Online Meetings with Zoom





Notifications

Manage notification reports on changes in the ISO system.

Committee members, Committee officers, Voters, User administrators



Submissions

Support of file and project data submissions to the ISO Central Secretariat.

Electronic Applications の下の部分に Zoomへの入り口

Committee officers

Metrics & Data

III Performance indicators & Extractions

Need help?

- User guides
- Contact helpdesk
- O Details on IT tools
- Ω Training resources
- Data Protection Policy

More applications

Online Browsing Platform	~
Zoom Meetings Access to Zoom Meetings	^
ISO Connect	*
STADIST Download	~
Comment Collation Tool	~
Commenting Template	~
CEN Applications	~
ISOlutions Applications	~ <mark>1</mark>

What is Zoom?



This Web Conferencing service is offered free of charge to eligible officers of technical committees, subcommittees, working groups, and project leaders **for the advancement of ISO-related work only**.

ZoomはISO関連業務にのみ使用できます。 *国内業務には使用できません。

A free Zoom account is offered free of charge to developing countries for their **National Work.** Each NSB has a generic account that anybody can use to

organize a meeting

途上国のみ国内業務に利用できる共有アカウント が付与されます。*日本は該当せず。



Do I need a Zoom account?

Zoomアカウントは会議ホストのみ必要。 参加者は不要

To participate at a Zoom meeting

NO You don't need an account to participate in a Zoom meeting

To organize/host a web meeting

YES You do need a Zoom account to schedule and conduct a meeting



Online Meetings (Zoom) Participating in an online meeting

Zoom会議に参加するには





Join a meeting

1) From a **link**

Hi there,

Click on the Meeting link received by email

https://iso.zoom.us/j/123456789

Or with a meeting number

- a. On the iso.zoom.us page and
- b. Click on Join a Meeting
- c. Enter the meeting number and click Join

Francois Mieville is inviting you to a scheduled Zoom meeting.		
Topic: Test Meeting 1 Time: Jun 18, 2018 12:00 PM Amsterdan, Berlin, Rome, Stockholm, Vienna	ISO WEB CONFERENCING	Join a Meeting
Join from PC, Mac, Linux, iOS or Android: https://iso.zoom.us/i//	Provered by ZOOM	
Or iPhone one-tap : US: +16468769923,,806338421# or +16699006833,,806338421# Or Telephone:	JOIN A MEETING	123 456 789 Your meeting ID is a 9, 10, or 11-digit number
Us: +1 646 876 9923 or +1 669 900 6833 or +1 408 740 3766 or +1 877 853 5247 (Toll Free) or +1 877 369 0926 (Toll Free) Switzerland: +41 (0) 31 528 0988 or +41 800 002 622 (Toll Free) Sweden: +46 (0) 8 4468 2488 or +46 (0) 7 6692 0434 or +46 20 889 860 (Toll Free) South Korea: +82 (0) 2 6022 2322 or +82 80 822 0250 (Toll Free)		Join
South Africa: +27 87 551 7702 or +27 800 990 680 (Toll Free) Meeting ID: 806 338 421 International numbers available: <u>https://zoom.us/u/baRCJGVWy</u>		Join a meeting from an H.323/SIP room system

2) Enter your **name** and click on **Join** (will be displayed in the participant list)

Input your name to join the meeting

Your Name	Join
-----------	------



Join a meeting (cont)

4) Join the meeting by either:

- Open the desktop application (if Zoom Meetings is already installed on your computer)
- or click on Download & Run Zoom
- Or click on Join from your browser (used in secured environment in which users are not allowed to start applications





Connect the audio

「コンピュータオーディオ

You can connect to a Zoom meeting by Computer Audio, Phone callback or Phone dial-in (toll & toll-

free numbers)

RECOMMENDED

で参加する」がお奨め

Join audio by Computer Audio



- 1) Select Computer Audio
- 2) You can test your Computer Microphone and speakers before you join
- 3) Click on Join Audio Conference by Computer
- 4) You can select Computer Audio as your default audio connection type

Join audio by **Phone Callback**



- 1) Select Call Me
- 2) Select **your country**
- 3) Enter your phone
 - number
- 4) Click on Call Me

