

화상회의의 매뉴얼

< ZOOM >

회원가입 및 다운로드

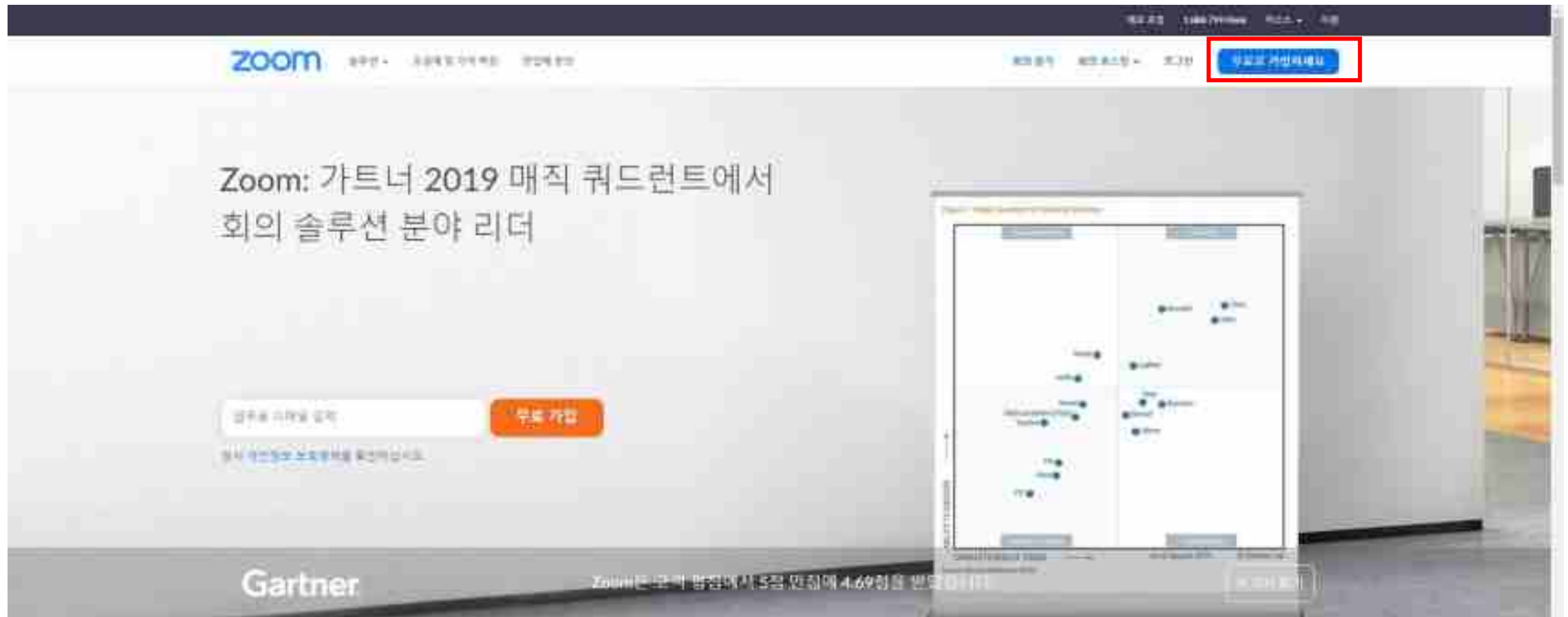
<PC버전>

화상회의를 개설하지 않고 참여만 원할 경우에는 회원가입 없이 가능합니다.

단, 회의 참여시 헤드셋 또는 이어폰 착용부탁드립니다.

