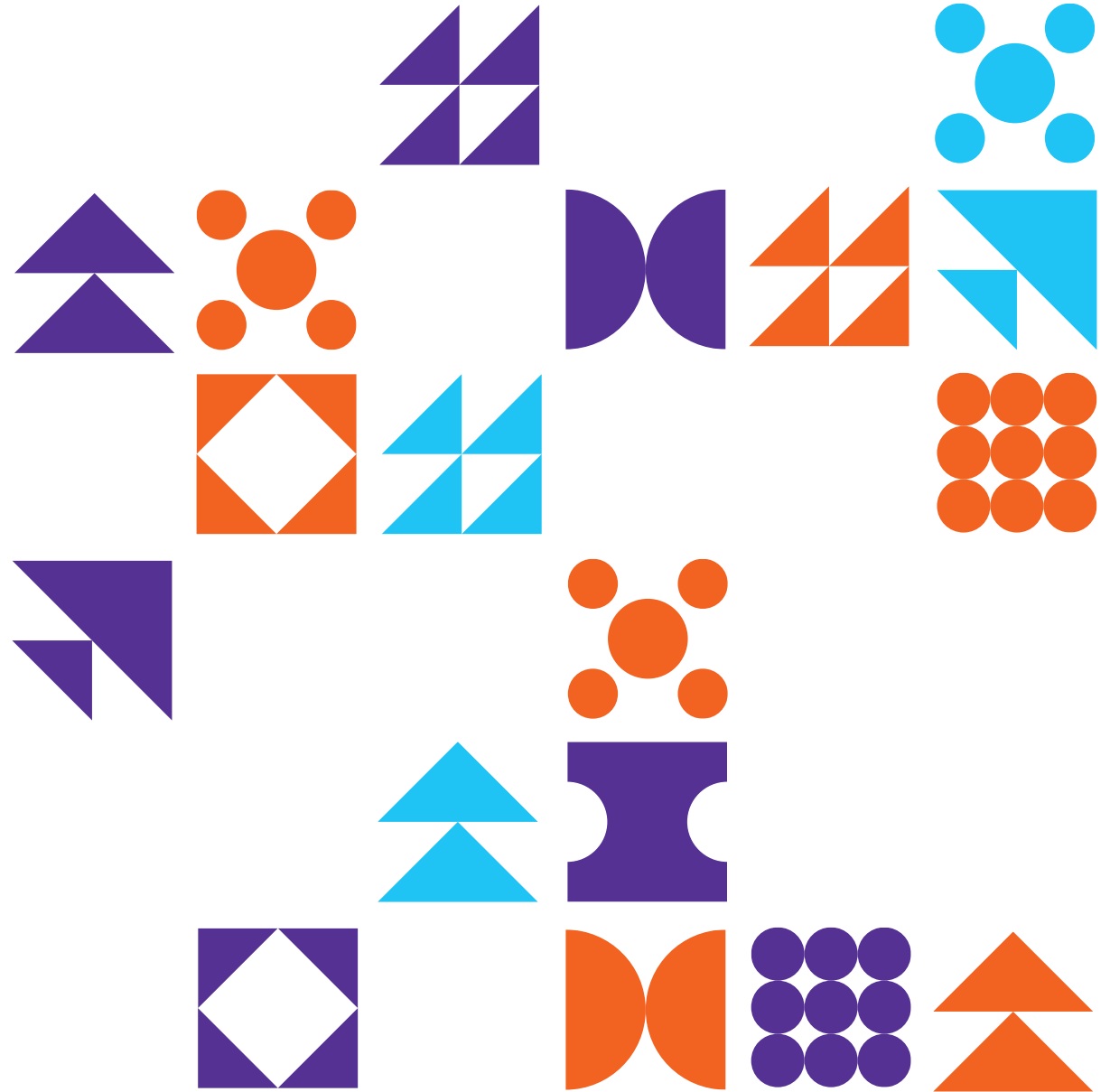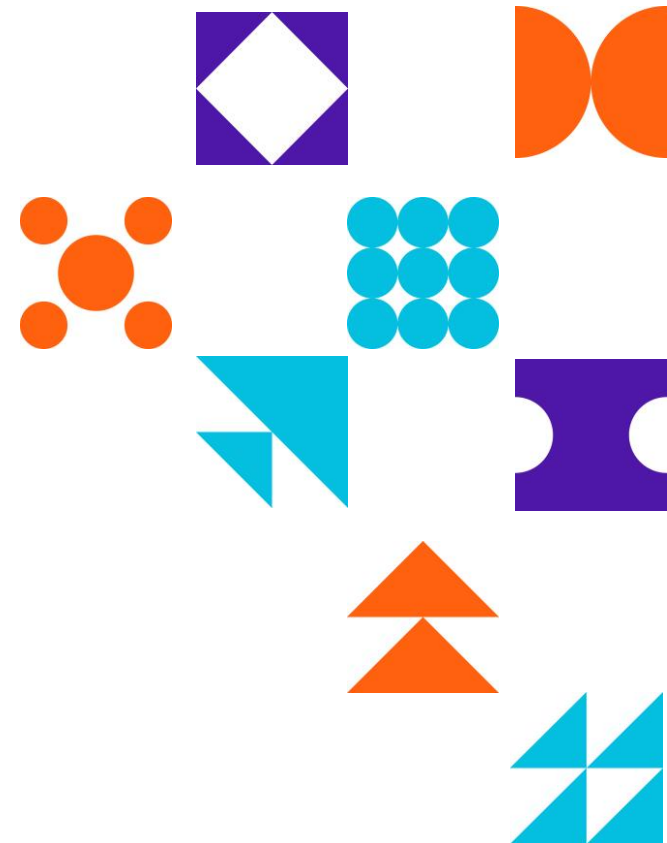# PMI HONG KONG CHAPTER

