

ZOOM 要訣

讓你覺得像專業人士的有用提示



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下載應用程式

1

在會議之前,下載 Zoom 應用程式到你的電腦、筆記型電腦、平板電腦、iPad、iPhone 手機、安卓手機或其他行動設備上:

<https://zoom.us/download>



ZOOM Cloud Meetings (4+)

Zoom

#14 in Business

★★★★★ 4.5, 357 Ratings

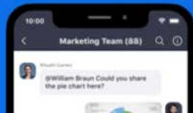
Free

Screenshots iPhone iPad

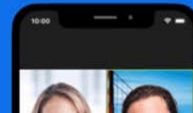
Start or join a meeting instantly



Stay connected with instant messaging



Amazing video and audio quality



View or present right from your phone



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測試視訊和音訊設定

2

在會議之前, 確認大家能夠聽到和看到你:
[Zoom Help Center - Video/Audio](#)



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[電腦桌面視圖]



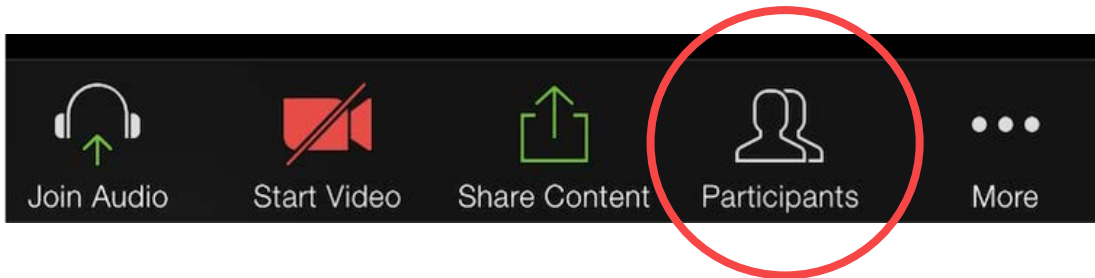
查看與會者和文字聊天室

zoom

3

在會議期間, 點擊“與會者”查看所有與會者的名單.

在這裡, 你可以選擇對全體與會者或單一對象使用文字聊天的功能.



[電腦桌面視圖]

查看與會者和文字聊天室

zoom

The screenshot displays a Zoom meeting interface. The main window shows a video feed of a participant named Jill, with a yellow border around the video area. To the right, the Participants list shows two participants: Alyssa K. Marshall (me) and Jill (Host). Below the Participants list are controls for raising the hand, saying yes/no, and adjusting playback speed. The Chat window is open at the bottom right, showing a message input field and a dropdown menu for selecting the recipient (Jill).

Speaker View

Participants (2)

- Alyssa K. Marshall (me)
- Jill (Host)

raise hand yes no go slower go faster more

Mute Me Reclaim Host

Chat

To: Jill (Privately)

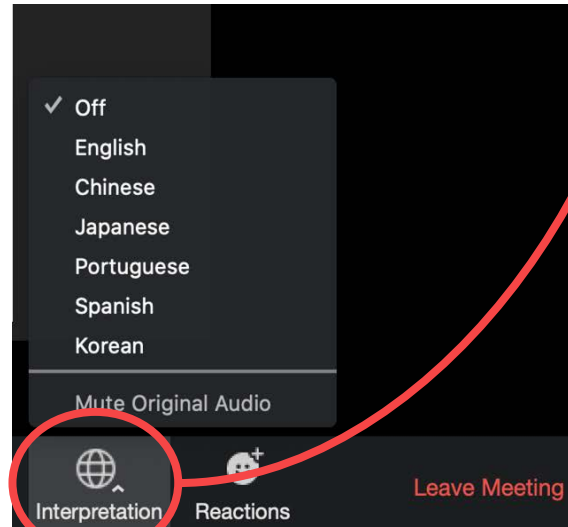
Type message here...

Mute Start Video Invite Participants Share Screen Chat Interpretation Reactions Leave Meeting

選擇你的語言頻道

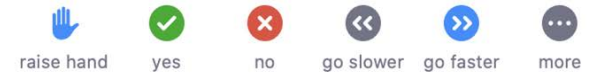
4

點擊翻譯, 然後選擇你的語言.



注意:

語言頻道不是私人頻道. 如果你不設定為靜音, 每個人都可以聽到你的聲音.



要發言, 請舉手

5

會議期間, 所有聽眾都將被設為靜音, 以將雜音降到最低程度.

如果你有任何疑問或意見, 請點擊“舉手”圖標 (在“與會者”邊欄中) 讓大家知道你想發言.



raise hand



yes



no



go slower



go faster



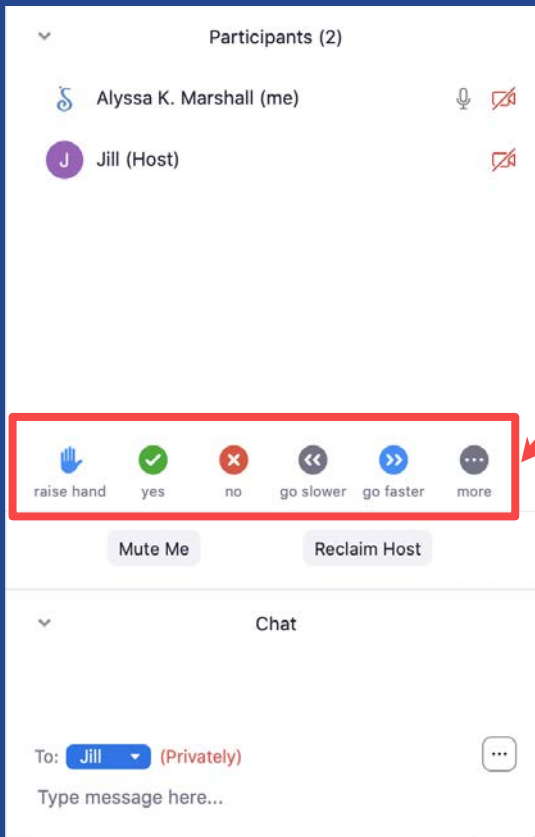
more



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投票表決



6

當提示要進行投票表決時，在“與會者面板”中，請點擊以下圖標來表示你的投票：



yes

綠色“是” = 同意



no

紅色“否” = 不同意



raise hand

藍色“舉手” = 棄權