Zoom 使用指南

注意事項：

1. 開始之前請先下載 Zoom。Please download zoom before the webinar.
   https://zoom.us/support/download

2. 點選我們提供的連結加入網路研討會(Webinar)。
   Click on the link provided to join the webinar.

3. 所有的學員都會是觀眾(只能接收講者或翻譯老師的影像跟聲音，不能開啟視訊或發言)。
   All participants will be attendees, whom will only be able to receive video and audio from the speaker and the interpreter and will not have the ability to turn on their camera or microphone.

4. 選取你要聽的語言(如果不需翻譯功能可選關閉)。
   Optionally, choose your preferred language with the "Interpretations" function

5. 最後進行 Q&A 問答時間主持人會允許觀眾發言。
   Attendees will be able to ask questions during the Q&A Session at the end.

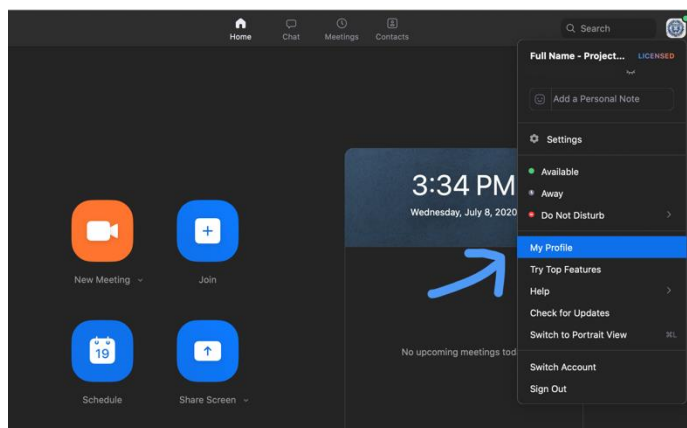6. 7/11 請於 8:50 am 準時上線，預留準備及設定的時間，講師將於 9:00 準時開始上課。
   Please sign on to Zoom on time at 8:50 am, July 11th (GMT+8). This gives time to prepare and modify your settings for the speaker to start promptly at 9 AM.

使用教學：

1. 進入會議前請先更改用戶名到 "Full Name – Project Name" 的英文格式。

   Please change your profile name to the format "Full Name – Project Name" before you join the webinar.

   a. 在 Zoom App 的主畫面右上角，點選自己的頭貼。

      Click on your profile picture on the top right corner of the Zoom app.
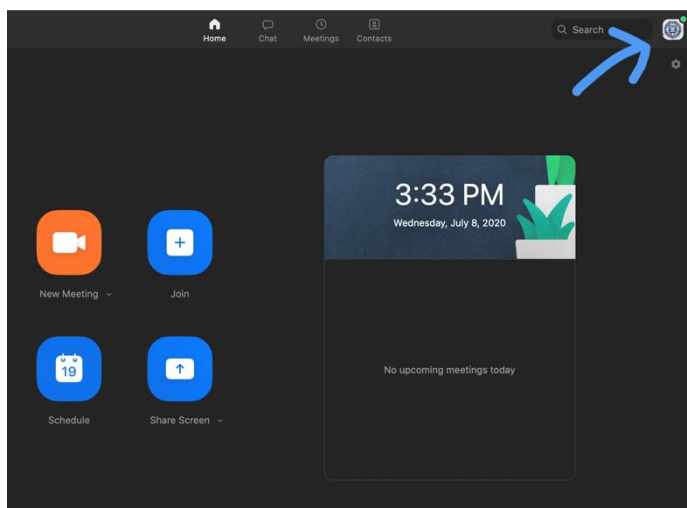
   b. 點選 設定檔 ，會在網路瀏覽器中開新視窗。

      Click on "Profile," which will open in a new browser tab.
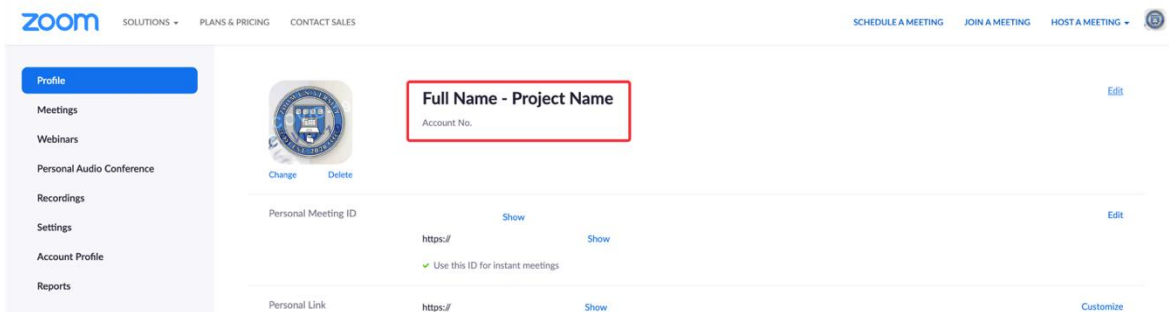

c. 登入 Zoom

Log in to Zoom.