<https://zoom.us> 입력 또는 검색포털에 'ZOOM' 검색

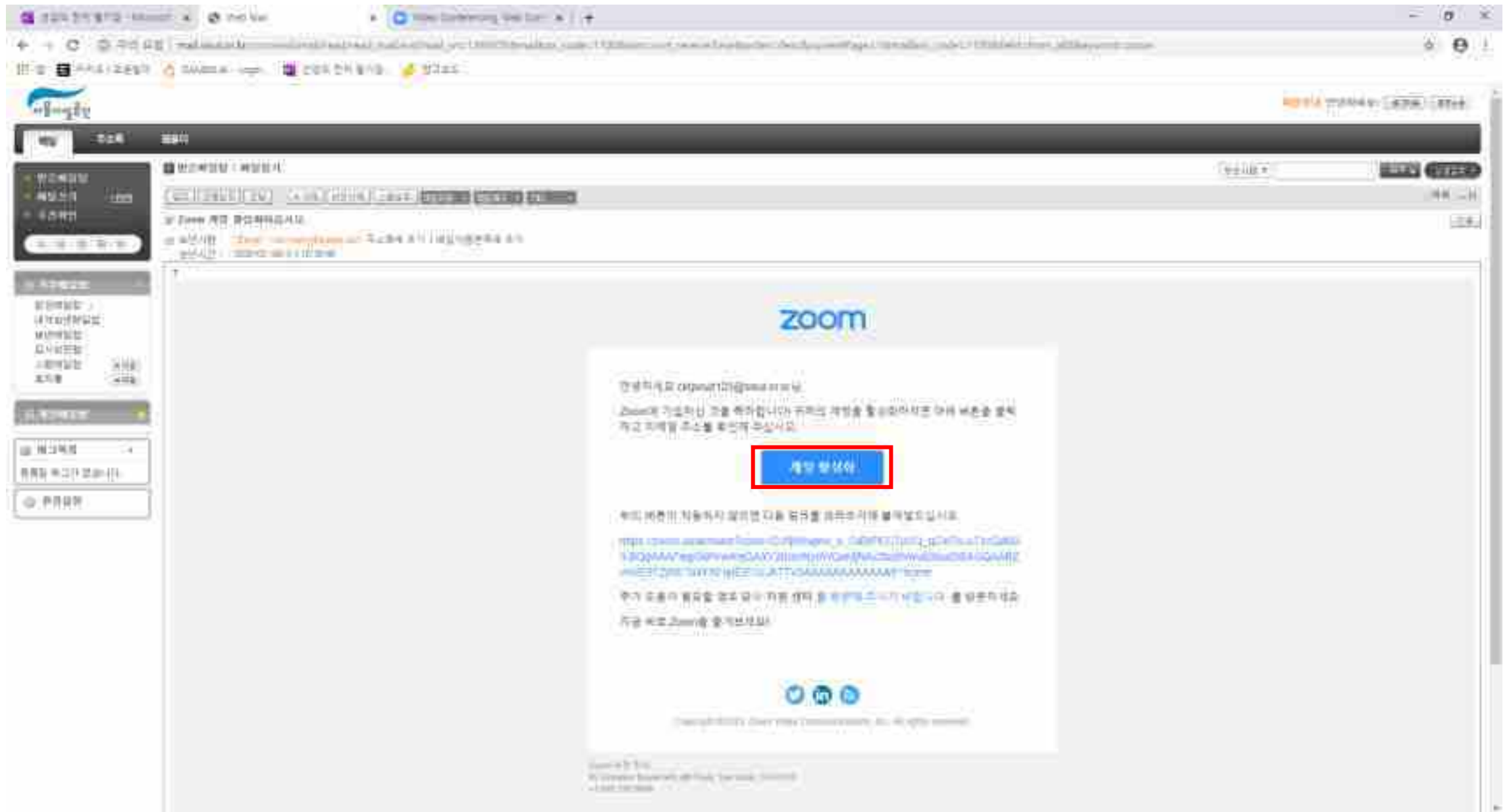
→ '무료로 가입하세요' 버튼으로 회원가입



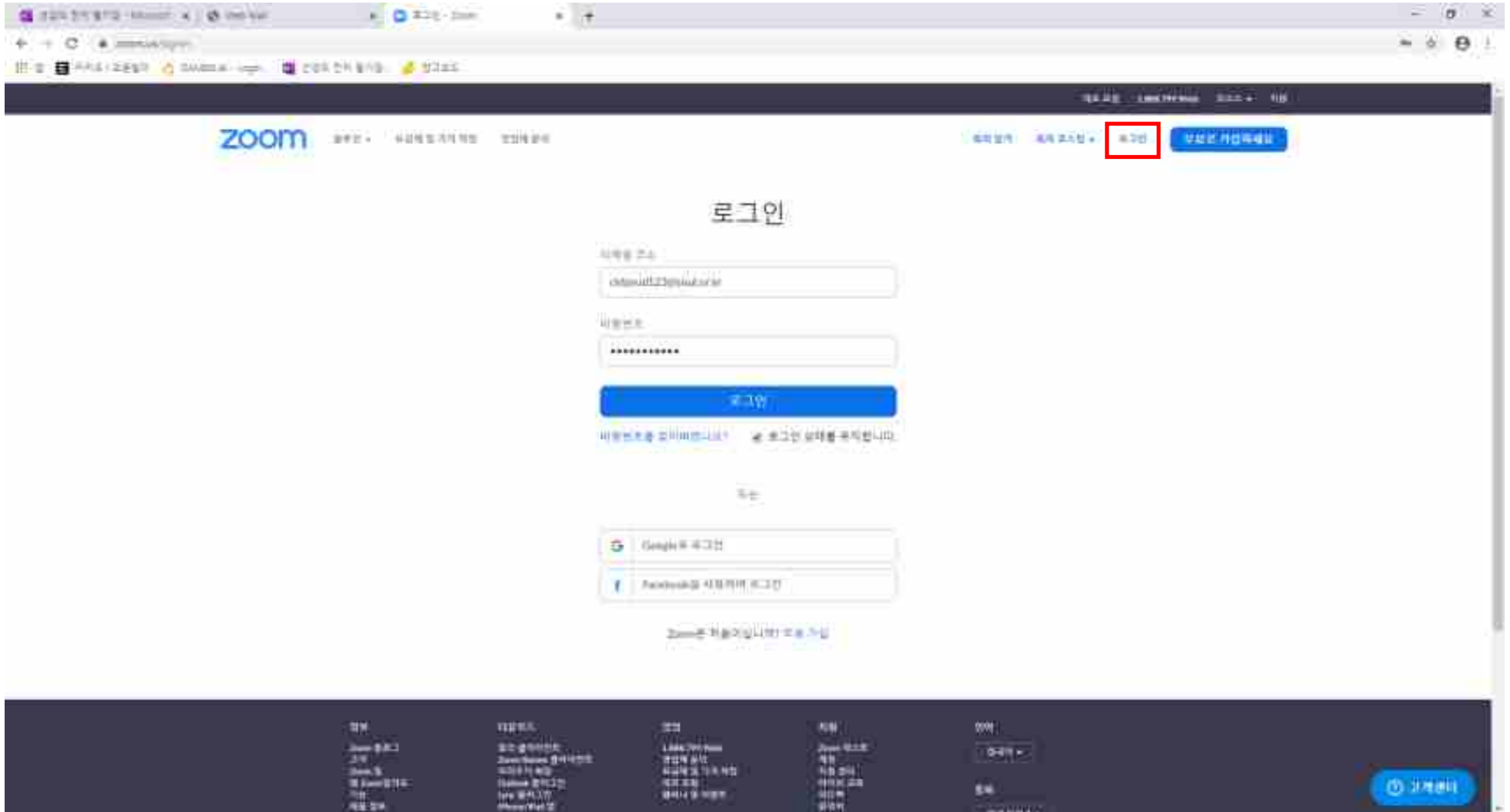
하나의 일관된 엔터프라이즈 경험



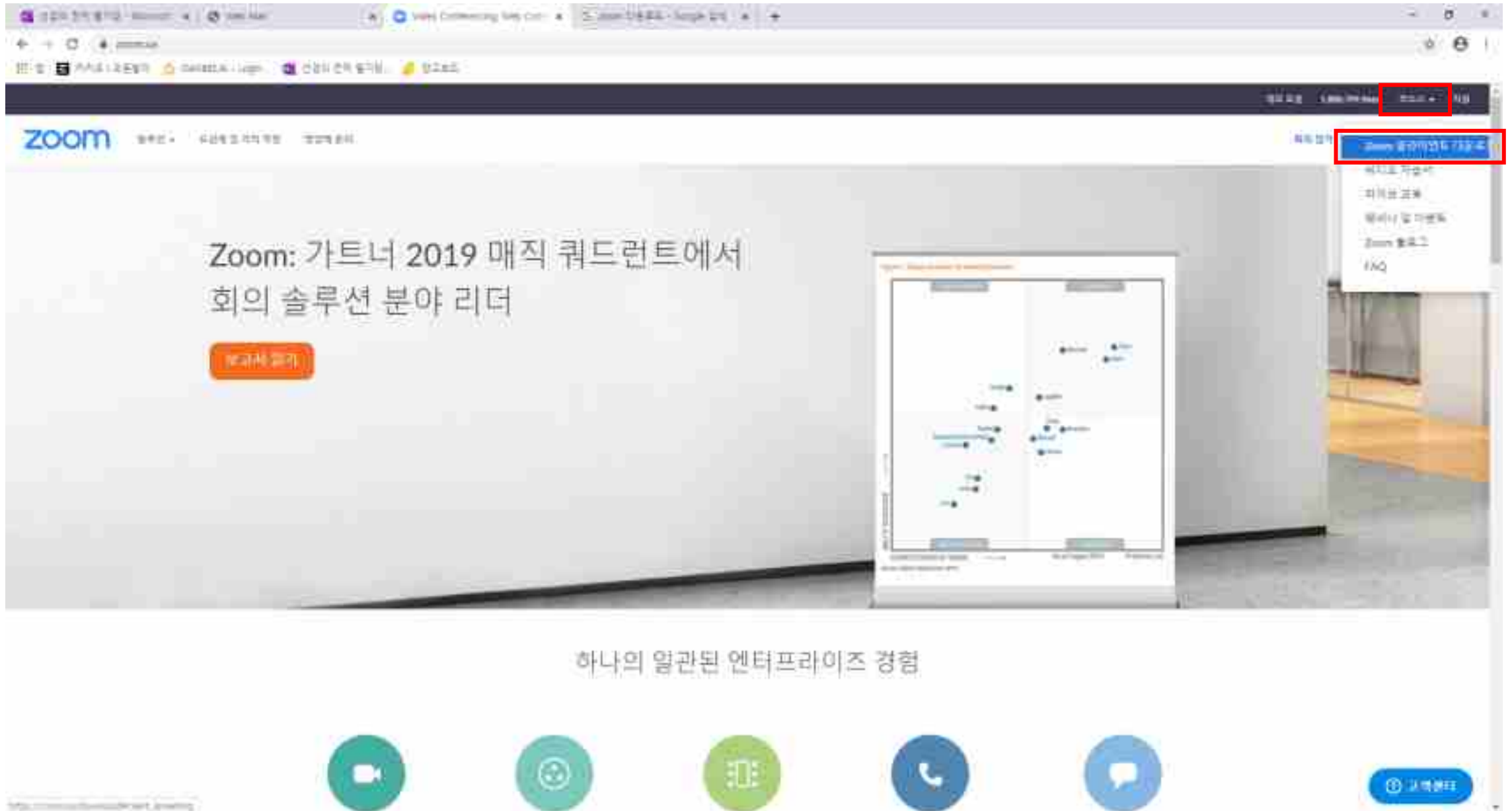
회원 가입한 이메일 주소로 발송된 메일 확인 후 '계정 활성화' 버튼 클릭→회원가입 완료



회원가입 완료후, 홈페이지 로그인



우측 상단 '리소스' 클릭 → 'ZOOM 클라이언트 다운로드' 클릭



'회의용 Zoom 클라이언트' 클릭하여 다운로드

The screenshot shows the Zoom website's download page. At the top, there is a navigation bar with the Zoom logo and links for '회사소개', 'Zoom for Business', '로그인', and '지원'. Below the navigation bar, the main heading is '회의용 Zoom 클라이언트'. Underneath, there is a paragraph of text explaining that the Zoom meeting client is required to start or join meetings. A blue button labeled '다운로드' (Download) is highlighted with a red box, with the version number '버전 4.8.7(8176.0200)' next to it. Below this, there are two more sections: 'Microsoft Outlook용 Zoom 플러그인' and 'IBM Notes용 Zoom 플러그인'. Each section has a similar paragraph of text and a blue '다운로드' button with its respective version number. At the bottom right, there is a blue button labeled '고객센터' (Customer Center).

다운로드 완료 후, 설치

The screenshot shows the Zoom website's download page. At the top left, the Zoom logo is visible. The main content area is divided into three sections, each with a '다운로드' (Download) button and a version number:

- 회의용 Zoom 클라이언트** (Zoom Client for Meetings): 버전 4.8.7 (28176.0200)
- Microsoft Outlook용 Zoom 플러그인** (Zoom Outlook Plugin): 버전 4.8.170000117
- IBM Notes용 Zoom 플러그인** (Zoom IBM Notes Plugin): 버전 4.7.021000004

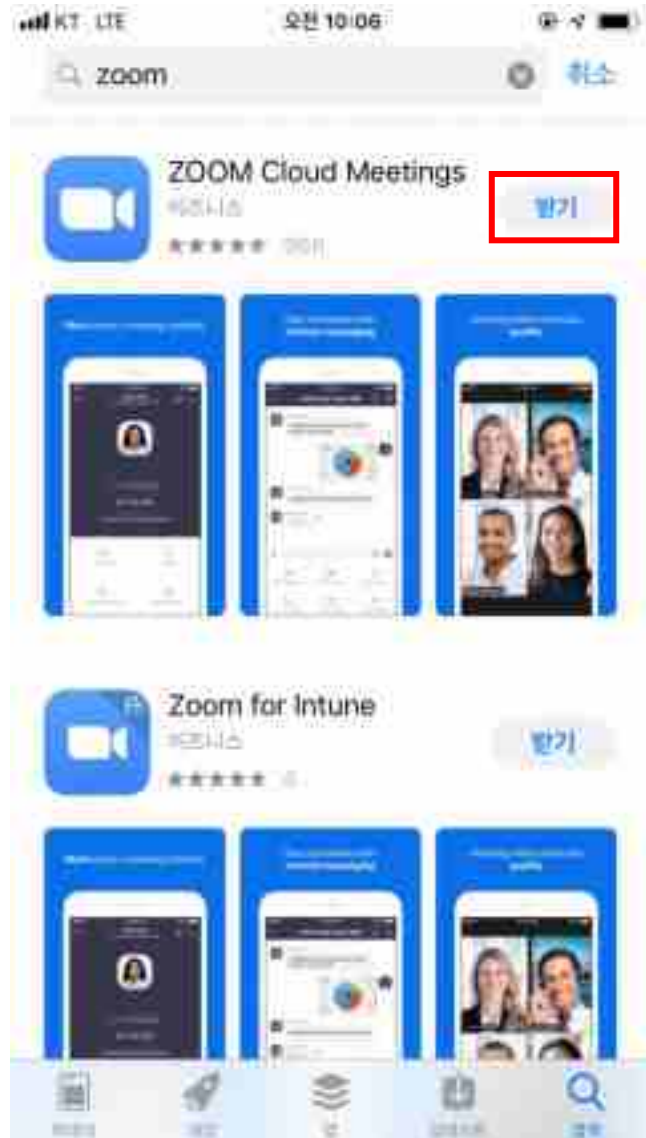
At the bottom right, there is a '고객센터' (Customer Support) button. In the bottom left corner, a red box highlights the 'Zoom 클라이언트 (32 비트)' download link.