Join audio by Phone Dial-in Call

D Choose UN	e of the audio conference	e options
Phone Call	Computer Audio	😢 Call Me
🚺 -) D	al; +41 (0) 31 528 098	8
	Or +41 800 002 622 (T	'oll Free)
Meeting	ID: 437 943 109	
Participant	ID: 28	
	Done	

- 1) Select Phone Call
- 2) Select your country
- 3) Dial the displayed number on your phone
- 4) Enter the **Meeting ID** followed by #
- 5) Enter the Participant ID followed by #



Zoom interface



List of participants

Nonverbal feedback mechanism

Raise hand, yes/no, slower, faster, agree/disagree, clap, need a break, away

Group chat

Chat to the group or privately to the host or an attendee

Control bar

Meeting toolbar

From the Meeting Toolbar, you have an easy access to the main Zoom functionalities.



Online Meetings (Zoom) Organizing an online meeting

Zoom会議をホストするには



Do I need a Zoom account?

To participate at a Zoom meeting

NO You don't need an account to particip

To organize/host a web meeting

Zoom会議をホストするには Zoomアカウントが必要。

*ホストする権限付与されている方に はISO Web Conferencing Teamより 直接Eメールが届いているはずです。 そのメールに従って、アカウントをアク ティベートしてください。

YES You do need a Zoom account to schedule and conduct a meeting



Forwarded Message ______ Subject:Zoom account invitation Date:Mon, 04 Jun 2018 19:54:13 +0000 From:Zoom <no-reply@zoom.us> Reply=To:no-reply@zoom.us To:

Dear

We have created an ISO Zoom account for you and your email address needs to be verified before your account becomes fully active.

By clicking on the activation link below (within 30 days), you confirm that you have read and agree to the ISO Web Conferencing Service Policy and to the Zoom Terms of Service.

Click here to activate your account

If the link above does not work, copy/paste the link below into your browser: https://iso.zoom.us/activate?code=iLovEHTowcKTm3m9euoML5bVBjm=Tv_z213f18vvTU.BQUAAAFizF0I7wAnjQASbWFzdWRhQC9pdGRhLm9vLm pwAxZTRkcwMkZ3T1IvV2g3UDIZRGIRUIJ3ZEZVT3dTMVN5RFRZbTVEdGhRZW9xbUxnAEZwbTNQUJZg21FXNjJ6a1JzaWp6dIhB&fr=hostinvite

Once your account is activated, you will be able to access your ISO Zoom account from the ISO Web Conferencing Home Page at https://isozoom.us (as a reminder, your username is your e-mail address). More information about Zoom meetings at ISO can be found by clicking on the "Get started" link at the bottom of the ISO Web Conferencing Home Page.

You can register for a live training or watch a recorded one by going to https://www.zoom.us/livetraining.

If you need functional and/or technical support, please visit the Zoom Support Center.

For ISO-specific questions such as account requests, policy matters, or user feedback, please contact the ISO web conferencing support at webconferencing@iso.org.

You are now free to schedule and run your own web meetings at any time. We welcome your feedback, so please share your experiences with us after your first web meeting.

Kind regards,

ISO Web Conferencing

ISO Web Conferencing Service Policy

https://connect.iso.org/x/cYG4C

ISO関連業務にのみ使用

- a. The ISO Web Conferencing service (Zoom) is offered free of charge to eligible officers of technical committees, subcommittees, working groups, and project leaders for the advancement of ISO-related work <u>only</u> (see Eligibility to get an ISO Web Conferencing account for further information).
- b. ISO pays the license and usage costs invoiced including the use of toll-free telephone call-in numbers and callbacks. Note, however, that ISO does not pay for any third-party charges billed directly to people using the service. These include mobile phone bills (for calling in or receiving a call-back), fixed line phone charges, internet access costs, etc 可能な限りコンピュータで通話を選択
- c. ISO recommends that meeting participants use computer audio (VoIP) whenever possible. If participants face sound quality issues with computer audio, they may freely switch to telephone audio. ホストは会議終了後必ず接続を切る
- d. ISO requests that the host ends the meeting (End meeting option) once the meetings if over.
- e. When scheduling meetings, **ISO asks all hosts to use descriptive meeting titles**. A descriptive meeting title includes your committee name as well as a brief description of the purpose of your meeting. For example: "ISO/TC 123/SC 4 Plenary meeting".
- f. Hosts may report technical problems to Zoom support directly by telephone or via the online form.
- g. Accounts which have not been used for more than 1 year may be disabled. If your account is disabled, you can send a request to have it re-enabled to webconferencing@iso.org. 1年間未使用のアカウントは使用不能となる。再利用したいときは
- h. We reserve the right without prior notice to inactivate your ISO Zoom account if we determine that your use of the Service violates this ISO Web Conferencing Service Policy and Zoom's Reasonable Use Policy.

