2020

Guidelines to create and attend zoom meetings for IARNIW Virtual Conference

Scheduled on

26-27 September, 2020

New Delhi.

Indian Association for Research in National Income and Wealth

[IARNIW]

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If you are being invited to an existing account, you will receive an email from Zoom

(**no-reply@zoom.us**). Once you receive this email, click **Activate Your Zoom Account**.

Creating your own account

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (**no-reply@zoom.us**). In this email, click **Activate Account**.

Signing in to your Zoom account on the web

You can login to your Zoom account on the web at any time, at **zoom.us/signin**. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Joining a meeting

In this article, we will discuss how to join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone, and with a H.323 or SIP device.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from our Download Center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also join a test meeting to familiarize yourself with Zoom.

Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called **a meeting ID** that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the **teleconferencing number** provided in the invite.

Windows | Mac

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:

- Click **Join a Meeting** if you want to join without signing in.

- Sign in to Zoom then click **Join.**

3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and click **Join**.

Please Wait for the Host to Start this Meeting / Webinar

If you receive a message that you are waiting for the host to start this meeting or webinar, it means that the host has not started the meeting. In the case of webinars, either the host has not started the webinar or the webinar is in practice mode and has not yet started to broadcast.
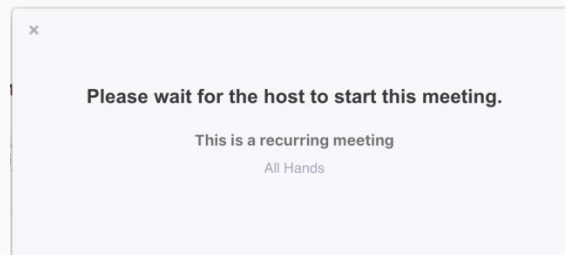

You have successfully connected to Zoom and the meeting or webinar will start as soon as the host starts the session or starts broadcasting the webinar.

If you believe that you are reaching this message in error, please reach out to the meeting host.

The meeting/webinar is scheduled for...

You may also receive a message noting the date and time of the meeting or webinar. If you receive this message, please check the date and start time, including the timezone. You will see this message if the session is scheduled for another day.

Please reach out to the host if you have questions about when the meeting or webinar is scheduled for.
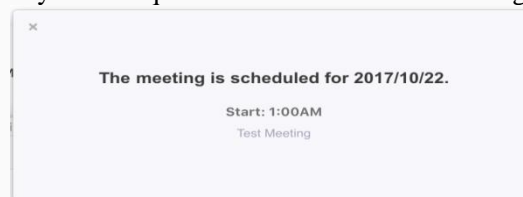
Housekeeping Tips:

- Kindly ensure that you have access to a steady internet connection.
- Tech check begins 15 minutes prior to the session.
- Please park all your questions until the end of the session/ post your questions as messages while the session is ongoing (until expressed differently by the Moderator).
- Kindly ensure that you put your mic on **mute** and Camera on **switch – off** for the duration of presentations.
- If you wish to open your camera while speaking, you are requested to be in proper attire.
- **We request you to stay till the end of the session to ensure you receive all the necessary communication on the way forward.**
- For queries regarding training & set up, you can reach us iarniw99@gmail.com.

Please Note:

1. The sessions will be recorded- please write to organizers in case you wish to access recording.
2. **As requested earlier, kindly ensure that you've downloaded the latest version of Zoom on your device.**