d. 在設定檔頁面右上角，點選編輯。

Click on "Edit" on the top right corner of the "Profile" tab.
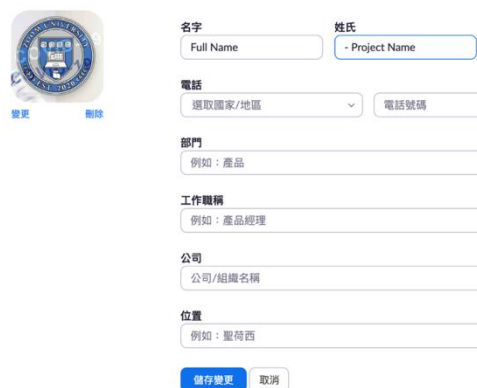
e. 在名字欄填上自己的英文全名，在姓氏欄填上" – " 和英文提案名，例如：
"David Lin-The Islands of Fish" 並儲存。

In the first name blank, fill in your full name. In the last name blank, fill in " – " followed by your project name. (ex. "David Lin – The Islands of Fish."
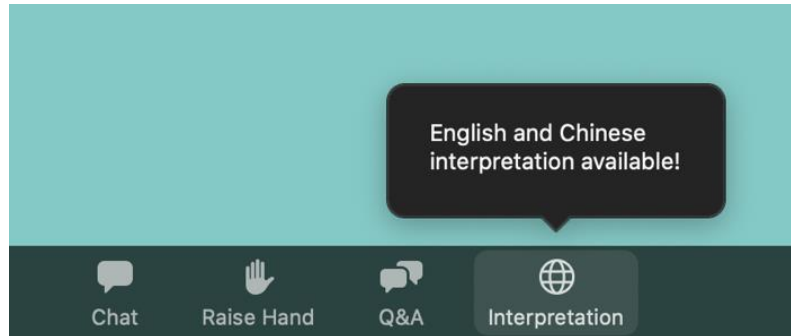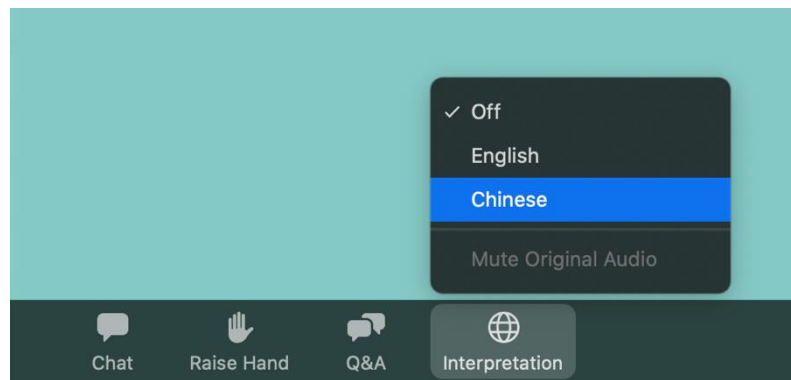
2. 同步口譯功能 Interpretation
    a. 點選會議畫面工作列中的同步口譯(Interpretation)

       Click on "Interpretation" on the bottom toolbar.
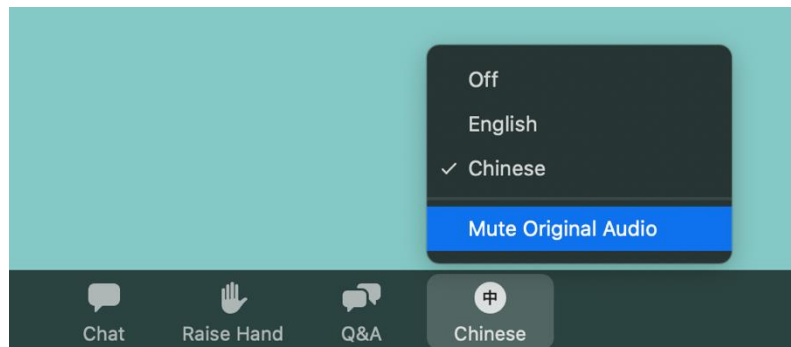

    b. 選擇語言(此時講者的聲音與口譯員的聲音會同時播放)

       Choose your preferred language. Turning this feature on will play the
       speaker and interpreter's sound simultaneously.
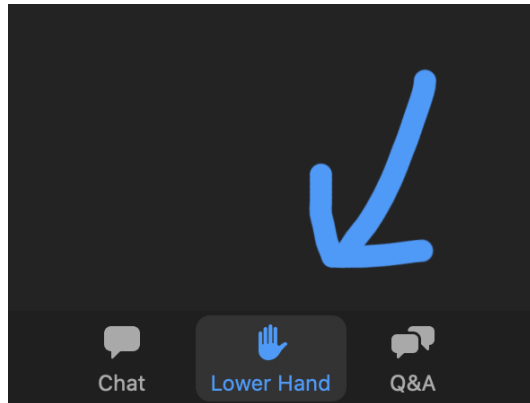

    c. 建議將原音靜音，就可以只聽到口譯員的翻譯

       It's recommended that you Mute the original audio to only listen to
   the interpreter's translation.