ISOは本ポリシーを違反した者に対し予告なくその利用を不可とする権限がある。



Eligibility to get an ISO Web Conferencing account

Zoom会議をホストする以下の役割 の人々のみZoomアカウントが必要

Web conferencing accounts can only be obtained for committees and working groups administered by ISO (hosted at ISO, AFNOR or DIN) for:

- Active Secretaries, Twin-Secretaries and their support team (TC and SC level)
- Active Conveners, Twin-Conveners and Secretaries (WG level)
- Project Leaders of an active project (project stages from 10.99 to 60.00, excluding xx.98)

Notes

- A Web Conferencing account is only needed to host meetings, or to schedule meetings on behalf of someone else
- Eligible people needing an account can request it at webconferencing@iso.org

Zoomアカウントが必要な場合 こちらヘリクエストを



Create a meeting (from the browser)

STEP 1: Login to https://iso.zoom.us

STEP 2: Click on Schedule a Meeting on Host a Meeting menu

	PLANS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING -	SIGN
Profile	Upcoming Meetings	Previous Meetings	Personal weeting Room		-	Get Traini
Meeting Settings Meetings	Schedule a New Meeting					
Recordings	Start Time 💠	Topic ¢		Meeting ID		
Webinars	Thu, Jun 28	Test Meeting		834-509-679	Start	lete
Personal Audio Conference	3:00 PM					
Account Management						
Account Profile						
Reports						



Create a meeting (cont) (from the browser)

STEP 3: Enter the meeting **Topic** and **date information**

Schedule a Meeting

Торіс	TC 1234 - Plenary meeting	Enter a descriptive Topic for the meeting . For example: "ISO/TC 123/SC 4 - Plenary meeting"
Description (Optional)	Enter your meeting description	
When	06/28/2018 2:00 V PM V	Select the date, time, and duration.
Duration	1 + hr 0 + min	
Time Zone	(GMT+2:00) Amsterdam, Berlin, Rome, Stockholm, Vienna 🔹	
	Recurring meeting	You can create a recurring meeting. For example if you need 3 days in a row



Create a meeting (cont) (from the browser)

Set additional options

lideo	Host	⊚ on ⊛ off
	Participant	⊚ on ⊛ off
Audio	Telephone O C	Computer Audio 🛞 Both 🔒
	Dial from United State	s Edit
Meeting Options	Require meeting p	assword
	🔲 Enable join before	host
	Mute participants	upon entry 😰
	Enable waiting roc	e e

Best practice

Do NOT use the Personal Meeting room to schedule your meetings. Everyone knowing your personal meeting can join the room without invitations.

Click on **Edit** to define which phone numbers that will be displayed on the meeting invitation

Protect your meeting with a password if needed

You may mute participants upon entry

You can add **alternative hosts** (they must have a Zoom account)

Click Save to create your meeting



Start the meeting (from the browser)

- 1. Login to https://iso.zoom.us
- 2. Click on Meetings menu item
- 3. Click on Start next to the meeting you wish to start

Upcoming Meetings	Previous Meetings	Personal Meeting Room		📑 Get Trainin
Cohodulo o Maru Mostia				
Schedule a New Meetin	8			
Start Time 💠	Topic ÷		Meeting ID	_
Thu, Jun 28	Test Meeting		834-509-679	Start Delete
3:00 PM				
	Upcoming Meetings Schedule a New Meetin Start Time ÷ Thu, Jun 28 3:00 PM	Upcoming Meetings Previous Meetings Schedule a New Meeting Start Time ‡ Topic ‡ Thu, Jun 28 Test Meeting 3:00 PM Test Meeting	Upcoming Meetings Previous Meetings Personal Meeting Room Schedule a New Meeting	Upcoming Meetings Previous Meetings Personal Meeting Room Schedule a New Meeting Schedule a New Meeting Meeting ID Start Time ‡ Topic ‡ Meeting ID Thu, Jun 28 Test Meeting 834-509-679 3:00 PM Image: Start Sta



Start the meeting

A scheduled meeting can be started from several places

From a notification

Hi there,

Francois Mieville is inviting you to a scheduled Zoom meeting.