Zoom Guideline for Online Training / Seminar
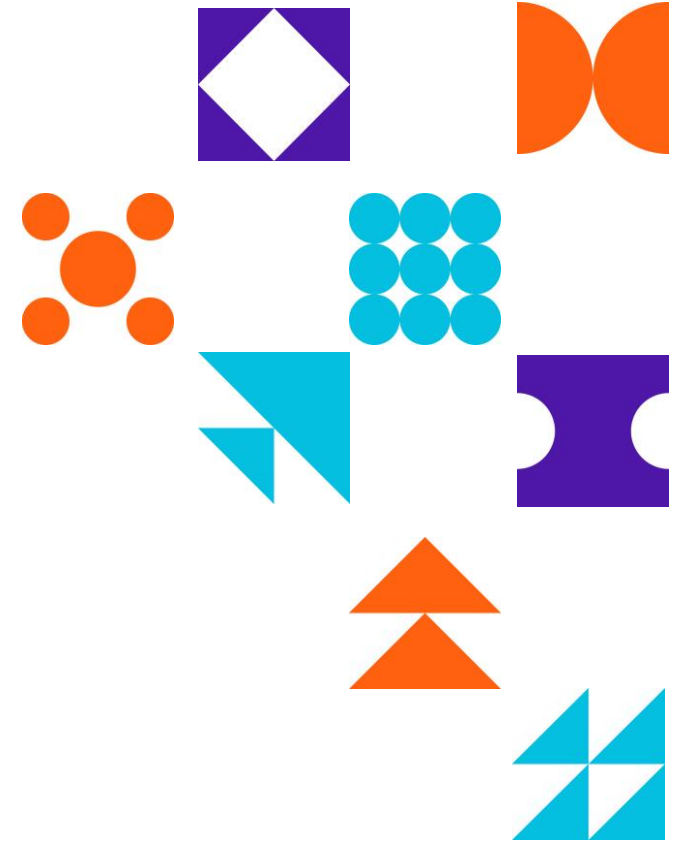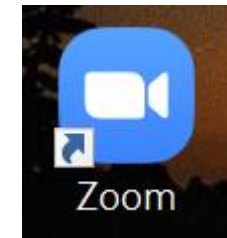
Index

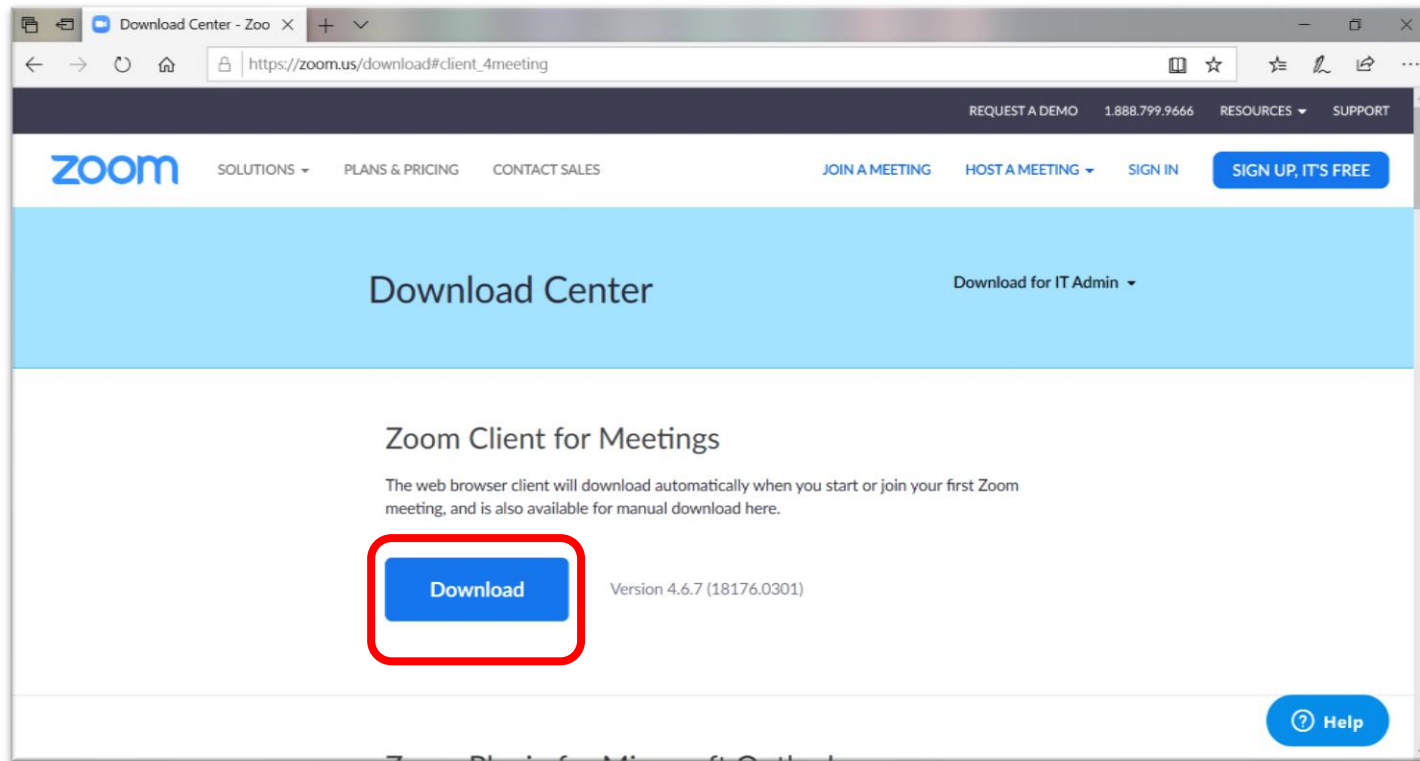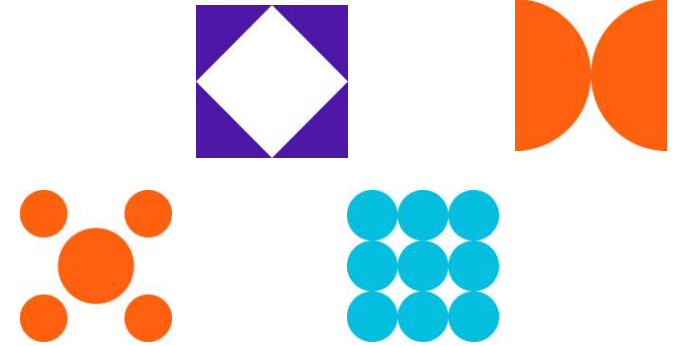# Download and Installation ─ PC

Visit https://zoom.us/download and Click Download

Join a meeting – By Meeting Link

1. You should receive the confirmation email which provides you the meeting details, click "Click Here to Join" and Zoom will auto open the meeting