아이콘이 생성되면, 설치 완료



회원가입 및 다운로드

<스마트폰 버전>



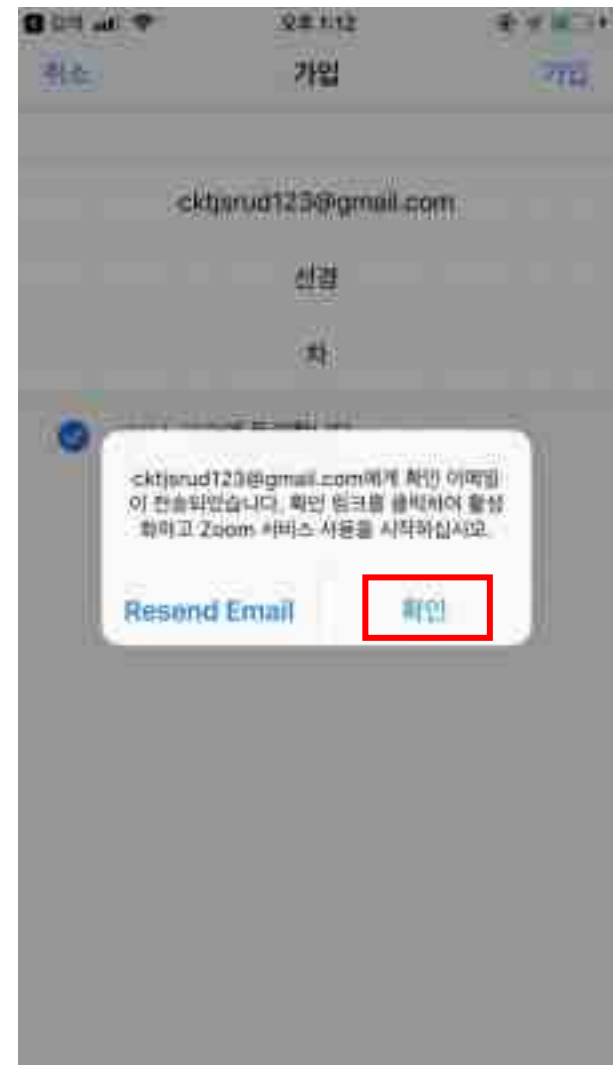
PLAY스토어 또는 앱스토어에서
'ZOOM' 검색하여 설치,
→ 앱 실행하기



