

Please set up your account (Step 1) by **April 12th (SUNDAY)**

How to use **zoom**

2020.4.8 APU Academic Office



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Inspiring new stories**

Ritsumeikan
Asia Pacific University
2000 - 2020



Content

0. Checking for an Existing Zoom Account

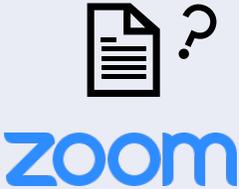
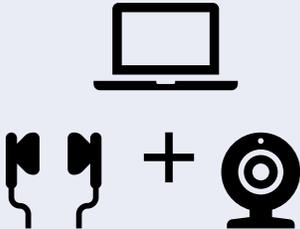
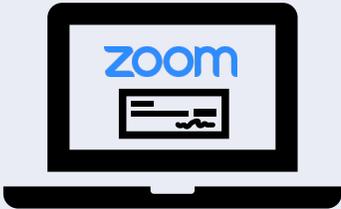
1. Signing In

2. Setting up the Equipment

3. Installing the Application

4. Joining a Class

»» How to Use Zoom

Step 0	Step 1	Step 2	Step 3	Step 4
Check for an Existing Zoom Account	Set Up your Zoom Account	Prepare your Equipment	Install the Zoom Application	Join your Class via Zoom
				

by
4/12

Step 0: Do you already have a Zoom account?

If you have used Zoom before, please follow the directions in the flowchart below.

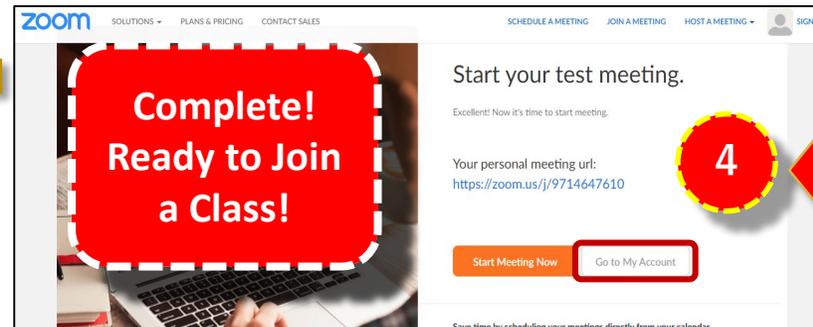
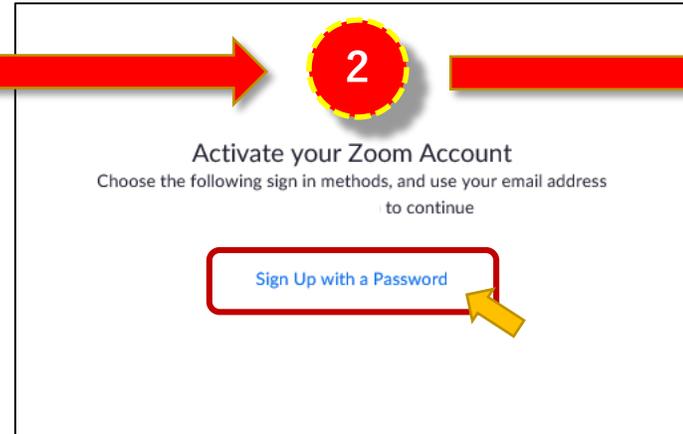
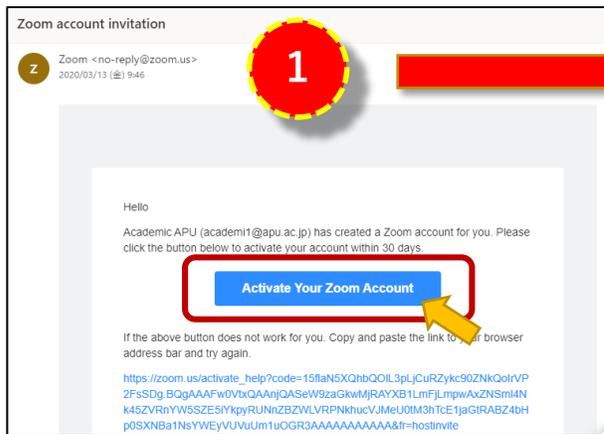
If you have never made a Zoom account before, please check your email for your Zoom invitation, then go on to Step 1.