3. Q&A 問答方式
    a. 在 Q&A 問答時，如要發言，點選會議畫面工作列中的舉手(Raise Hand)，
       等待主持人選人發言即可。
       If you would like to ask a question during the Q&A session, click on
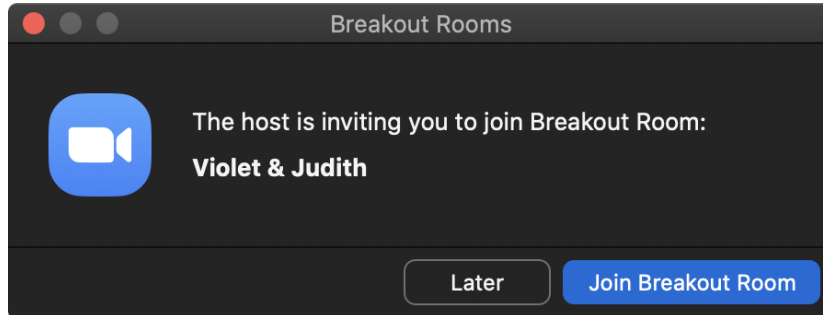   the Raise Hand button, and wait for the host to call you to speak.

    b. 提問也可利用工具列中的 Q&A 輸入自己的問題，講師和主持人都看得到。
       Alternatively, utilize the Q&A tab on the bottom toolbar to type in
       your questions, which the speaker and the host will be able to see and
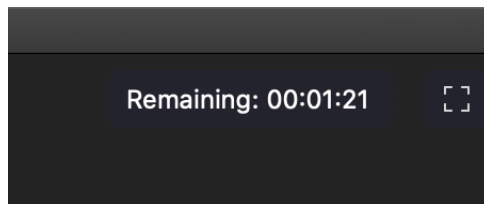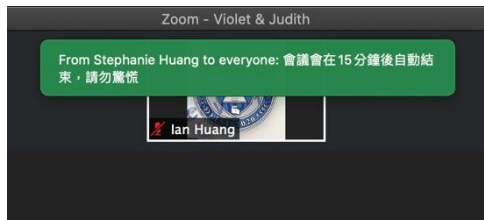   respond.
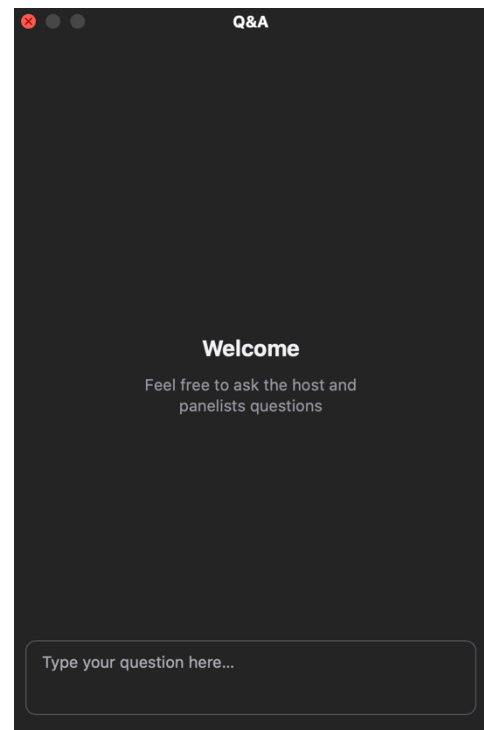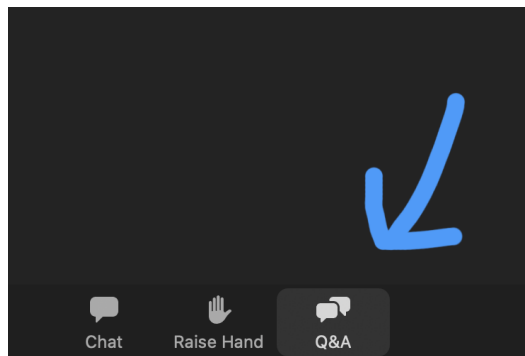
4. 分組討論 Breakout Rooms

    a. 會議主持人會將使用者邀請到分組會議室中，點選加入即可

       Click on "Join Breakout Room" once the host invites attendees.

    b. 分組會議室的畫面右上角，會有討論剩餘的時間倒數。

       On the top, there will be a countdown for the time remaining.

    c. 主持人也會透過推播，宣布注意事項。

       The host will be able to send announcements through notifications.

    d. 討論時間結束時，點選返回就可以回到主會議畫面

       After the time expires, click "Return to Main Session."