'가입' 버튼 클릭

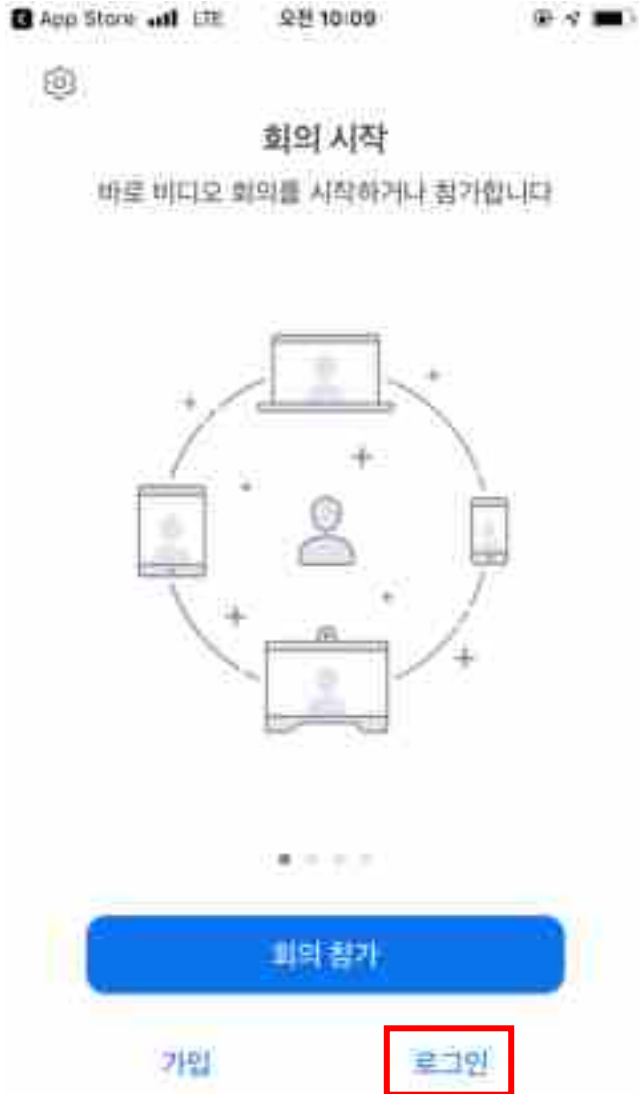


정보 입력후 '가입' 버튼 클릭



'확인' 버튼 클릭

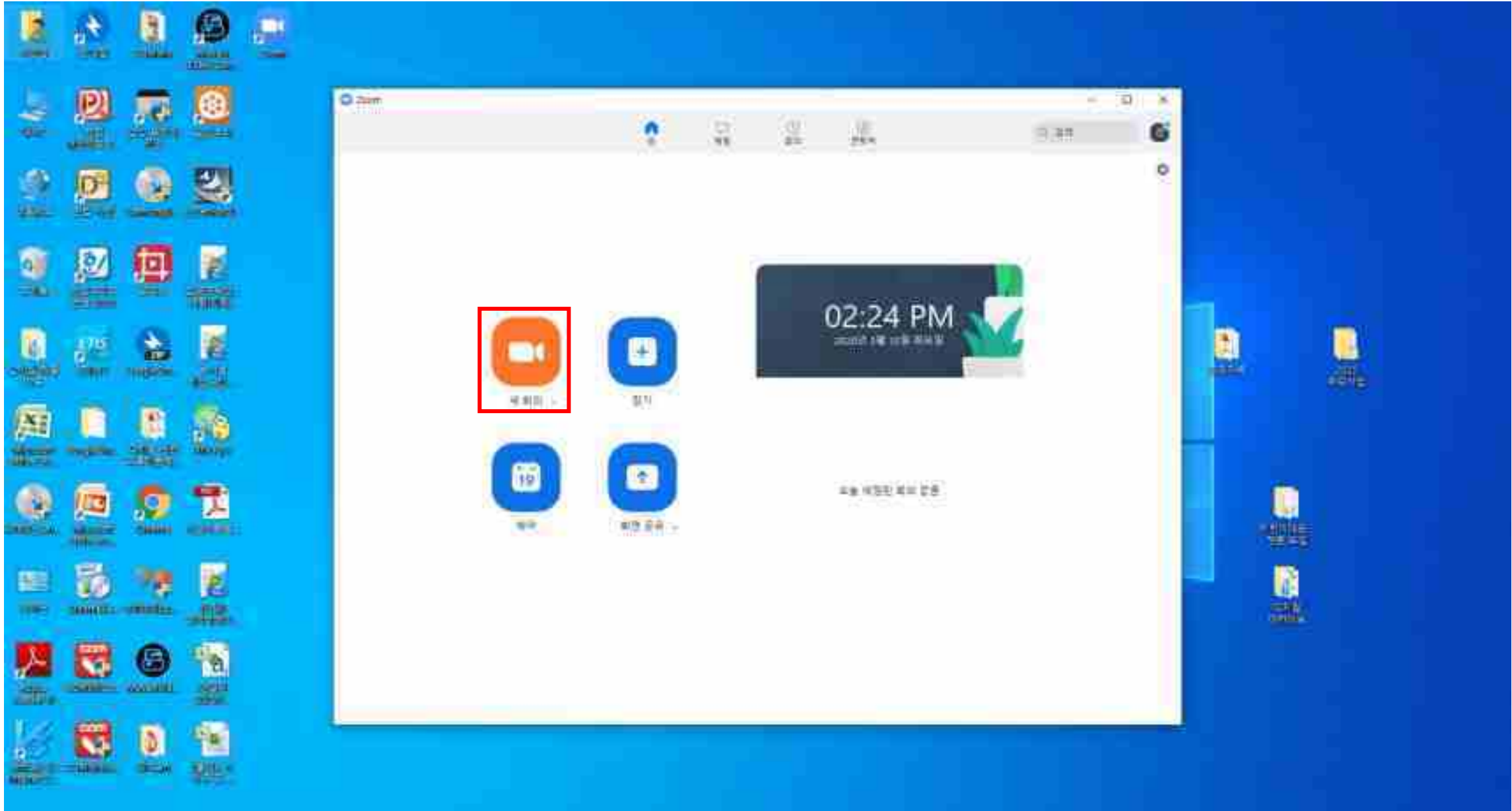
어플에서 로그인 하기