Hi ████████, ← Your Name

Thank you for registering for "████". ← Training/Seminar Name

Please submit any questions to: admin@pmi.org.hk

Date Time: ████████████████████ Hong Kong ← Training/Seminar Date & Time

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
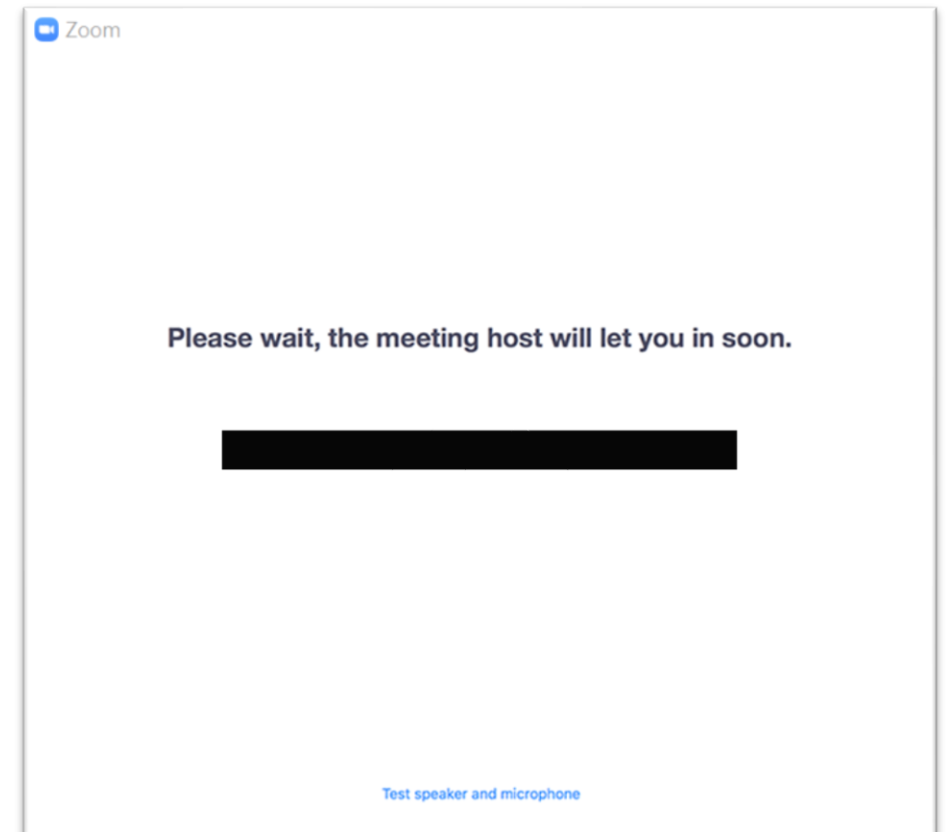Password: ████████
Note: This link should not be shared with others; it is unique to you.
Add to Calendar Add to Google Calendar Add to Yahoo Calendar

