



Zoom Web Conferencing

IEC user guide

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1. What is Zoom

Zoom (www.zoom.us) is the Web Conferencing service chosen by both IEC and ISO.

2. Why Zoom?

Zoom provides the IEC community much greater flexibility than before. All licensed users will no longer require Central Office administrative support for the creation and management of meetings, as they will be able to handle these activities directly.

2.1 Who can get a licence?

IEC will provide a Web Conferencing account for the following users/roles:

- Secretaries, Assistant Secretaries at TC and SC level.
- Convenors for all Working Groups
- Project Leaders for all Project Teams
- Technical Area Managers, Technical Area Secretaries and Assistant Secretaries for TAs.

The licence usage will be only for IEC purposes and not for any personal use.

The LOGIN is personal and should not be shared with a third party.

Licenses will initially be allocated automatically to eligible users. Users that become eligible for a Zoom license in future can obtain one upon request to the IEC Helpdesk (helpdesk@iec.ch).

3. Account creation

Eligible users will receive a mail to register their account

Example:

Hello

IEC IT Dpt has created a Zoom account for you, but your email address needs to be verified before your account becomes fully active.

Please click the link below to activate your account within 30 days:

[Click here to activate your account](#)

If the link above does not work, paste this into your browser:

<https://zoom.us/activate?code=kPnleDaeYeVkmTLA.BQUAAAFk6jaK4AAAnjQAfzGw&fr=hostinvite>

By clicking the activation link above, you are indicating you have read and agree to the Zoom [Terms of Service](#).

If you need additional help, please visit our [Support Center](#).

Thank you.

The Zoom Team

Click on the link to approve the account creation and fill in your personal details on the following screen.



Welcome to Zoom

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Once the account is created you will have the possibility to start a test meeting.



Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/6368899980>

Start Meeting Now

Go to My Account

Start or schedule your Zoom meetings directly from your browser. Click below to download.



Chrome Extension



Firefox Add-on



Microsoft Outlook Plugin

You can customize your personal settings by clicking on the *Go to My Account* button.



[Change](#)

Your Name

Account No. 837187

| | |
|---------------------|---|
| Personal Meeting ID | 636-889-9980 https://zoom.us/j/6368899980 x Use this ID for instant meetings |
| Personal Link | Not set yet. |
| Sign-In Email | yourname@yourdomain.com Linked accounts: |
| User Type | Pro |
| Capacity | Meeting 100 |
| Time Zone | No option selected. |
| Language | English |
| Sign-In Password | ***** |
| Host Key | ***** Show |
| Signed-In Device | Sign Me Out From All Devices |

4. Meetings

This section explains how to schedule or join a meeting.

4.1 Scheduling a meeting



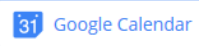
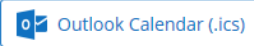


Various fields may be edited to schedule the meeting.

Schedule a Meeting

| | | | |
|------------------------|--|--------------------------|--------------------------------------|
| Topic | Test | | |
| Description (Optional) | Enter your meeting description | | |
| When | 07/30/2018 | 1:00 | PM |
| Duration | 1 hr | 0 min | |
| Time Zone | (GMT+2:00) Zurich | | |
| | <input type="checkbox"/> Recurring meeting | | |
| Registration | <input type="checkbox"/> Required | | |
| Video | Host | <input type="radio"/> on | <input checked="" type="radio"/> off |
| | Participant | <input type="radio"/> on | <input checked="" type="radio"/> off |
| Audio | <input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both Dial from United States and other 54 countries Edit | | |
| Meeting Options | <input type="checkbox"/> Require meeting password <input type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry <input type="checkbox"/> Use Personal Meeting ID 636-889-9980 <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Record the meeting automatically | | |
| Alternative Hosts | Example: john@company.com, peter@school.edu | | |
| | <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

Once the meeting is Saved it can still be modified and added to the mail calendar.

[My Meetings](#) > Manage "Test"

| | |
|-------------------------------------|---|
| Topic | Test |
| Time | Jul 30, 2018 1:00 PM Zurich |
| Add to |  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar |
| Meeting ID | 734-237-504 |
| Invite Attendees | Join URL: https://zoom.us/j/734237504 |
| Video | Host Off Participant Off |
| Audio | Telephone and Computer Audio Dial from United States and other 54 countries |
| Meeting Options | <ul style="list-style-type: none">× Require meeting password× Enable join before host× Mute participants upon entry × Use Personal Meeting ID 636-889-9980× Enable waiting room× Record the meeting automatically |
| Delete this Meeting | |

The option *Copy the invitation*

Copy Meeting Invitation ✕

Meeting Invitation

Hi there,

steph costa is inviting you to a scheduled Zoom meeting.

Topic: Test

Time: Jul 30, 2018 1:00 PM Zurich

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/734237504>

Or iPhone one-tap :

US: +16468769923,,734237504# or +16699006833,,734237504#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968

Argentina: +54 341 512 2188

Austria: +43 (0) 72 011 5988

Australia: +61 (0) 2 8015 2088 or +61 (0) 8 7150 1149

Bahrain: +973 1619 8488

Brazil: +55 11 4680 6788 or +55 21 3958 7888

Copy Meeting Invitation

Cancel

Then *Copy Meeting Invitation* can be pasted in a mail.

Under *Meetings* the meeting will be visible.

Upcoming Meetings
Previous Meetings
Personal Meeting Room

▶ Get Training

Schedule a New Meeting

| Start Time ↕ | Topic ↕ | Meeting ID | Start | Delete |
|------------------|---------|-------------|-------|--------|
| Today 1:00 PM | Test | 734-237-504 | | |

4.2 Start the meeting

Click on *Start*

And select the needed features.

Scrolling down with the mouse will show features like, Invite, Manage Participants...End Meeting

5. Where can I obtain help?

- FAQ available on : <http://go.iec.ch/zoom>
- Feel free to contact your Administrative Assistant in charge of your IEC Technical Committee.
- IEC Helpdesk (helpdesk@iec.ch)