

MANUAL FOR THE ZOOM-MEETING

Dear participants,

we are very pleased to welcome you to the event **“Berlin University Alliance and its International Strategic Partnerships: University of Melbourne”** on **March 9, 2021**, at **9 am** (German time).

To avoid technical obstacles, please consult the below information about the technical procedure.

JOINING THE ZOOM MEETING

Via computer, laptop or tablet

Via Zoom-app (recommended)

We would like to ask you to install the Zoom-App for Apple or Microsoft on your computer, laptop or tablet so you can easily join the Zoom meeting.

Apple: <https://zoom.us/client/latest/ZoomRooms.pkg>

Microsoft: <https://zoom.us/client/latest/ZoomRooms.exe>

We will send you an email containing a link

1. Click on this link.
2. Allow the Zoom-app to open.
3. Click on “Join with video”.
4. Click on “Join with computer audio”.

Via browser without Zoom-app

You can also participate in the Zoom Meeting via a browser, i.e. without having to download the Zoom-app or register with Zoom. All you need is Internet access and a browser. The use of Google Chrome, Firefox or Chromium Edge is strongly recommended as you will be able to use all Zoom functions with these browsers.

We will send you an invitation email containing a link

1. Open link in browser (Google Chrome, Firefox or Chromium Edge).
2. Click on “allow”.
3. Click "Allow" on the dialog box displayed by the browser. If no dialog box appears, click on "Open meeting".
4. At the bottom you will find the additional line "Are you having problems with your Zoom Client". Click on "Log in with your browser".
5. You will be prompted to enter your name and go through the short spam protection procedure re-CAPTCHA ("I am not a robot").
6. On the following page, enter the identification code that you received in the invitation email.
7. Click on: "Join with video".
8. Click on "Join with computer audio".

Via smartphone

In order to join a Zoom Meeting via smartphone you will have to download the Zoom-app.

CONTACT PERSONS

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Should any problem occur during the event, please only contact Holger Michel, as the moderation and technical management cannot receive e-mails or other calls/messages.

ADDITIONAL INFORMATION

Please note that if you are using Zoom Rooms or H.232 and SIP-devices you cannot join the breakout rooms. If you have any questions regarding this, please send an email to rothe@laut-und-deutlich.com.

We will be recording the Zoom Meeting. As only the speakers will be shown during the event we assure you that you will not be recorded. However, if you have any concerns let us know.