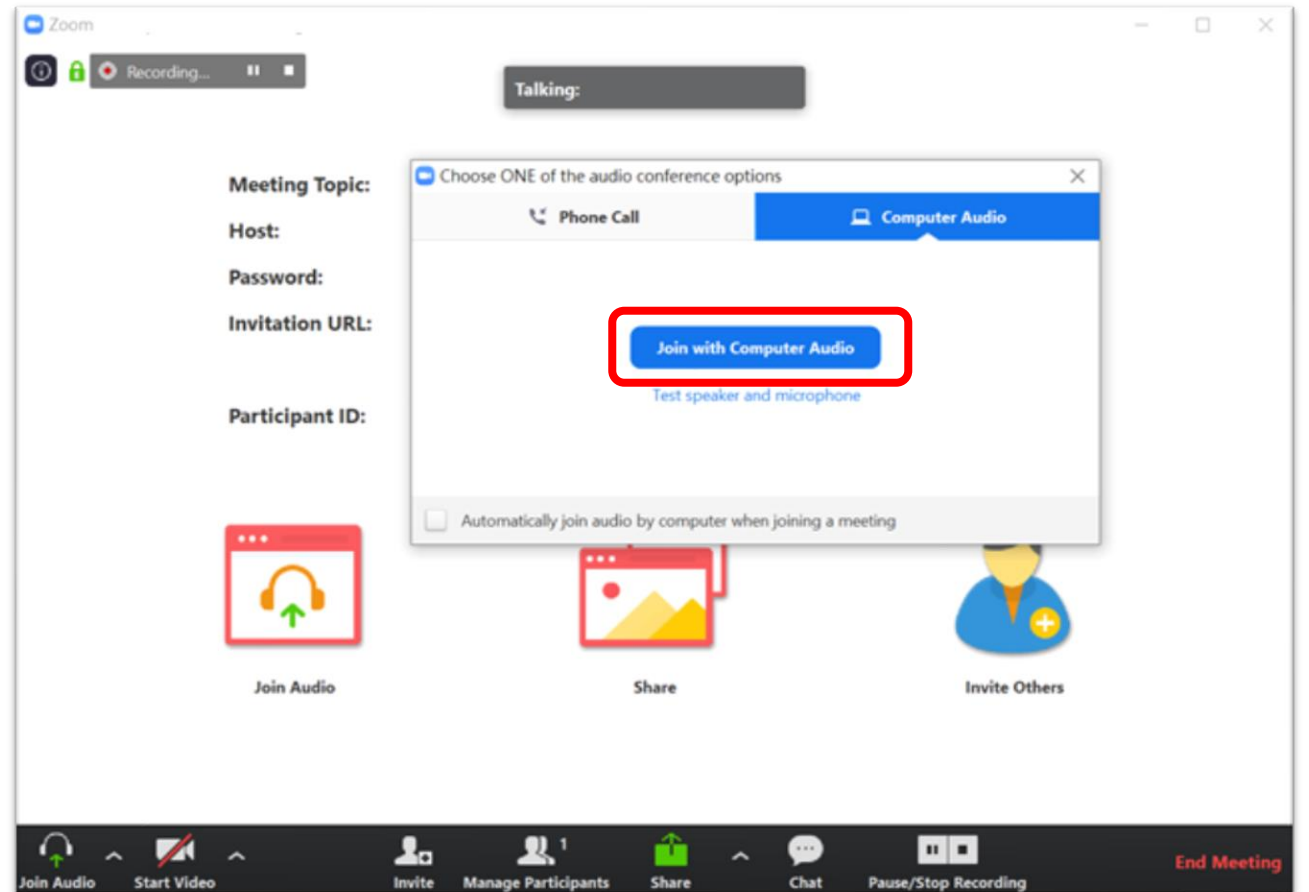# Join a meeting – PC

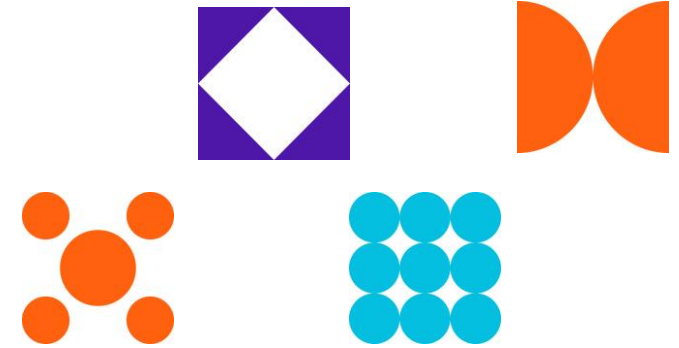2. Then you will be in the waiting room and wait admin to let you in the meeting.
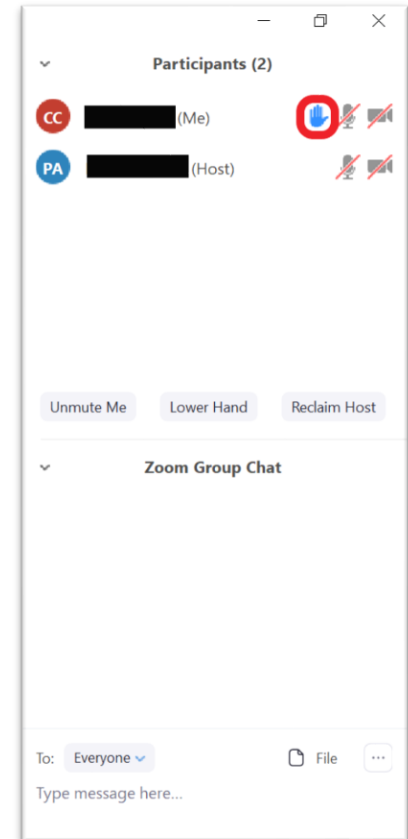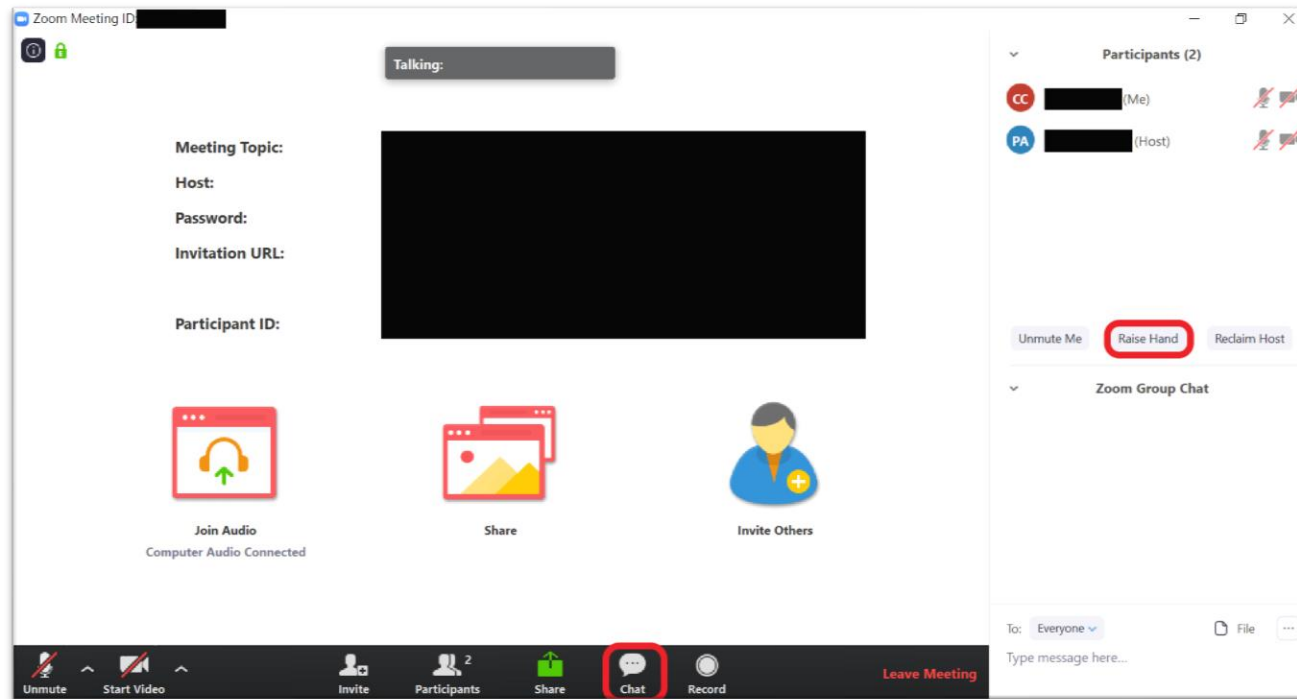
Join a meeting − PC

3. Once you're in the meeting room , click "Join with Computer Audio" and you should be able to join the meeting.
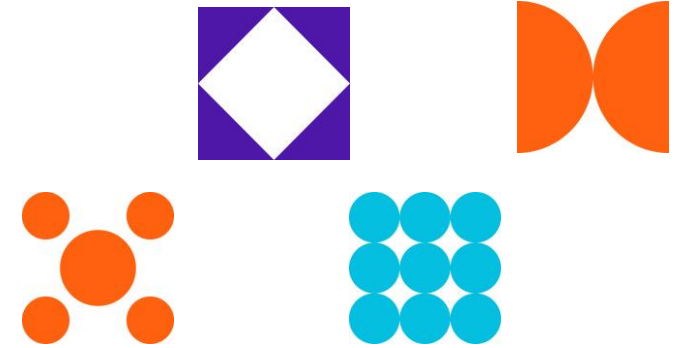
Join a meeting – PC

4. Chat: allows you to type text messages and send to everyone or to a selected person privately. You can "Raise hand" to ask/ answer questions.

