



# Zoom Web Conferencing

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## IEC user guide

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V1.0 2018-08-02

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## Zoom ウェブ会議

IECユーザガイド

英和対訳  
日本規格協会グループ

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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

## 1. Zoomとは

Zoom (www.zoom.us) は、IEC及びISOによって選ばれたウェブ会議サービスです。

## 2. なぜZoomなのか？

Zoomは、従来よりもはるかに大きな柔軟性をIECコミュニティに提供します。ライセンスを受けたすべてのユーザは、自分達で会議設定や運営ができるため、もはや、それらに対する中央事務局の管理サポートが必要ありません。

### 2.1 ライセンスを得られる人は？

IECは以下のユーザ/役割に対してウェブ会議のアカウントを提供します：

- TC及びSCレベルのセクレタリ、アシスタントセクレタリ
- すべての作業部会のコンビーナ
- すべてのプロジェクトチームのプロジェクトリーダー
- TAのテクニカルエリアマネージャ、テクニカルエリアセクレタリ及びアシスタントセクレタリ

ライセンスはIECでの使用目的のみ、個人的な使用は不可

**ログインは個人で行い、第三者と共有しないこと**

ライセンスははじめに適任のユーザに自動的に割り当てられます。今後Zoomライセンス資格者になりたいユーザは、IECヘルプデスク(helpdesk@iec.ch)に申し込めばすぐにライセンスを獲得できます。

## 3. アカウントの作成

適任のユーザには、アカウント登録するためのメールが届きます。

例：

お世話になります。

IEC IT部はZoomのあなたのアカウントを作成しましたが、アカウントが完全に有効になるにはあなたの電子メールアドレスを確認する必要があります。以下のリンクをクリックし、30日以内にあなたのアカウントを有効化してください：

[ここをクリックしてアカウントを有効化してください](#)

<https://zoom.us/activate?code=kPnleDaeYeVkmTLA.BQUAAAFk6jaK4AAAnjQAfZGw&fr=hostinvite>

上記のリンクが動作しない場合は以下のURLをあなたのブラウザにペーストしてください：

上記の有効化リンクをクリックすることで、あなたがサービスの条件合意書を読み、合意したこととみなされます。

さらにヘルプが必要な場合は [Support Center](#) にアクセスしてください。

宜しくお願いします。

Zoomチーム

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

リンクをクリックしてアカウント作成の承認を受け、以下の画面にあなたの個人情報を入力してください。



## Welcome to Zoom





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

アカウントが生成されると、テスト会議が始まります。



## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:  
<https://zoom.us/j/6368899980>



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

Go to My accountボタンをクリックしてあなたの個人的な設定をカスタマイズできます。



[Change](#)

## Your Name

Account No. 837187

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

## 4. Meetings

This section explains how to schedule or join a meeting.

### 4.1 Scheduling a meeting


[SOLUTIONS ▾](#)
[PLANS & PRICING](#)
[CONTACT SALES](#)
[SCHEDULE A MEETING](#)
[JOIN A MEETING](#)
[HOST A MEETING ▾](#)

[SIGN OUT](#)

Various fields may be edited to schedule the meeting.

#### Schedule a Meeting

Topic	<input type="text" value="Test"/>		
Description (Optional)	<input type="text" value="Enter your meeting description"/>		
When	<input type="text" value="07/30/2018"/>	<input type="text" value="1:00"/>	<input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr	<input type="text" value="0"/> min	
Time Zone	<input type="text" value="(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 <b>United States</b> and other 54 countries <a href="#">Edit</a>		
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	<input type="text" value="Example: john@company.com, peter@school.edu"/>		
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

## 4. 会議

この章では会議のスケジュールリングまたは参加方法について説明します。

### 4.1 会議のスケジュールリング




種々の記入欄を編集して会議のスケジュールを設定します。

#### 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 <a href="#">Edit</a>		
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	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	734-237-504	
Invite Attendees	Join URL: <a href="https://zoom.us/j/734237504">https://zoom.us/j/734237504</a>	
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from <b>United States</b> and other 54 countries	
Meeting Options	<ul style="list-style-type: none"> <li>× Require meeting password</li> <li>× Enable join before host</li> <li>× Mute participants upon entry </li> <li>× Use Personal Meeting ID 636-889-9980</li> <li>× Enable waiting room</li> <li>× Record the meeting automatically</li> </ul>	
<a href="#">Delete this Meeting</a>		

会議設定保存後はさらに修正が可能であり、また、メールカレンダーに追加されます。

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

Topic	Test	
Time	Jul 30, 2018 1:00 PM Zurich	
Add to	<a href="#">31 Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	734-237-504	
Invite Attendees	Join URL: <a href="https://zoom.us/j/734237504">https://zoom.us/j/734237504</a>	
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from United States and other 54 countries	
Meeting Options	<input type="checkbox"/> Require meeting password <input type="checkbox"/> Enable join before host <input checked="" 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	
<a href="#">Delete this Meeting</a>		

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	
Today 1:00 PM	Test	734-237-504	Start Delete

オプション：招待をコピー

## 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

上記Copy Meeting Invitationはメールにペーストできます。

Meetingsの下では会議が可視化されます。

Upcoming Meetings
Previous Meetings
Personal Meeting Room
[Get Training](#)

Schedule a New Meeting

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



## 4.2 Start the meeting

Click on *Start*

Upcoming Meetings
Previous Meetings
Personal Meeting Room
[Get Training](#)

Schedule a New Meeting

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

And select the needed features.


Talking:


**Meeting Topic:** Test  
**Host:** steph costa  
**Invitation URL:** <https://zoom.us/j/734237504>  
[Copy URL](#)  
**Participant ID:** 12


Choose ONE of the audio conference options
Phone Call
Computer Audio
Call Me

Join Audio Conference by Computer  
Test Computer Mic & Speakers


☐ Automatically join audio by computer when joining a meeting



Join Audio



Share Screen


Invite Others

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


Join Audio


Share Screen


Invite Others

Join Audio
Start Video

Invite
Manage Participants
Share Screen
Chat
Record

End Meeting

## 4.2 会議の開始

Startをクリック

Upcoming Meetings
Previous Meetings
Personal Meeting Room
[Get Training](#)

Schedule a New Meeting

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

必要な項目を選択

Talking:

Meeting Topic: Test  
Host: steph costa  
Invitation URL: <https://zoom.us/j/734237504>  
[Copy URL](#)  
Participant ID: 12

Choose ONE of the audio conference options
Phone Call
Computer Audio
Call Me

Join Audio Conference by Computer  
Test Computer Mic & Speakers

☐ Automatically join audio by computer when joining a meeting

Join Audio
Share Screen
Invite Others

マウスでスクロールダウンするとInvite（招待）, Manage Participant（参加者の管理）,...End Meeting（会議終了）などの項目が表示されます。

Join Audio
Share Screen
Invite Others

Join Audio
Start Video
Invite
Manage Participants
Share Screen
Chat
Record
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](mailto:helpdesk@iec.ch))

## 5. ヘルプが必要な場合の問合せ先は？

- よくある質問: <http://go.iec.ch/zoom>
- ご所属のIEC専門委員会にて担当の管理アシスタントにお気軽にコンタクトしてください。
- IECヘルプデスク ([helpdesk@iec.ch](mailto:helpdesk@iec.ch))