Topic: Test Meeting 1 Time: Jun 18, 2018 12:00 PM Amsterdam, Berlin, Rome, Stockholm, Vienna

Join from PC, Mac, Linux, iOS or Androic: https://iso.zoom.us/i/

Or iPhone one-tap :

From the **ISO Zoom portal** (https://iso.zoom.us)





Best practice (reminder)

Do NOT use the Personal Meeting room to schedule your meetings. Everyone knowing your personal meeting can join the room without invitations.

From the **Zoom application**

- 1) Click on the Meeting tab
- 2) Click on Start on the meeting



Invite people to join the meeting

From the Meeting Toolbar, you have an easy access to the main Zoom functionalities.



Share an application, your screen, or a whiteboard

By default, anyone can share its screen (without asking permissions to the host)



🔏 📄 Stop Share

Meeting Controls bar



- Display the participants list ٠
- Share a new application ٠
- Pause your share ٠
- Annotate ٠

٠

٠

Access more options ٠



While sharing information

Only 1 application can be shared at the same time. Sharing a new application will automatically unshared the previous applications



When sharing an **application**, the shared application is framed with a **green border**.

When sharing an application

Attendees will always see the shared application, even if the host has another application displayed.

When Sharing the desktop

The host can Pause the Share while he/she prepare



End the meeting

From the meeting toolbar



From the meeting control bar (while sharing)



As a host you need to **End the Meeting for All**





End of Meeting Feedback Survey



The survey window is displayed after ending the meeting

When choosing Thumbs Down (Bad), an additional question about what went wrong with the meeting is displayed

		×
< Back		
	Others could not hear me	
	I could not hear others	
	Others could not see me	
	I could not see others	
	Poor audio quality	
	Poor video quality	
	Submit	



Support - Zoom



https://support.zoom.us



Information on ISO Connect

Zoomの"Get started"をクリック すると、ISO Connect内の Zoom説明ページに遷移

On the ISO Zoom portal (https://iso.zoom.us) click on Get Started





Live & Recorded Trainings

Training sessions are available all year round



https://zoom.us/livetraining



Watch Recorded Training Sessions



Transcript of the recording



Before your first meeting

初回Zoomの前に・・・ ・使用するPCでテストしよう! ・マイク、スピーカー、ウェブカメラをテストしよう! ・Zoomに詳しい参加者を見つけて予行練習してみよう! ・Zoom機能の内、主要機能に詳しくなろう!

Test your **computer's ability** to join a web meeting: http://zoom.us/test

Test your **microphone**, **speaker** (or **headset**) and **webcam** on your computer

Schedule a **practice meeting** with a willing participant to help you become more familiar with the application.

Get familiar with the main meeting controls (audio, video, participant list, nonverbal feedback, chat, etc.)



Audio connection issues

・有線で繋いでみよう!
・インターネット帯域幅をチェックしよう!
・Wifiルーターに近づけよう!
・自宅で繋ぐ時は会議中はYouTube等の動画視聴をしないように!
・必要ないアプリケーションは全部閉じよう!
・ウェブカメラをオフにしてみよう!

Try to connect directly via wired connection (if available)

Check your Internet bandwidth using an online tool like SpeedTest (<u>http://www.speedtest.net/</u>)

Try to get closer to the wifi router or access point

When connecting from home, be sure that the kids are **not** watching youtube or **online videos** during the meeting

Close all unneeded applications on your desktop

Turn off your webcam, make the other participants video smaller

Use the phone call back or dial-in option





POP QUIZZ – Zoom

- 1. I need a Zoom account to attend a Zoom FALSE meeting organized by someone else
- 2. It is possible to use my computer audio TRUE input to attend a Zoom meeting
- 3. People can join a Zoom meeting even FALSE when the meeting organizer has not started the meeting yet
- 4. I can attend a meeting from my mobile TRUE device

