

Video conferencing with Zoom



For video conferencing we use ZOOM. Zoom is very easy to install and can be used with any modern PC or laptop, with an excellent sound and video quality. Zoom can connect 25 PCs at different places all over the world.

For the participants Zoom is free of charge.

Technical requirements

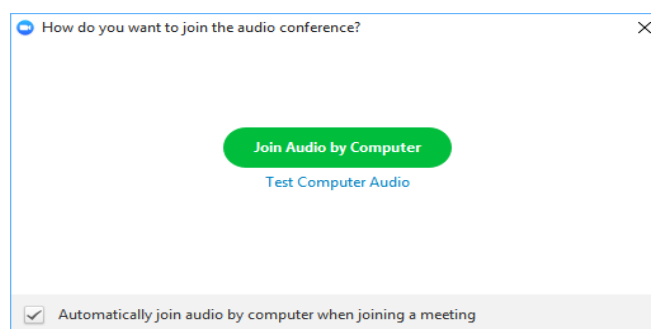
To make every conference comfortable and joyful, some technical requirements **have to be fulfilled by the participants**:

- a modern PC or Laptop
- a strong internet connection suitable for video transmission
- internal or external webcam
- internal or external speakers
- internal or external microphone
(we recommend an external mic to avoid acoustic feedback)
- Alternative: Headset with mic

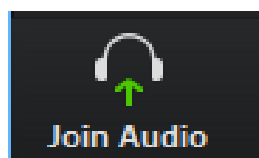
Downloading Zoom

Installing Zoom is very easy. Zoom is free of charge for you. Go to website: www.zoom.us/download and follow the instructions. Installation then happens automatically and you can use it immediately. Enter the Zoom-ID you received from your organizer and enter your name. Then you can join the conference: click "Join".

Once you entered the meeting, please **activate this button and activate below "Automatically join audio by computer when joining a meeting"** (this has to be done only the first time and is necessary to hear your voice):



In case this button doesn't appear, please click on this little icon bottom left:



That`s all! Enjoy your meeting with Zoom!