NEAR EAST SOUTH ASIA
CENTER FOR STRATEGIC STUDIES

NESA Zoom Meeting Quick Start Guide

Please use this document as a quick guide to reference how to join NESA Programs and Events via Zoom for Government Meeting.

==Access the Zoom Meeting Link from the NESA Center==

Check your email or the provided document for the Meeting Link from the NESA Center. Then click on the **Link** to access the meeting. *It is recommended, for optimal performance, to use the browsers Google Chrome or Mozilla Firefox. Please make sure the browser used is up to date with the most current version installed.*
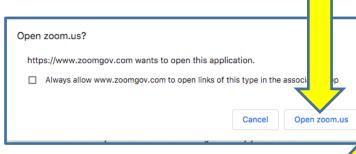
To: Your Name youremail@gmail.com

Topic: NESA Program or Event
Time: Month Day, Year (Time and Time Zone)

Join ZoomGov Meeting
https://www.zoomgov.com/randomgeneratedlink1234567890

Meeting ID: XXX XXX XXX
Passcode: XXXXXX
One tap mobile
+16692545252,, XXX XXX XXX # US (San Jose)
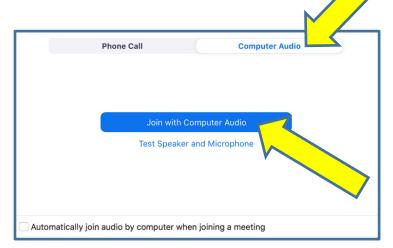+16468287666,, XXX XXX XXX # US (New York)

Dial by your location
    +1 669 254 5252 US (San Jose)
    +1 646 828 7666 US (New York)
    +1 669 216 1590 US (San Jose)

To open Zoom via an application, click on **"Open Zoom.us."** If you do not already have the application installed on your device, you may be prompted to download the application at this time. It is also available for manual download here.

https://www.zoomgov.com/client/latest/Zoom.pkg

Open zoom.us?

https://www.zoomgov.com wants to open this application.

☐ Always allow www.zoomgov.com to open links of this type in the associated app

                                    Cancel   Open zoom.us

If the meeting requires a passcode, you may be prompted to enter it here. *If needed, please reference the email or the provided document for the passcode.*
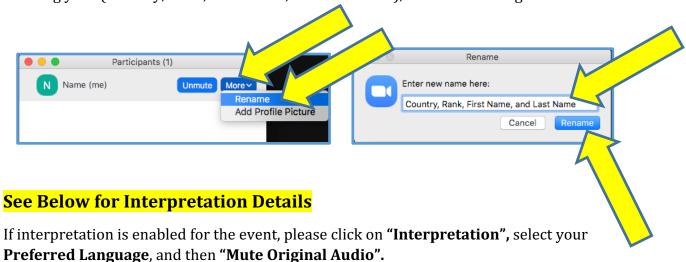
Select **"Computer Audio"** and **"Join with Computer Audio"**.

Phone Call   Computer Audio

Join with Computer Audio
Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

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Name Display

Click on **"Participants"**. Select **"More"** and then **"Rename"**. Enter your **new name** by entering your (Country, Rank, First Name, and Last Name), and then clicking **"Rename".**

See Below for Interpretation Details

If interpretation is enabled for the event, please click on **"Interpretation",** select your **Preferred Language**, and then **"Mute Original Audio".**

NOTE: If you do not select a language and leave interpretation off then you may miss important parts of the presentation, so it is important to select a language if interpretation is available.

NOTE: Interpretation does not work well in web browsers and therefore you must use the Zoom application verses using a web browser.