Step 1-1: Signing In (Set Up your Account)

An email titled "Zoom Account Invitation" has been sent to your APU email address. Please follow the steps below to set up your Zoom account.

(If you cannot find the email please check your spam folder. If you are still unable to find it please contact us at zoom@apu.ac.jp.)



• Do not change the name in the box.
• Do not use the same password as your APU account.

After you log in you will see this page.
You can change your Zoom class settings here.

Please set up your account by **April 12th (SUNDAY)**

Zoom Classes

Instructor

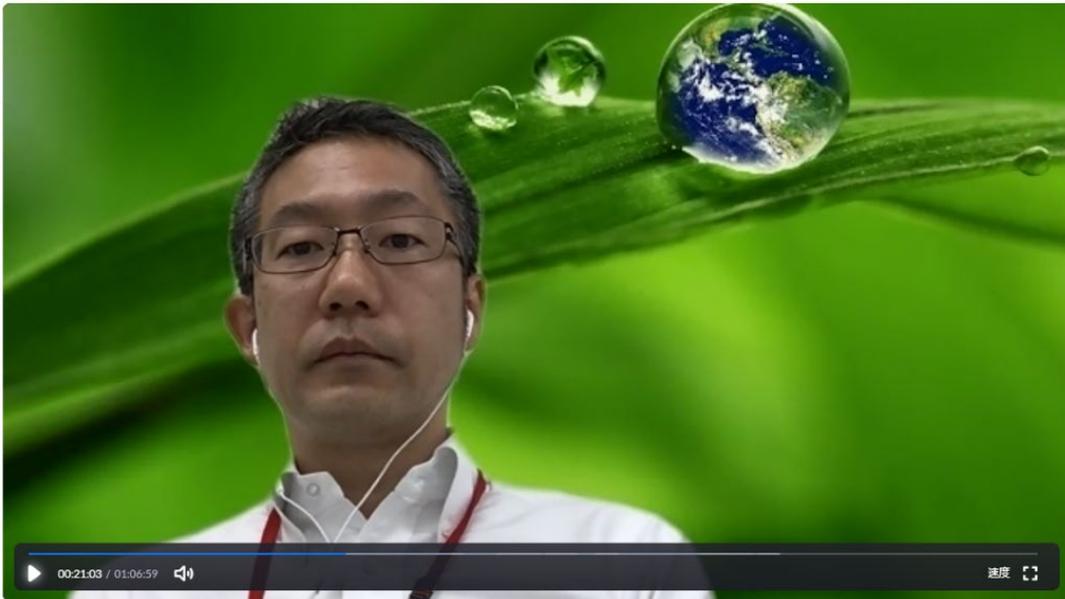


Delivers lectures from classrooms or faculty office.



zoom

AC業務会議_200310 - スピーカービュー



Students



Participate in class online from another classroom or from home.