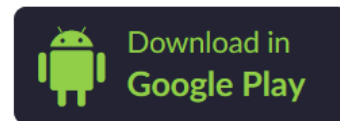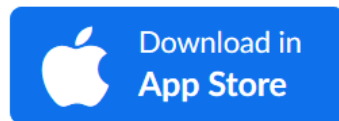# Download and Installation – iOS

Visit https://zoom.us/download and Click **Download in App Store**

Join a meeting – By Meeting Link

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Hi ████, ← Your Name

Thank you for registering for "████". ← Training/Seminar Name

Please submit any questions to: admin@pmi.org.hk

Date Time: ████████████ Hong Kong ← Training/Seminar Date & Time

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
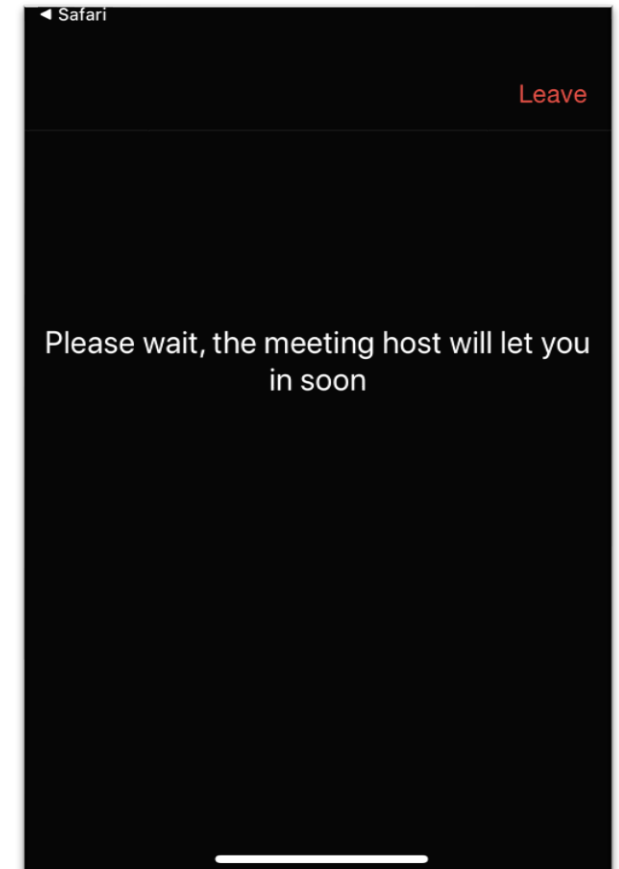Password: ████
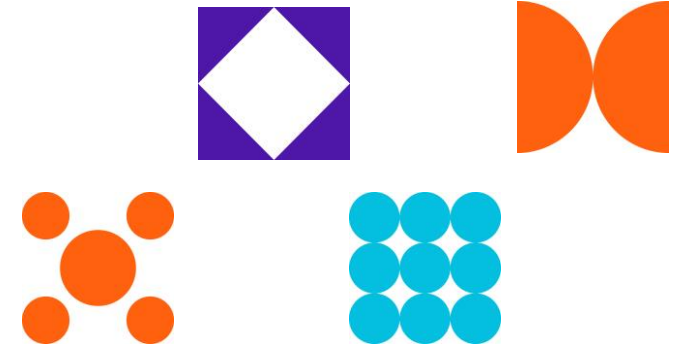Note: This link should not be shared with others; it is unique to you.
Add to Calendar Add to Google Calendar   Add to Yahoo Calendar
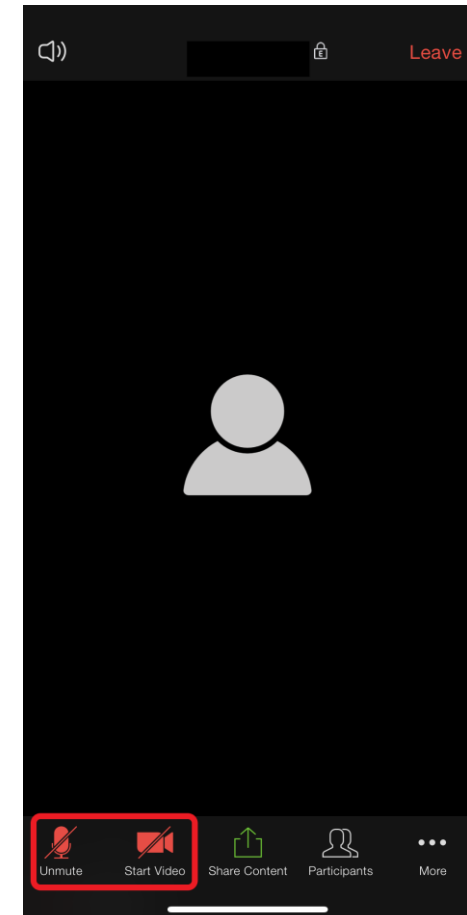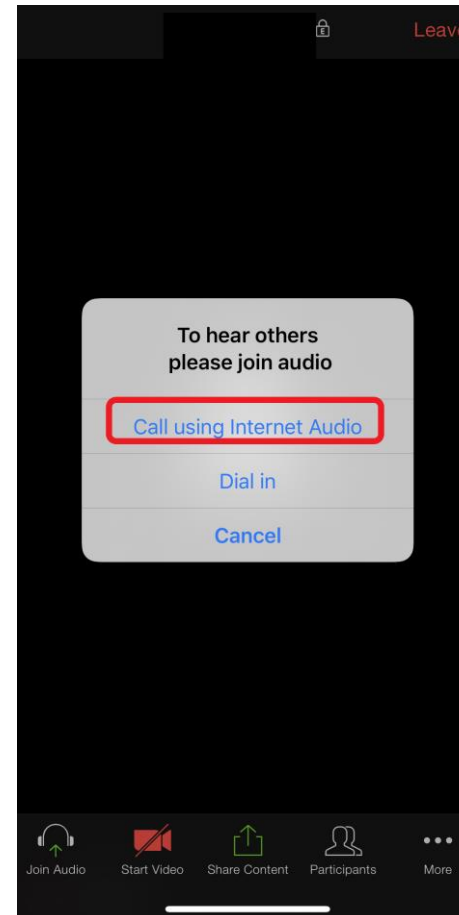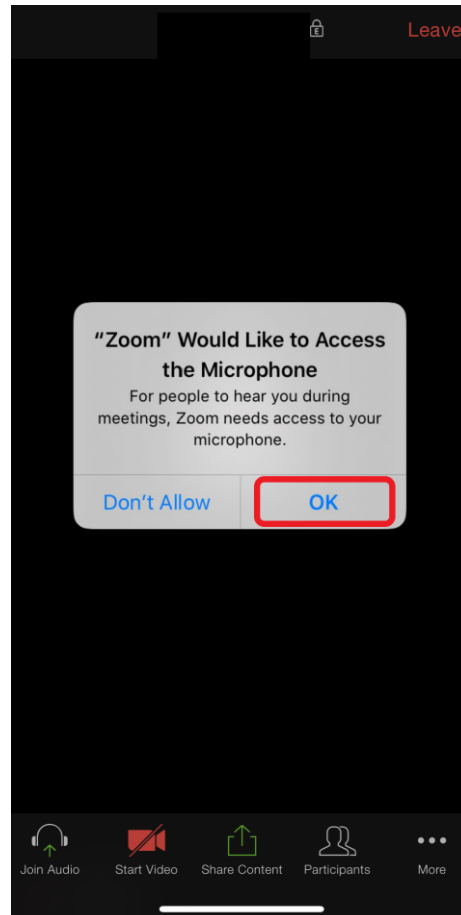
Join a meeting – iOS