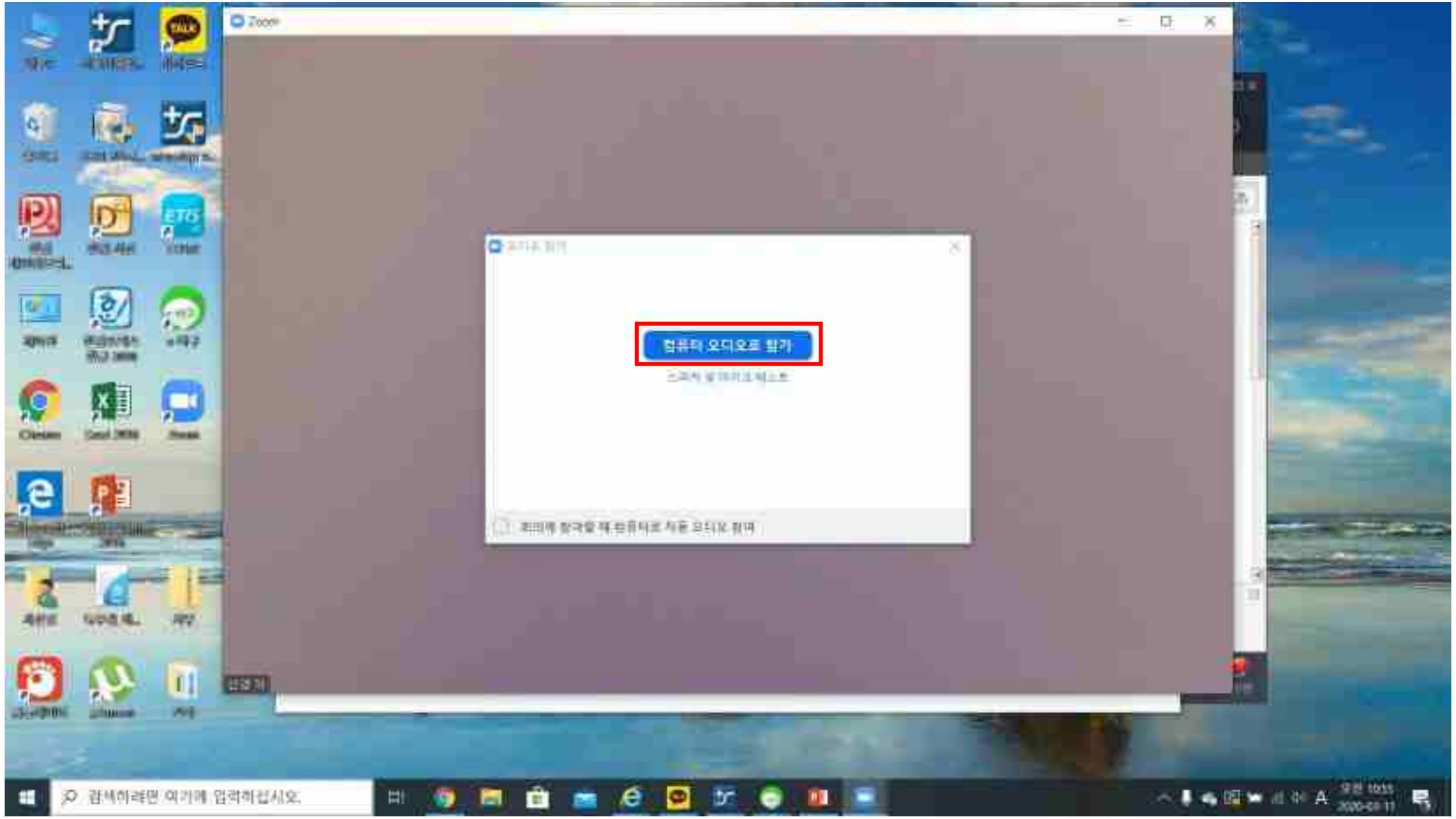
화상회의의 참여방법

PC 버전

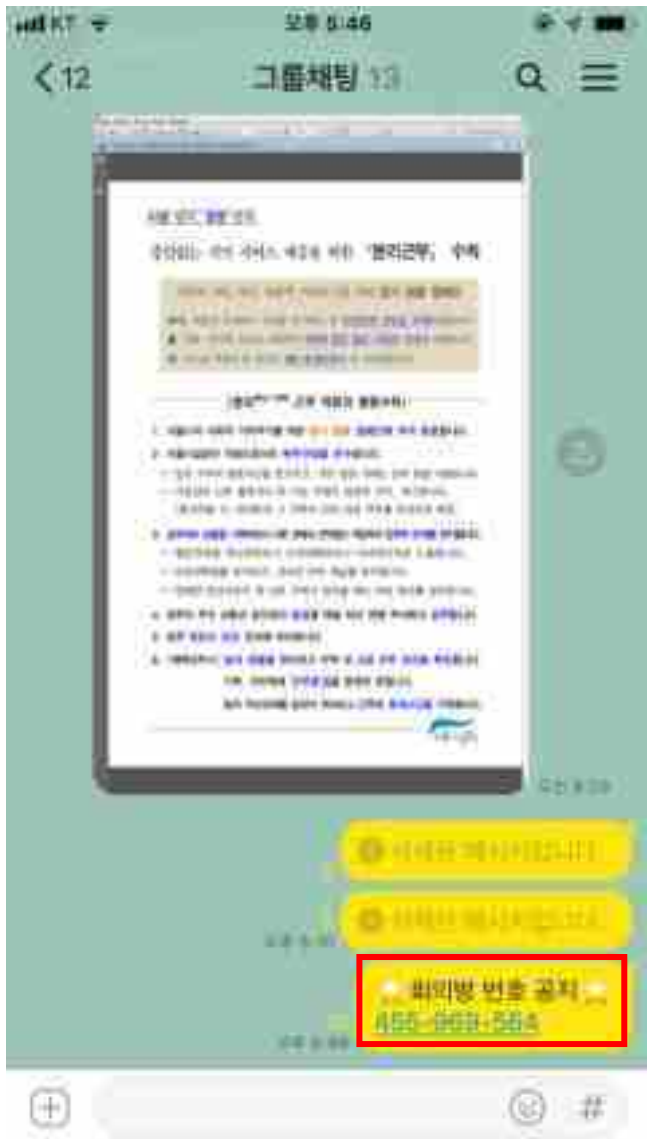
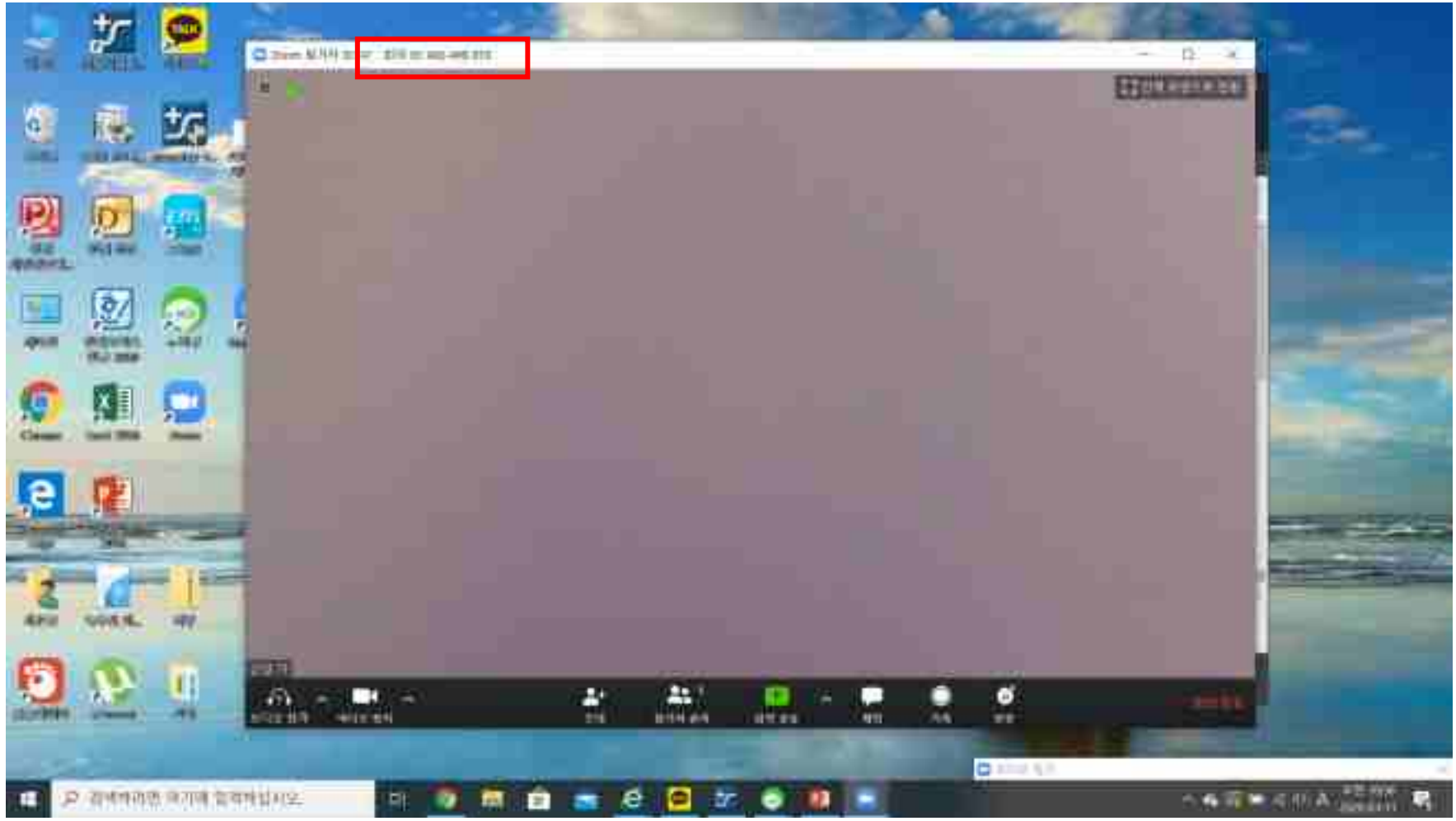
<회의방 개설자> '새회의' 버튼 클릭