zoom

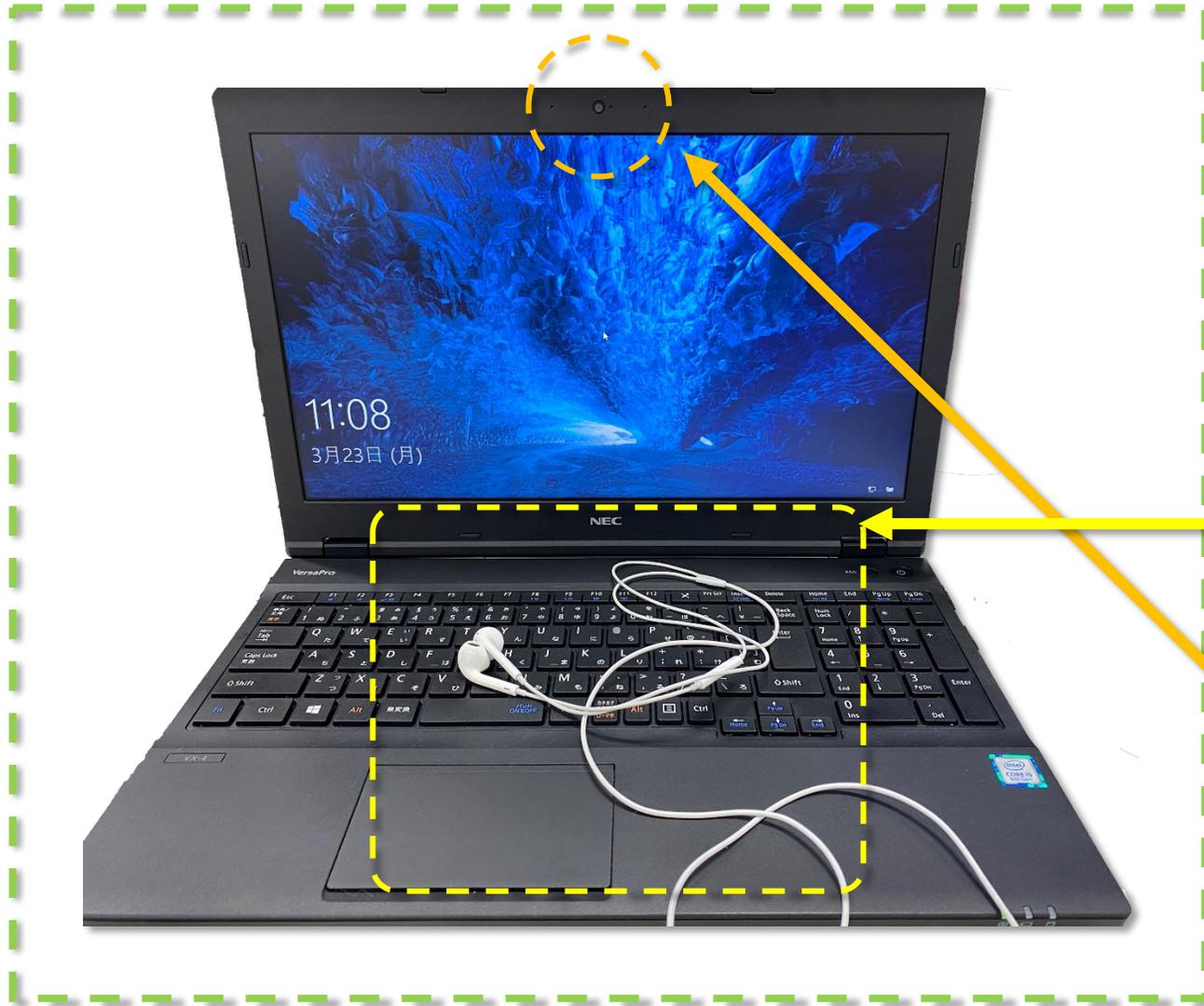
AC業務会議_200310 - ギャラリービュー



Step 2-1: Setting up the Equipment

Devices ([A]+[B]+[C]) Some main devices may have build-in [B] and [C]. However, using a separate [B] will be more effective.	Take class from Home ↓	Take class from IPS Room at APU ↓	from Other Places ↓
[A] Main Device PC or Tablet *Internet connection required    	Must Provide Yourself 	Provided  (Desktop PC)	Must Provide Yourself 
[B] Sub Device 1 Headset or Earphones with Microphone  	Must Provide Yourself 	Provided  (Desktop PC)	Must Provide Yourself 
[C] Sub Device 2 Webcam *Required if not included with the main device 	Must Provide Yourself 	None 	Must Provide Yourself 

Step 2-2: Setting up the Equipment (Example)