2. Then you will be in the waiting room and wait admin to let you in the meeting.
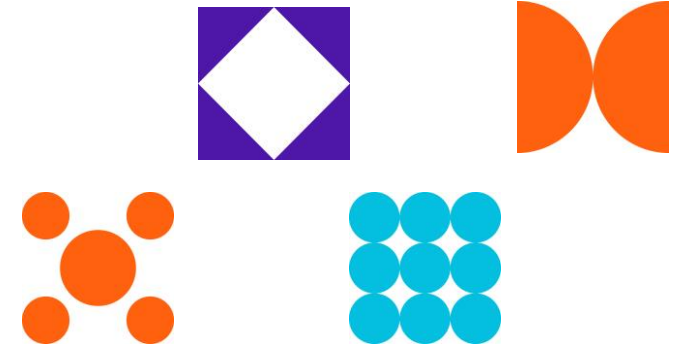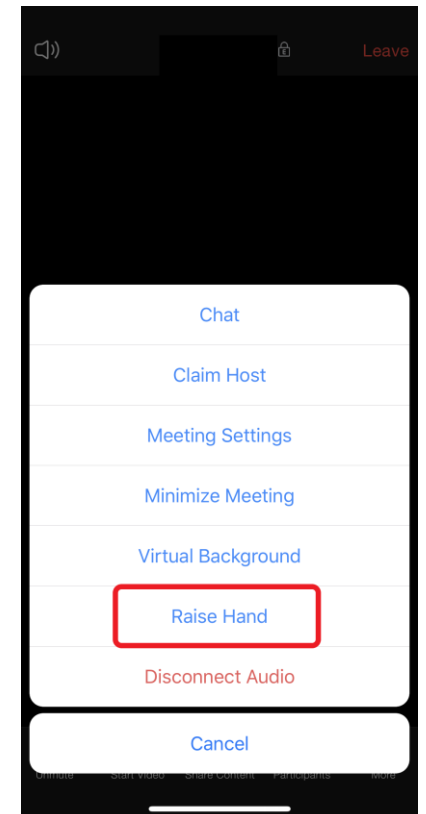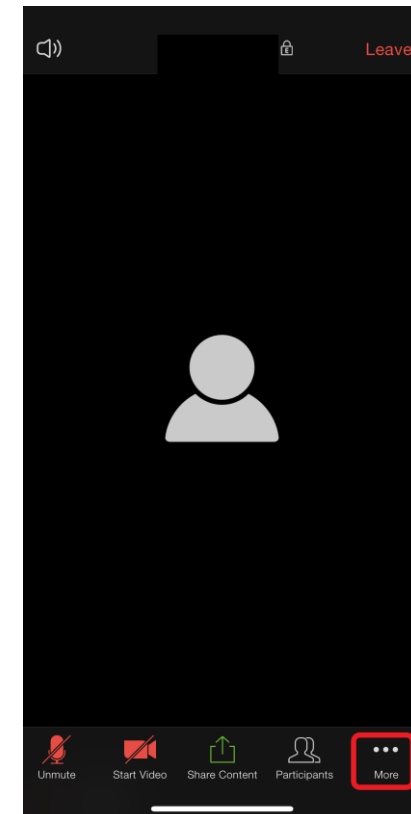
Join a meeting – iOS

3. Allow permission for the audio. Join audio and check if you are muted/unmuted.
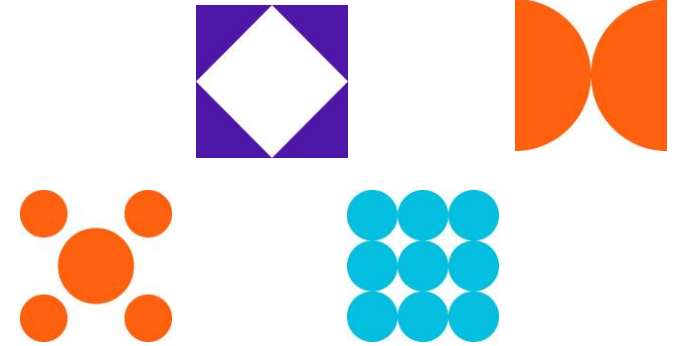
Join a meeting – iOS

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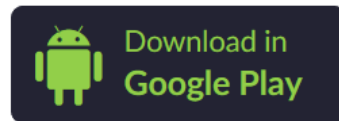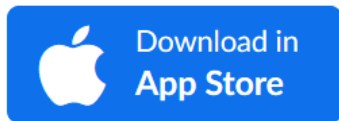
Download and Installation − Android