<회의방 개설자> '컴퓨터 오디오로 참가' 버튼 클릭

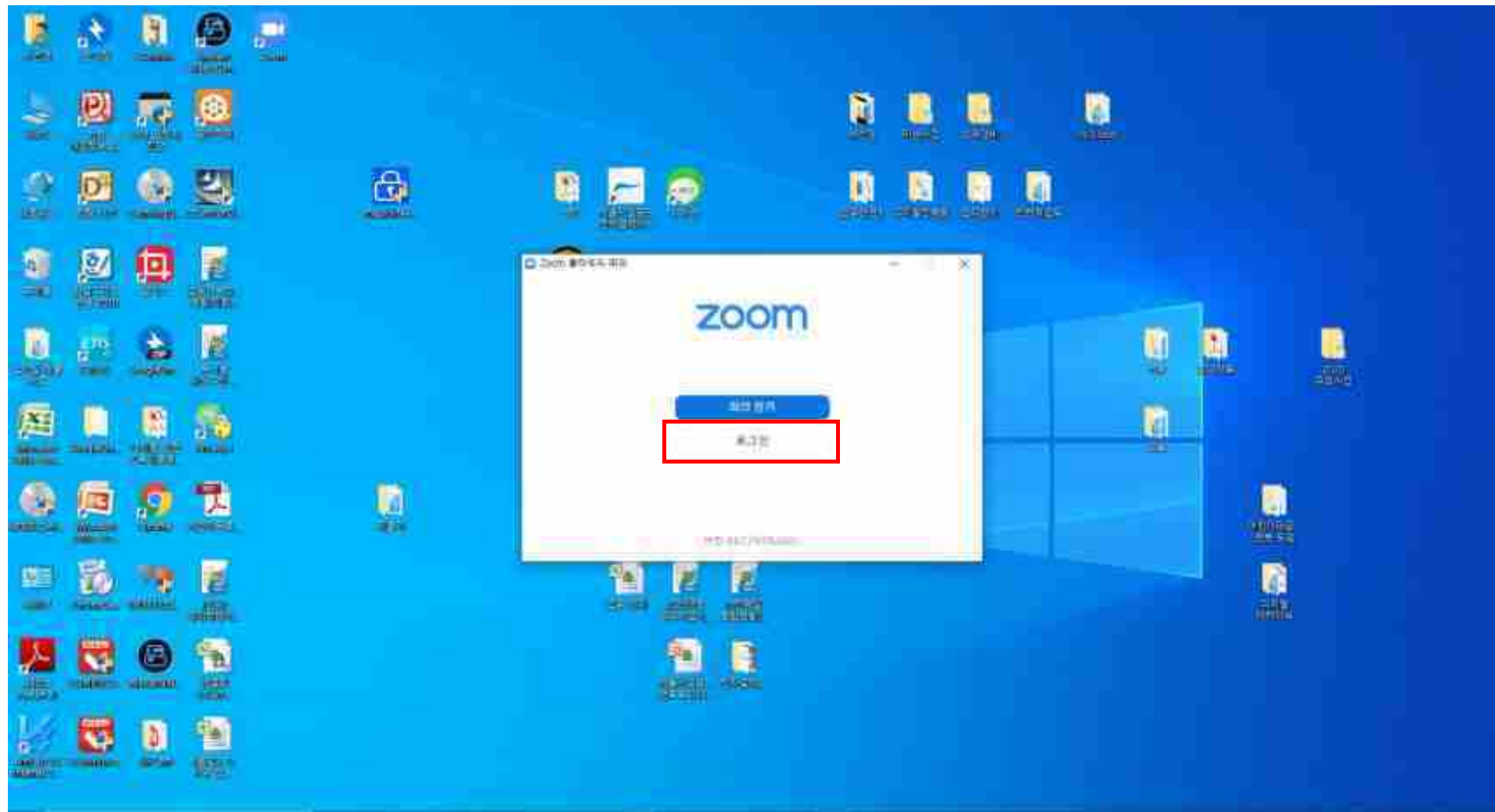


<회의방 개설자> '회의방 번호' 확인후, 카카오톡 공유

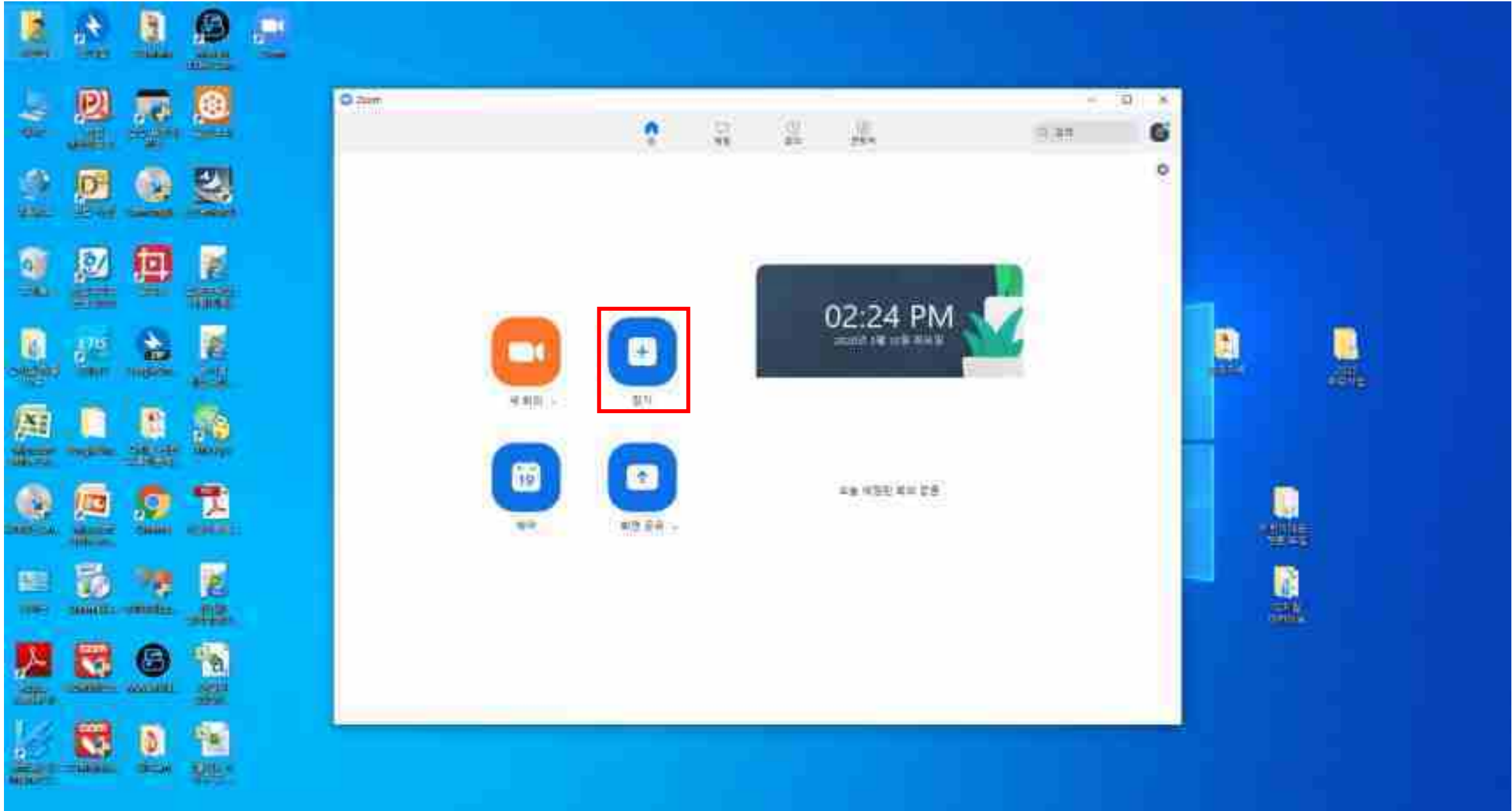


<회의 참여자>

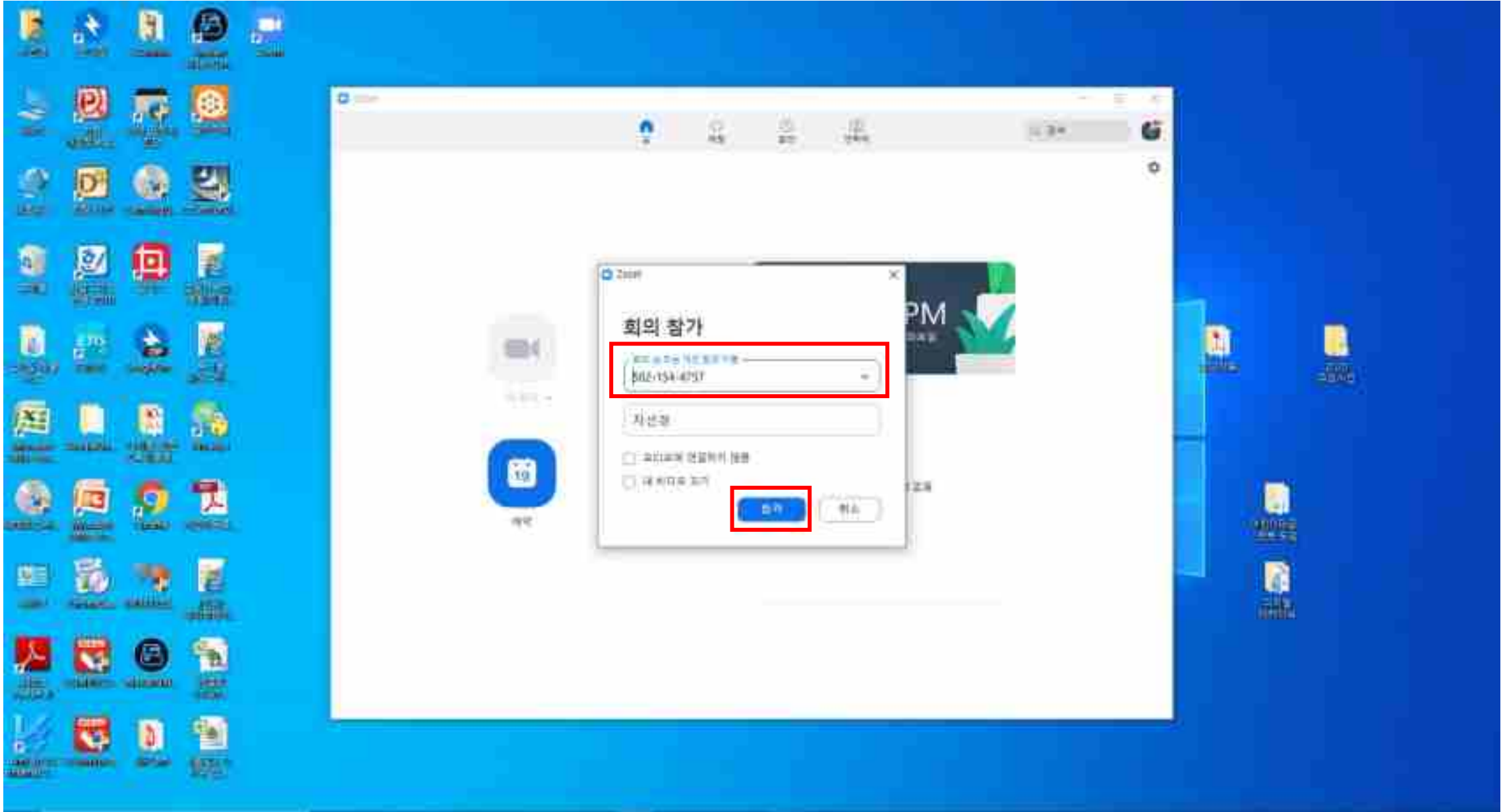
로그인 하기



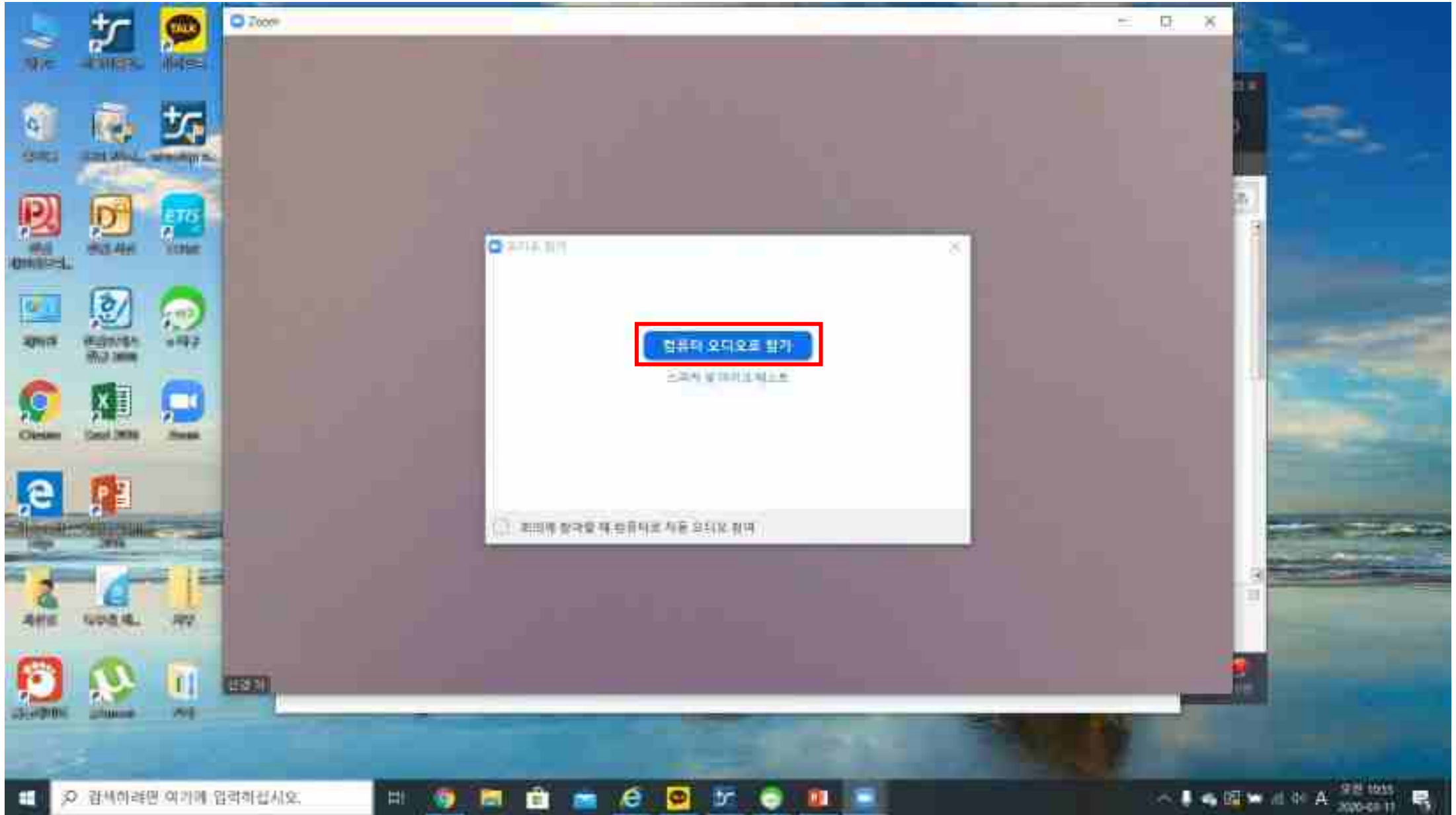
<회의 참여자> '참가' 버튼 클릭