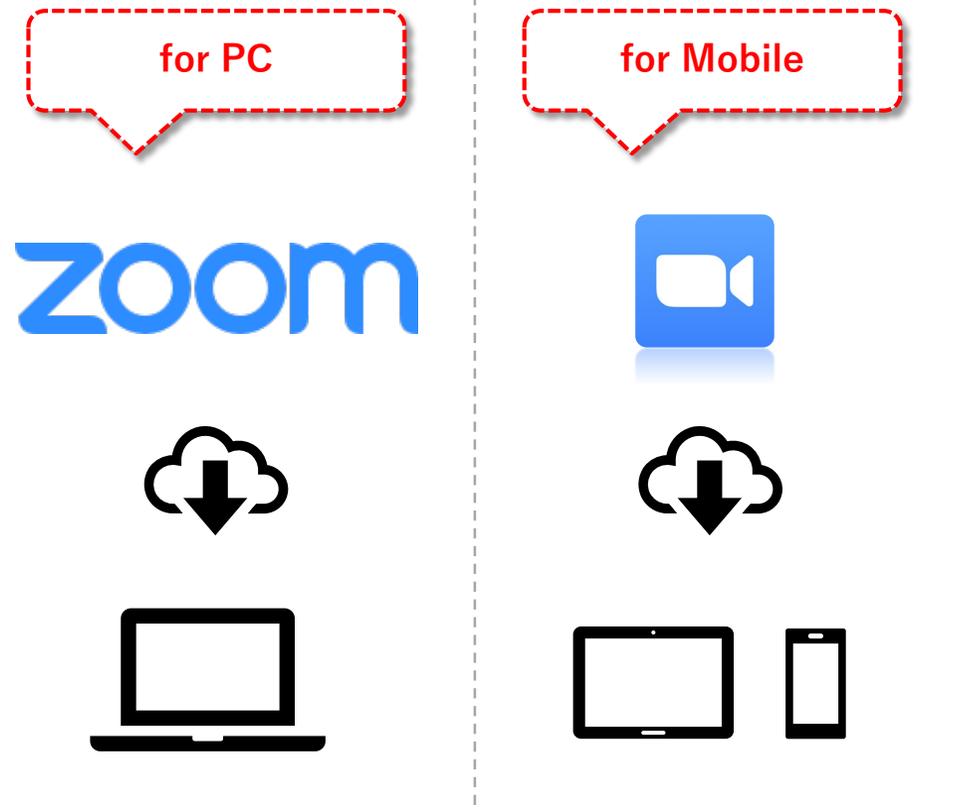
*Example of a Possible Setup

[A] PC

[B] Earphones
(with Microphone)

[C] Webcam
(This PC has a built-in camera)

Step 3-1: Install the Zoom Application



- Download and install the Zoom app on your main device from Zoom's website.



<https://zoom.us/download>

(Official Zoom Website)

*See next pages for detailed setup instructions

Step 3-2: Install the Zoom Application

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We have developed resources to help you through this challenging time. [Click here to learn more.](#)

Zoom: A Leader in the 2018 Gartner Magic Quadrant for Meeting Solutions
[Read the report](#)

Video-first Unified Communications Platform

1

Click the [Download] button at the bottom of Zoom's website.

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ヘルプ



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Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 4.6.7 (18176.0301)

Zoom Plugin for Microsoft Outlook

2

Download the "Zoom Client for Meetings" from the Download Center page

*You can also download the Zoom mobile app from this page.

ヘルプ

Step 3-3: Install the Zoom Application

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開いているファイル - セキュリティの警告

このファイルを実行しますか?

名前: D:\Users\#\Downloads#\ZoomInstaller.exe

発行元: [Zoom Video Communications, Inc.](#)

種類: アプリケーション

発信元: D:\Users\#\Downloads#\ZoomInstaller.exe

実行(R) キャンセル

このファイルを開く前に常に確認する(W)

インターネットのファイルは役に立ちますが、このファイルの種類はコンピューターに問題を起す可能性があります。信頼する発行元のソフトウェアのみ、実行してください。



3

Open the downloaded file

Download

Add Zoom as an Add-in for Outlook on the web

Help



4

Click [Run] to install the program.

Help

Step 3-4: Install the Zoom Application

