Zoom Meeting quick guide

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Prerequisites for participating in a Zoom meeting

In order to participate actively in a Zoom meeting, participants will need a computer with an Internet connection and a smartphone.

**IMPORTANT:** Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. **Joining the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.**

1. Participants who do not have the Zoom application installed on their devices (computer and smartphone) will need to download and install it following the instructions available in Annex A of this document.

2. Participants who already have the Zoom application installed on their devices (computer and smartphone) will need to ensure that they are using the latest available version of Zoom client application (Desktop or Mobile) for attending IFAD meetings.

3. Please click on the following links for instructions on how to check your installed version and update it:

   - [Where can I see my Zoom version number?](#)
   - [Where do I download the latest version?](#)

4. Having the latest version of the Zoom application is important to ensure that participants can use the interpretation feature.
Register for the Zoom meeting

**IMPORTANT:** Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Joining the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.

Participants who do not have the Zoom application installed on their devices (computer and smartphone) will need to download and install it following the instructions available in Annex A of this document.

5. Click on the Zoom link to the registration form received in the invitation email from IFAD and proceed with registering for the meeting. NOTE: IFAD recommends completing the registration procedure **at least** one hour before the start of the meeting’s scheduled start time.

6. Enter your data in the Registration Form as indicated below. In the First Name field please make sure to enter your **Country Name in English in ALL CAPS.** Enter your last name only if you are the principal participant. All other participants should enter their last name followed by “observer”.

7. A registration confirmation window will be displayed on your web browser where you can add the meeting to your calendar. In parallel, you will also receive a confirmation email from no-reply@zoom.us with the link to access the virtual meeting (this link is personal to you and cannot be shared).
Joining a Meeting via the Zoom application via Computer

Option 1: Join via the personal Meeting URL

1. Click the personal Meeting URL available after registration on your email inbox or in your Outlook calendar. The meeting link after registration is personal to you and cannot be shared with other participants.

2. If prompted to open the Zoom application, click Open Zoom (or Yes, depending on the browser) on the pop-up message.

   Open Zoom?
   
   https://zoom.us wants to open this application.

   Open Zoom  Cancel

3. Click on Join with Computer Audio.

NOTE: For Zoom meetings where Registration is enabled, you can only use the Zoom client or Zoom mobile app. You will not be allowed to join via Web browser.
Option 2: Join a Meeting via Meeting ID

1. Open the Zoom desktop client.
2. Click **Join a Meeting** if you want to join without signing in.

![Zoom desktop client](image)

3. Enter the **meeting ID** number provided in the email confirmation after registration. Then type your First Name and Last Name.

![Join a Meeting](image)

4. Click **Join**.
5. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
6. Click on **Join with Computer Audio**.
Joining a Meeting via the Zoom application via mobile phone

Option 3a: Join a Meeting from the mobile phone Zoom app (iPhone)

Download the app from the App Store (see Annex A).

1. Open the Zoom mobile app.
2. Join a meeting using one of these methods:
   - **Tap Join a Meeting** if you want to join without signing in.
     
     ![Join a Meeting screen](image)

   - **Enter the meeting ID number and your display name.**
     - If you are signed in, change your name if you do not want your default name to appear.
     - If you are not signed in, enter a display name.

3. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**

4. Select if you would like to connect audio and/or video and select **Join.**
Option 3b: Join a Meeting from the mobile phone Zoom app (Android)

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store (See Annex A).
2. Join a meeting using one of these methods:
   Tap **Join a Meeting** if you want to join without signing in.

3. Enter the **meeting ID** number and your display name.
   If you are signed in, change your name if you do not want your **default name** to appear.
   If you are not signed in, enter a display name.
4. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
5. Select if you would like to connect audio and/or video and tap **Join Meeting.**
Using language interpretation during the meeting

NOTE: The Language interpretation feature is only available on Zoom Desktop client or Zoom Mobile app. See the Prerequisite page on this quick guide.

If using the internal microphone on a notebook, be aware of the location of the microphone. Do not move around; face the notebook directly when speaking. If possible, use a headset. Try to hold meetings in quiet, indoor locations to control ambient noise.

1. Please use the microphone icon to mute yourself when not speaking and use the same icon to unmute yourself when given the floor (1).

2. Select the language you wish to listen to in the Interpretation menu (2).

3. If you wish to take the floor, click on the raise hand button, which, depending on the client version being used, is available either on the Participants panel (3) or directly in the meeting control panel under the Reactions button (4). Before speaking, make sure you have selected the language channel of the language in which you will speak. For example, if you are going to speak Spanish in your intervention, you should be on the Spanish channel.

4. Please adjust your speech to the remote distance environment (speak slowly and clearly, avoid excessive use of acronyms, etc.).

5. If you intend to read a prepared statement, in order to ensure accuracy of interpretation, please send it to gb@ifad.org before the meeting starts or well before you speak. This is solely for internal use and will be treated as confidential.
ANNEX A: How to install Zoom on your devices

In order to participate to the Executive Board meeting hosted on Zoom you will need to have the client installed on your computer or on your mobile device.

On your computer

1. Go to the Zoom download website [https://www.zoom.us/download](https://www.zoom.us/download)
2. Click on Download
3. The **ZoomInstaller.exe** is downloaded, click on the file and install.

On your iPhone/iPad

1. Open the **App Store**
2. Tap **Search**
3. Type in **Zoom** and tap **Get**
4. Tap **zoom app**
On your Android device

1. Open the **Play Store**
2. Type in **zoom** and tap **Install**
3. Tap **ZOOM Cloud Meetings**