<회의 참여자> 카카오톡에 공유된 채팅방 번호(9자리) 입력후, '참가' 버튼 클릭



<회의 참여자> '컴퓨터 오디오로 참가' 버튼 클릭



화상회의의 참여방법

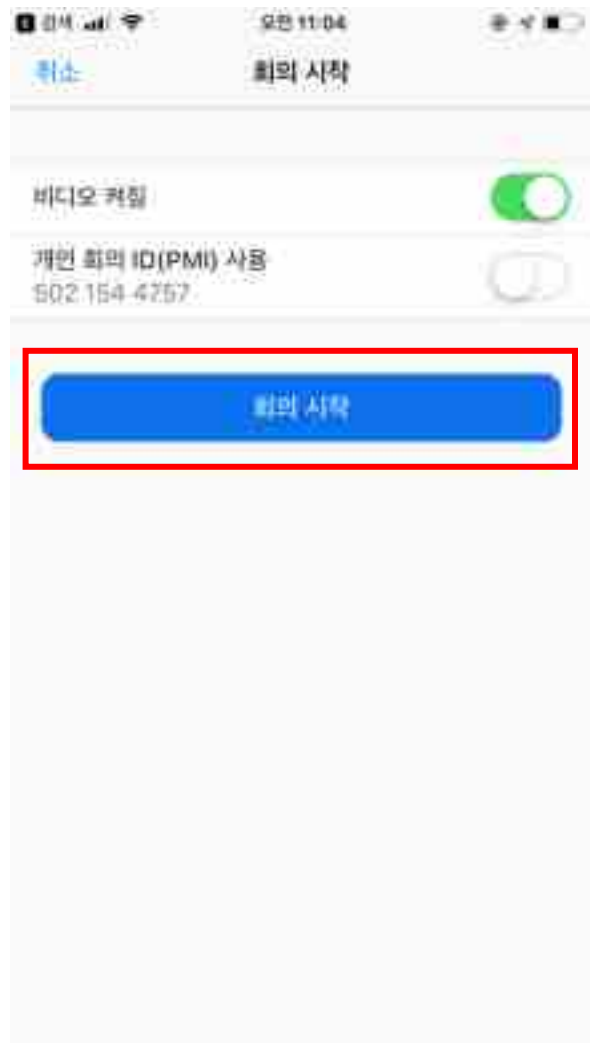
스마트폰 버전

① 공유 URL(카카오톡)을 통한 참여방법

<회의방 개설자>



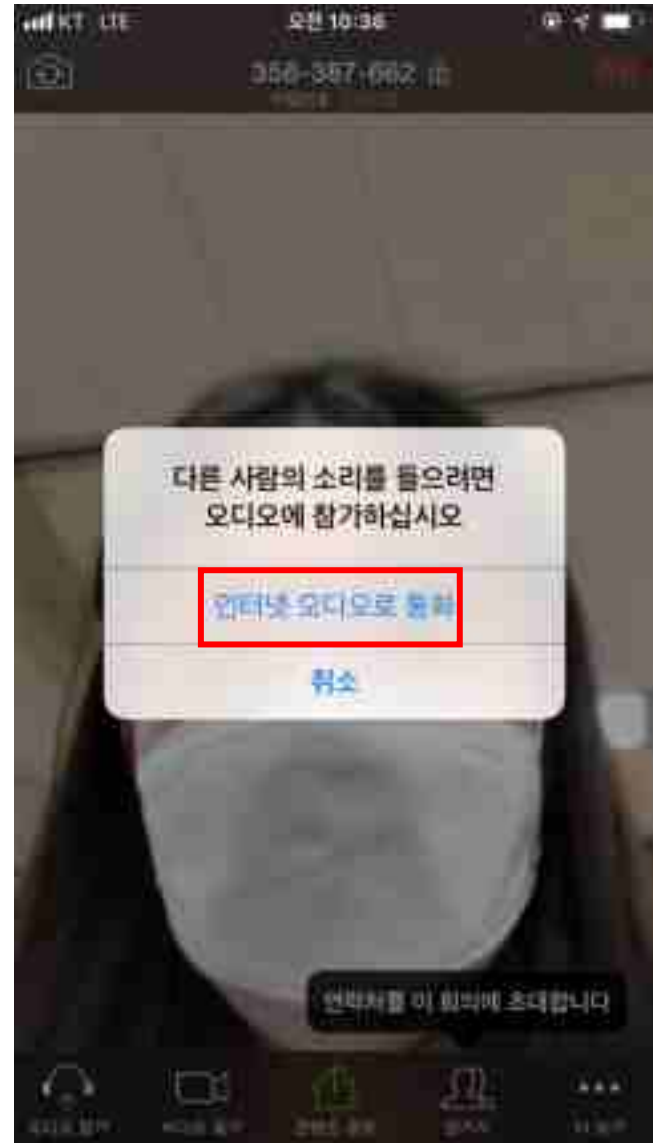
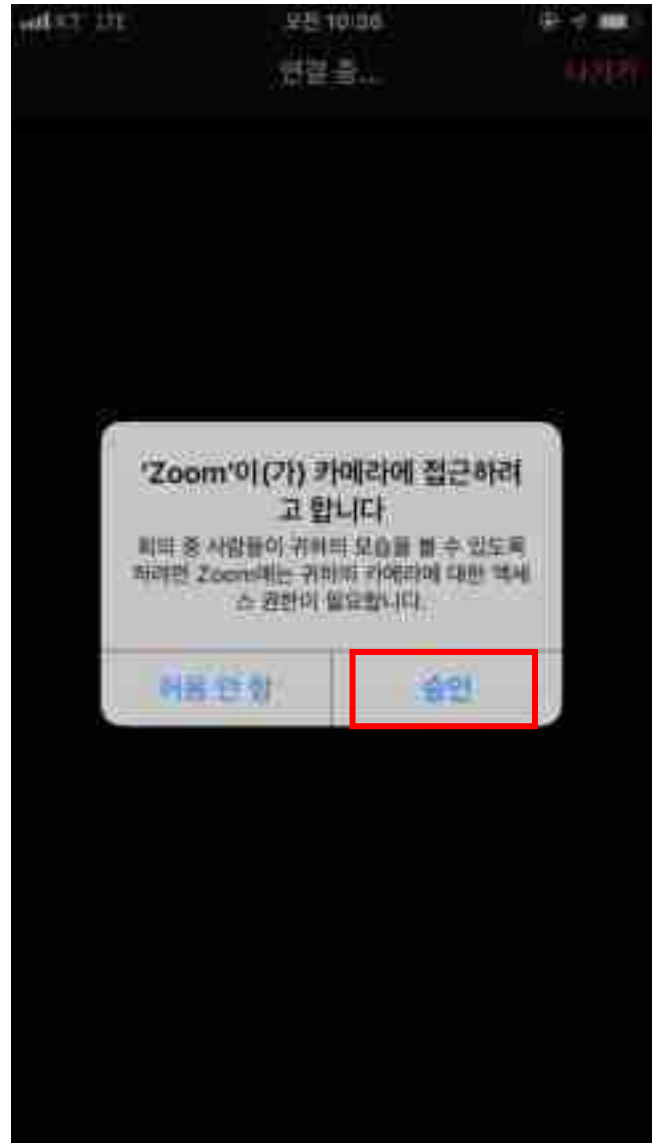
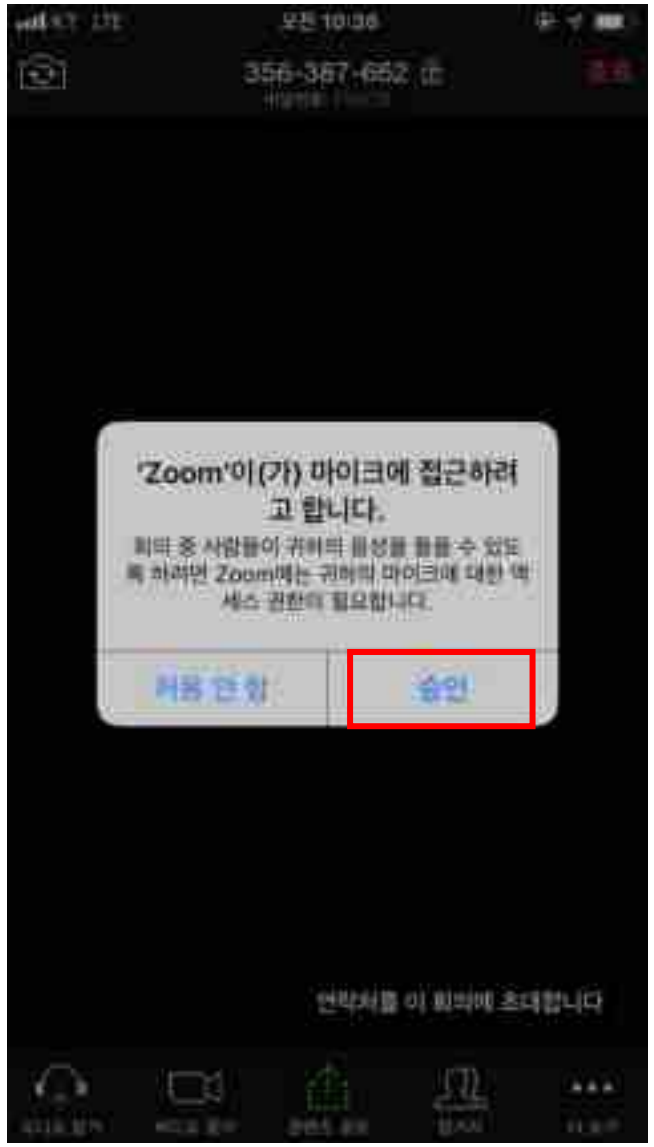
'새회의' 버튼 클릭



