

## Conducting your Zoom meetings in Marcom ACE


### Installing Zoom

1. Go to <https://zoom.us/download>
2. Download the "Zoom client for meetings". It should be the first item at the top of the page.
3. Install Zoom the way you usually install software on your computer.

### Testing Zoom

1. When Zoom is installed, open your web browser and go to <https://zoom.us/test>
2. Click on "Join"
3. Depending on your web browser and how Zoom is installed on your system, 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 ACE account at least 5 minutes before your first meeting begins.
2. Click on the  icon next to your meeting (meeting must start in 5 minutes or less).
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.



09:30 - 09:45	[N/A] Antonija Brlek from Bluesun Hotels & Resorts	
09:50 - 10:05	[N/A] Saša Ruškovsky from ASAPPX & More	
10:10 - 10:25	[N/A] Jasmina Bilać from INCENTIVE CROATIA	

### During your meeting

1. A timer displayed on your schedule will let you know when your current meeting ends and the next one starts.
2. Marcom ACE will also alert you 3 minutes before your meeting ends via a text message displayed on your schedule and a gong sound.
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 now 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:
  - Click the button in the upper right corner of the Zoom window to switch to Gallery View (all meeting attendees are shown in thumbnails) or to Speaker View (your video is shown at the top and the other participant's video below).
  - Please be aware recording is disabled during meetings.
  - You can use the chat function during your meeting to share links with your contact.
  - Screen sharing is also available and can be activated by both meeting participants.
- 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>
- We recommend using Google Chrome as a preferred web browser.
- When selecting a time zone in Marcom ACE, make sure it matches your device clock.

The image shows a calendar interface with a Zoom meeting window overlaid. The calendar displays a schedule from 07:00 to 13:00, with various events and time slots. The Zoom window shows a video call in progress with a participant named Joe Smith. The Zoom interface includes controls for Mute, Stop Video, Participants, Chat, Share Screen, Record, Reactions, and Leave. A notification on the right indicates the current meeting is for Antonja Briek from Bluesun Hotels & Resorts, starting at 00:03:54.