Visit https://zoom.us/download and Click **Download in App Store**

Join a meeting – By Meeting Link

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Hi ████, ← Your Name

Thank you for registering for "████". ← Training/Seminar Name

Please submit any questions to: admin@pmi.org.hk

Date Time: ████████████ Hong Kong ← Training/Seminar Date & Time
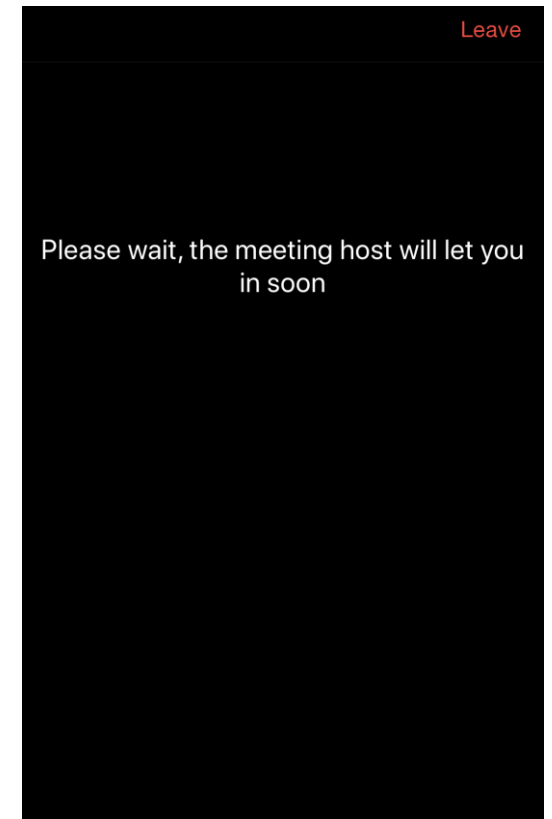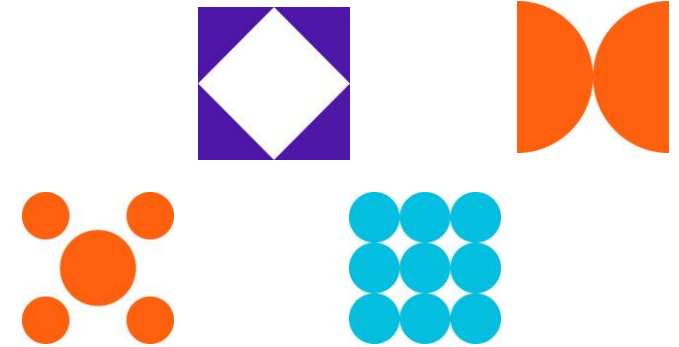
Join from PC, Mac, Linux, iOS or Android: Click Here to Join
Password: ████
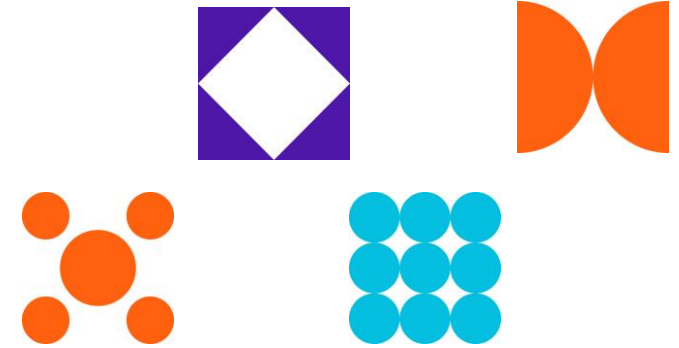Note: This link should not be shared with others; it is unique to you.

Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar
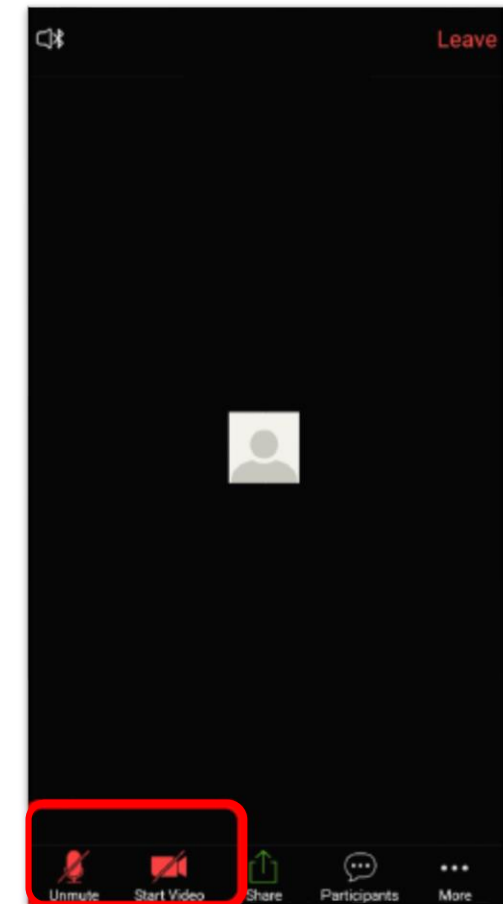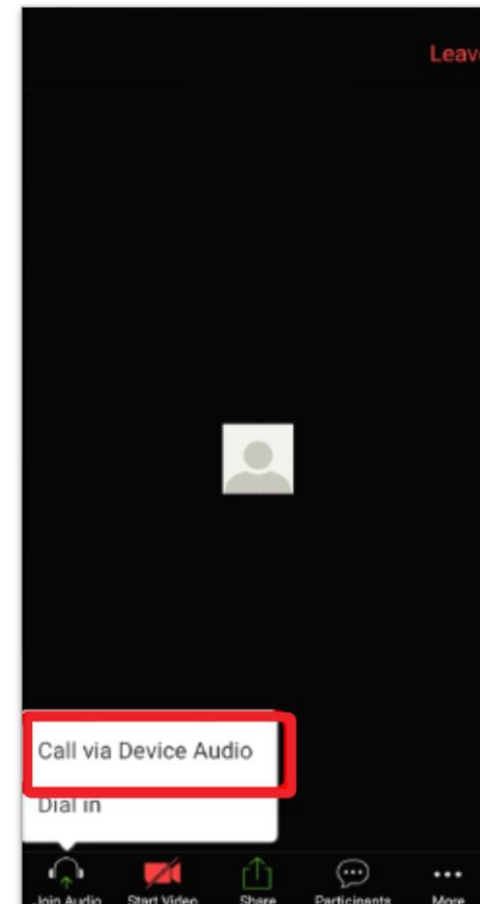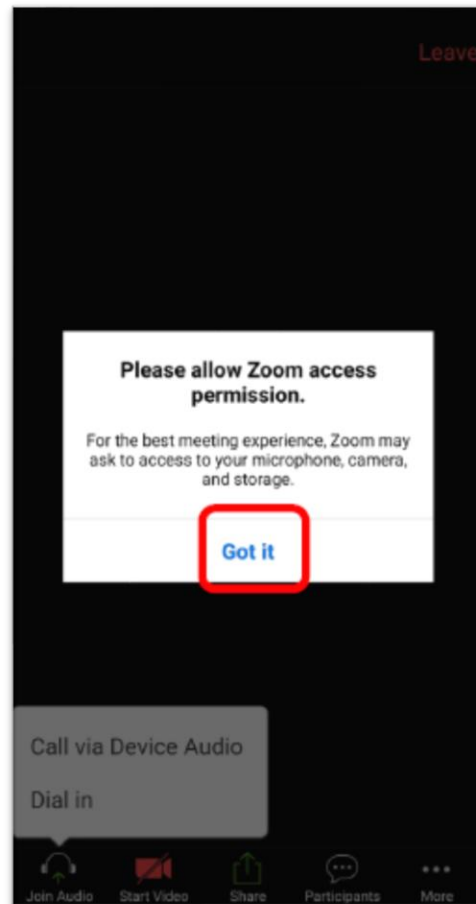
Join a meeting – Andriod

