. Please ensure your camera is turned on and wait for your turn to present. Once participants have arrived, please use your microphone and screen sharing to conduct a discussion.
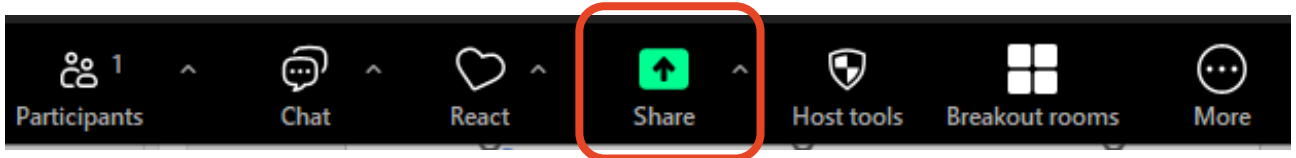
3-1. Basic Operations

① **Mute**: Turn microphone on or off, switch between the speaker and microphone being used.

② **Video:** Turn camera ON/OFF, switch between the cameras being used.

③ **Participants**：See who else is in the meeting.

④ **Chat**：Exchange messages with participants

⑤ **Screen Sharing**：Show your screen to others.

⑥ **Breakout Rooms**：Select the breakout room you wish to join.

⑦ **Exit**：Leave the meeting/breakout room.

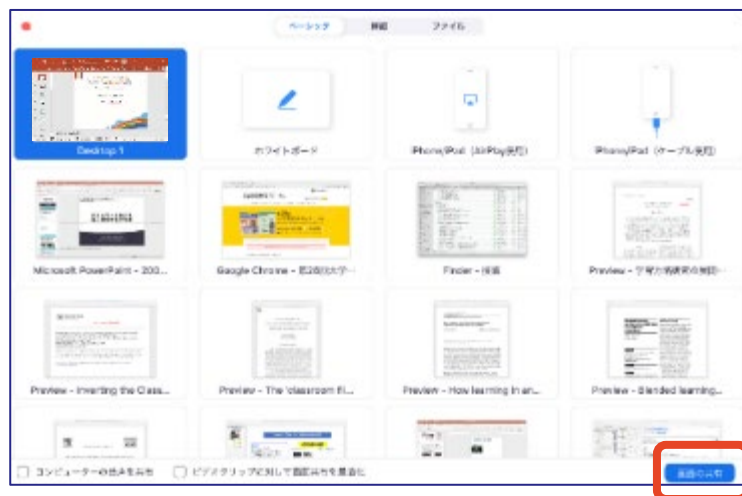# 3-2. Basic Operations (Screen Sharing)

① Open your presentation data, such as PowerPoint, in advance.

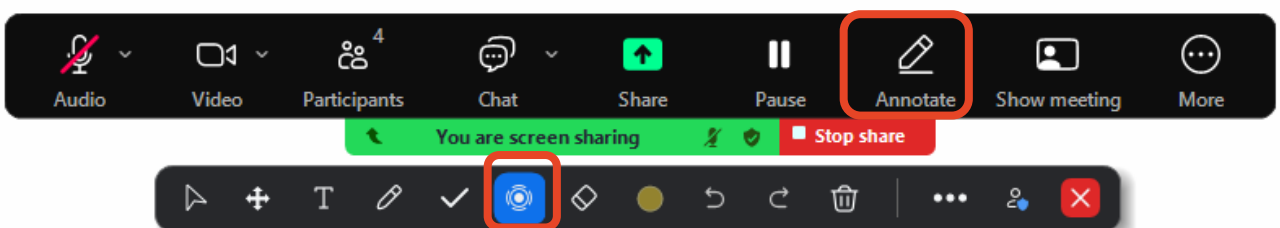**② Click "Share" from the menu bar.**

③ Select the application you wish to share and click "Share Screen." Please be careful not to share your entire desktop.

④ Display the laser pointer

If you wish to use a laser pointer, click on the menu bar on the screen and select "Annotate" → "Spotlight.

3-3. Basic Operations (Screen Sharing)

⑤ Stop sharing

After the question-and-answer session concludes, click "Stop Share" to end the screen sharing.