

Conducting your Zoom meetings in Marcom eSchedule PRO

Installing/updating Zoom

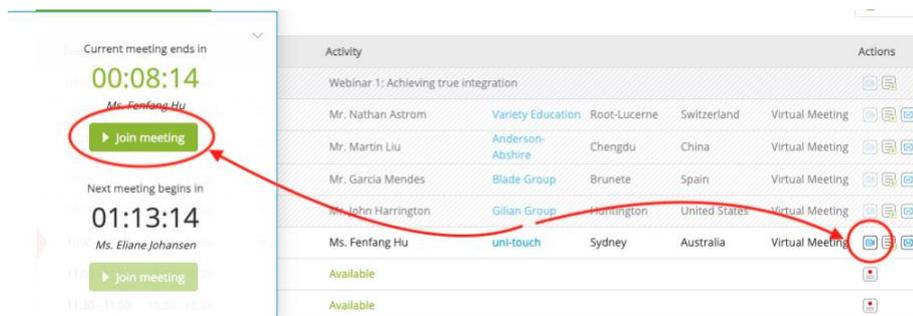
1. Go to <https://zoom.us/download>
2. You should find the “Zoom Client for Meetings” at the top of the page.
3. Download Zoom if it is not yet installed on your device, or if the version installed is older than the one available on the page.
4. Install Zoom the way you usually install software on your computer.
5. [Click here](#) for further information on how to update Zoom to the latest version.

Testing Zoom

1. When Zoom is installed, open your web browser and go to <https://zoom.us/test>
2. Click on “Join”
3. Zoom opens directly or you will need to click on a button inviting you to do so.
4. Follow the instructions shown on screen to test your audio and video settings.
5. When you are done, you can click on “Leave” to close the Zoom meeting window.
6. You are now ready for your meetings.

Starting your meeting

1. Log in your Marcom eSchedule PRO account at least 5 minutes before your first meeting begins.
2. Click on the  icon next to your meeting or on the “Join meeting” button in the timer on the left of your schedule.
Note: the icon and the button become active only 5 minutes before the starting time of the meeting.



3. Zoom video preview box opens.
4. Click on the “Join with Video” button.
5. Click on the “Join with Computer Audio” button.
6. You will be able to see and hear the other participant when they also join the meeting.

During your meeting

1. The timer will let you know when your current meeting ends and the next one starts.
2. Marcom eSchedule PRO will alert you via a text message on your schedule and a gong sound 3 minutes before your meeting ends.
3. A message and a gong will also alert you when your next meeting begins.

When your meeting ends

1. At the end of your meeting, click on “Leave” in the Zoom window
2. You can then click on your next meeting.

Tips:

- Keep your Schedule visible:
 - Close the tab/window that opens when you launch your Zoom meeting so that it doesn't cover up your schedule.
 - For the same reason, do not display the Zoom window in Full screen.
- Zoom features:
 - Screen sharing is available and can be activated by all meeting participants.
 - You can use the chat function during your meeting to share links with your contact.
 - Please be aware recording is disabled during meetings.
- Gong:
 - If you do not hear the gong, check the sound settings on your device/computer.
 - If you are using Firefox, make sure you grant media autoplay permission to the website. You can find more information on how to do so on <https://support.mozilla.org/en-US/kb/block-autoplay>
 - If you are using Safari on Mac, go to Safari > Preferences > Websites > Auto-Play and select the relevant setting. More information on <https://support.apple.com/en-gb/guide/safari/ibrw29c6ecf8/mac>
- When selecting a time zone in Marcom eSchedule PRO, make sure it matches your device clock.