2. Then you will be in the waiting room and wait admin to let you in the meeting.
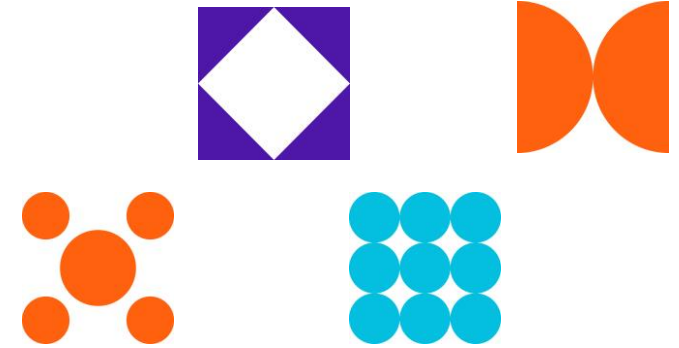
Join a meeting – Andriod

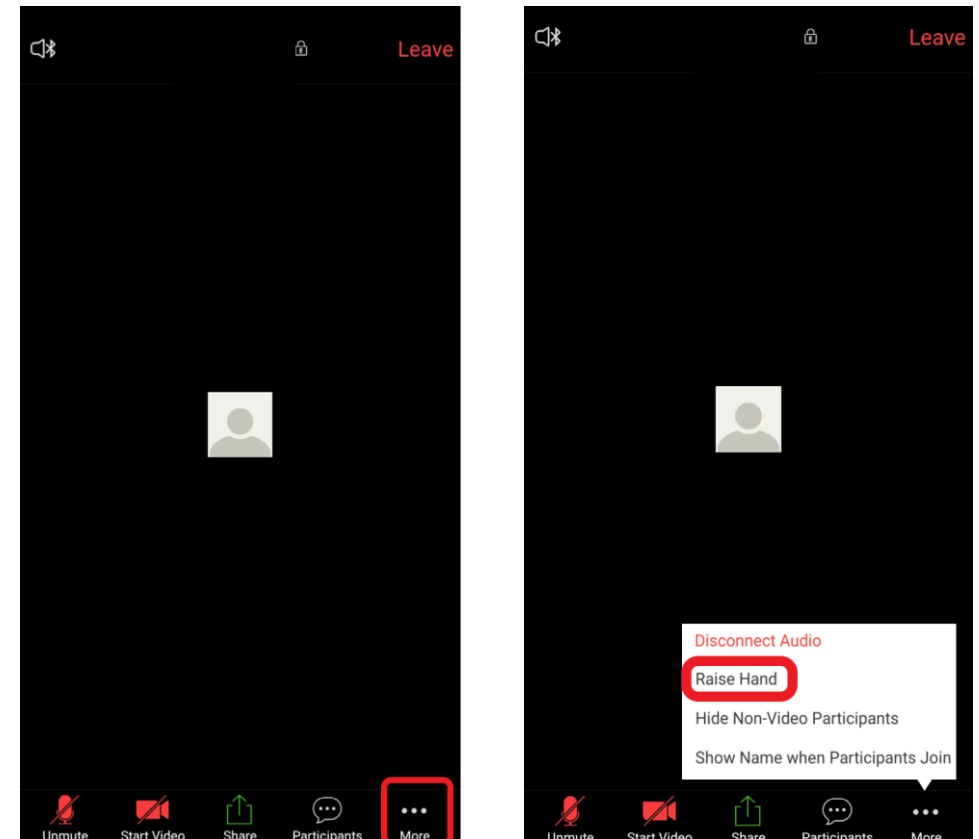3. Allow permission for the audio. Join audio and check if you are muted/unmuted.

Join a meeting – Andriod

4. Chat: allows you to type text messages and send to everyone or to a selected person privately. You can "Raise hand" to ask/ answer questions.

Before joining the online training/seminar…

- Make sure that you have a reliable internet access.

- Use a laptop/desktop if possible.

- Find a quiet place where you are less likely to be distracted.

- Please visit ZOOM Help Center: https://support.zoom.us/hc/en-us
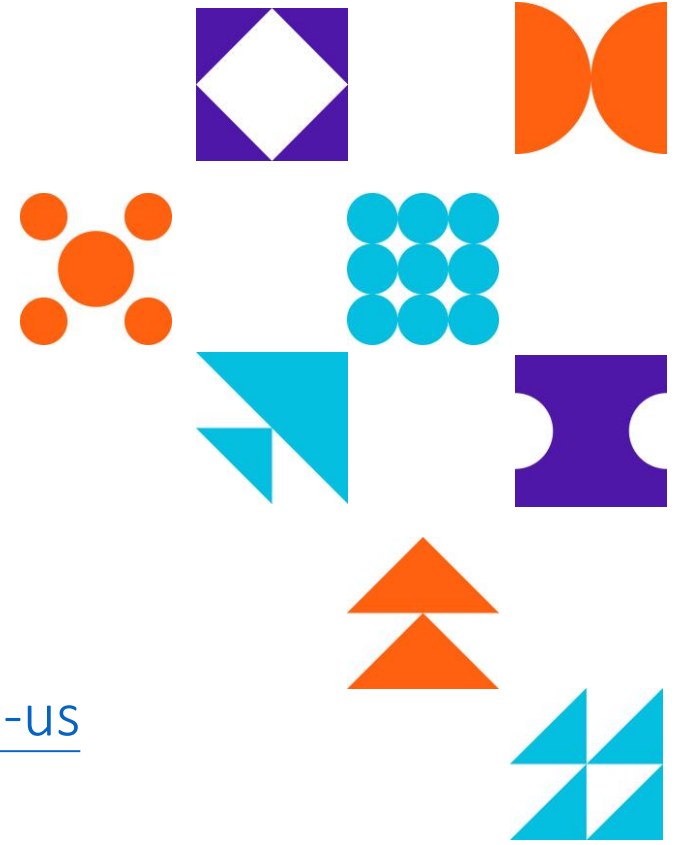
Contact Us

PMI Hong Kong Chapter

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