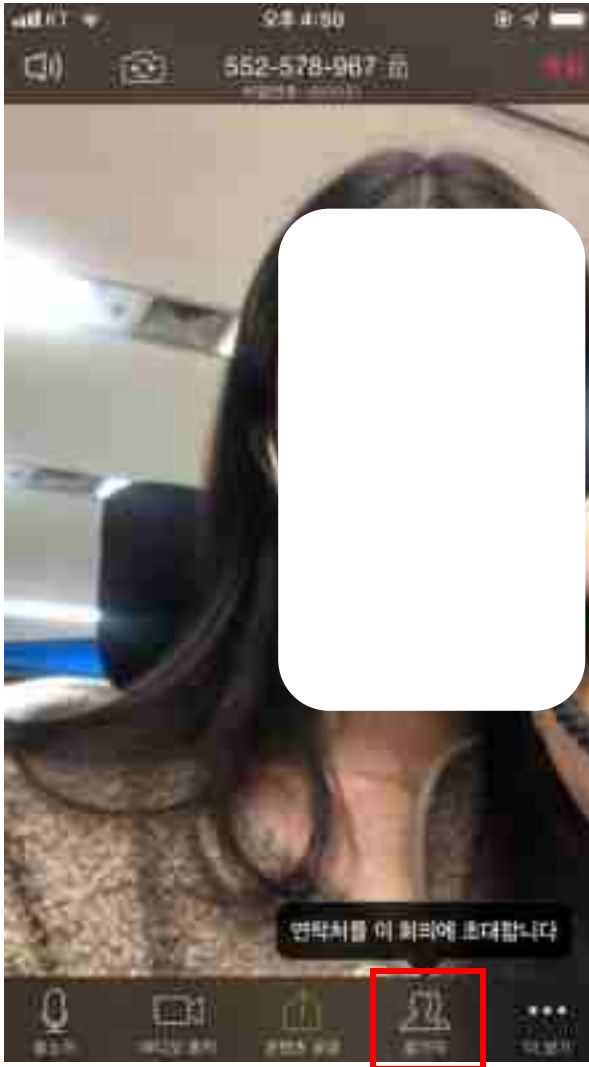
'회의시작' 버튼 클릭

<회의방 개설자>

허용하기



<회의방 개설자>



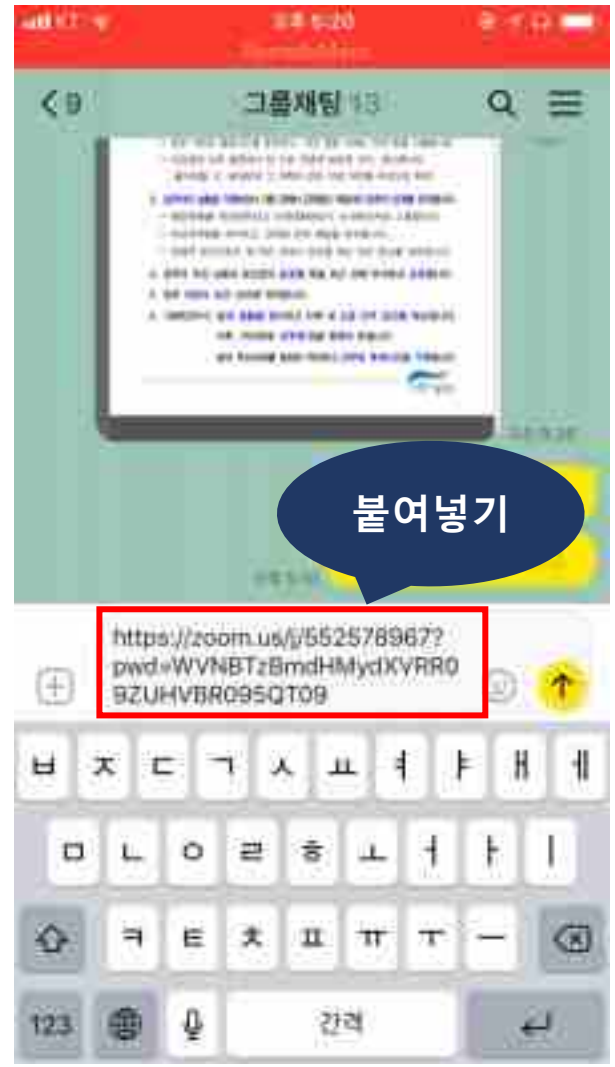
'참가자' 버튼 클릭



'초대' 버튼 클릭



'URL 복사' 버튼 클릭



카톡에 URL 붙여넣기

<회의 참여자>

안드로이드



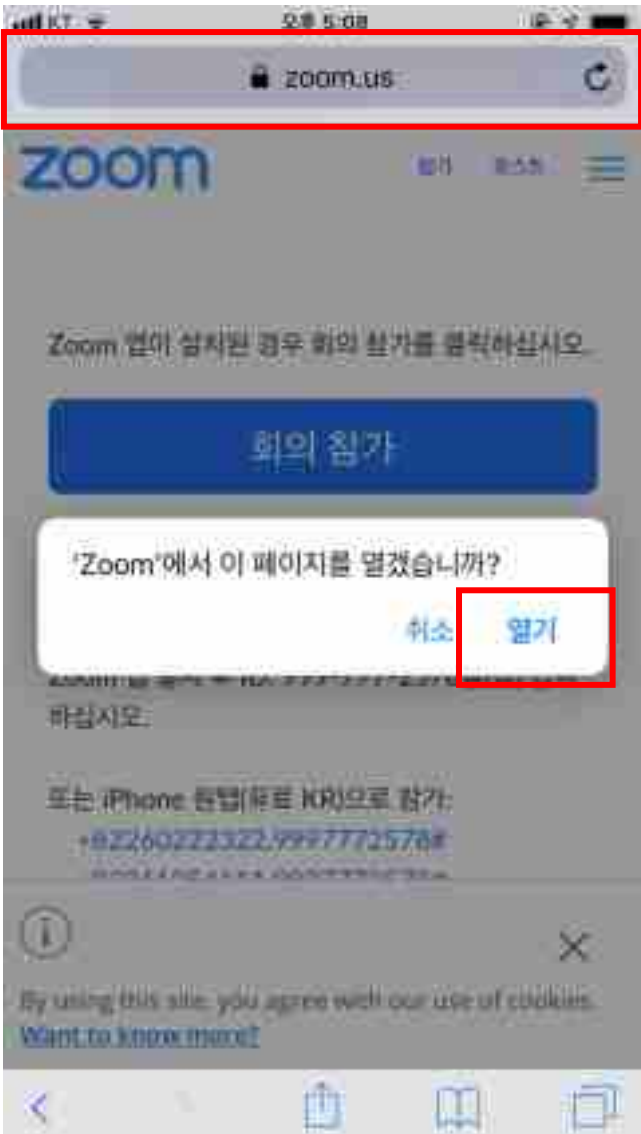
URL 클릭하여 바로 입장

<회의 참여자>

아이폰

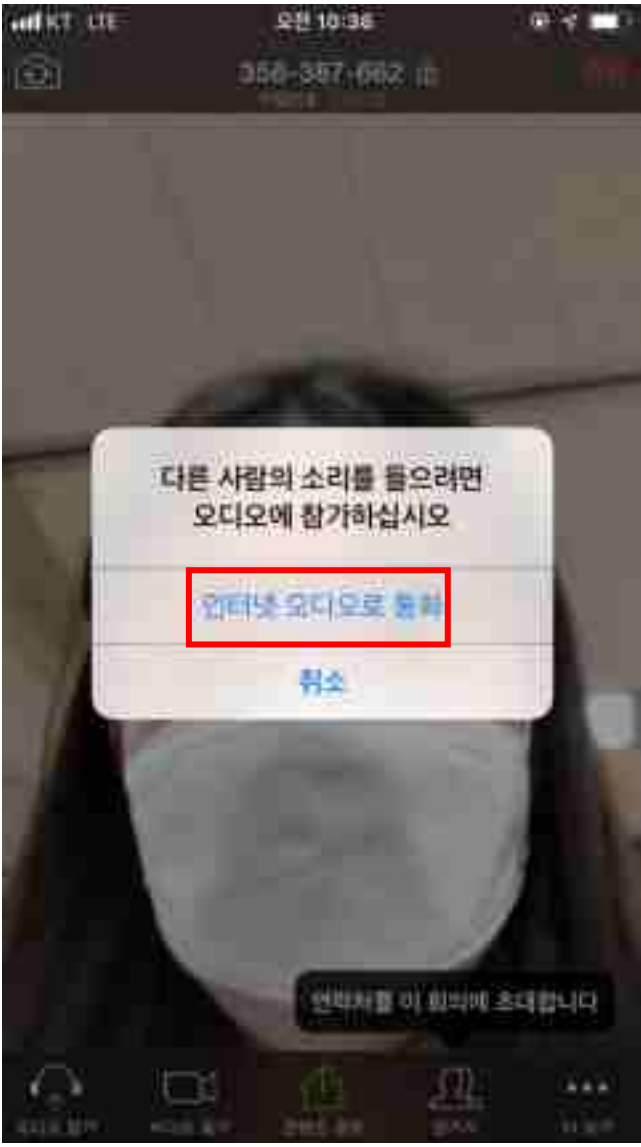
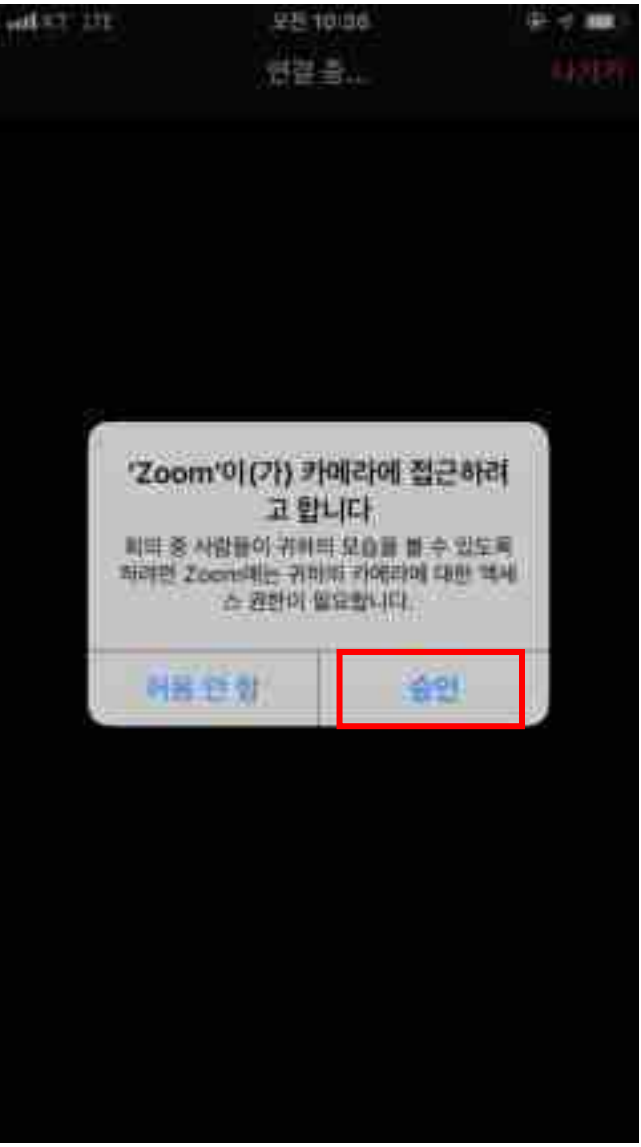
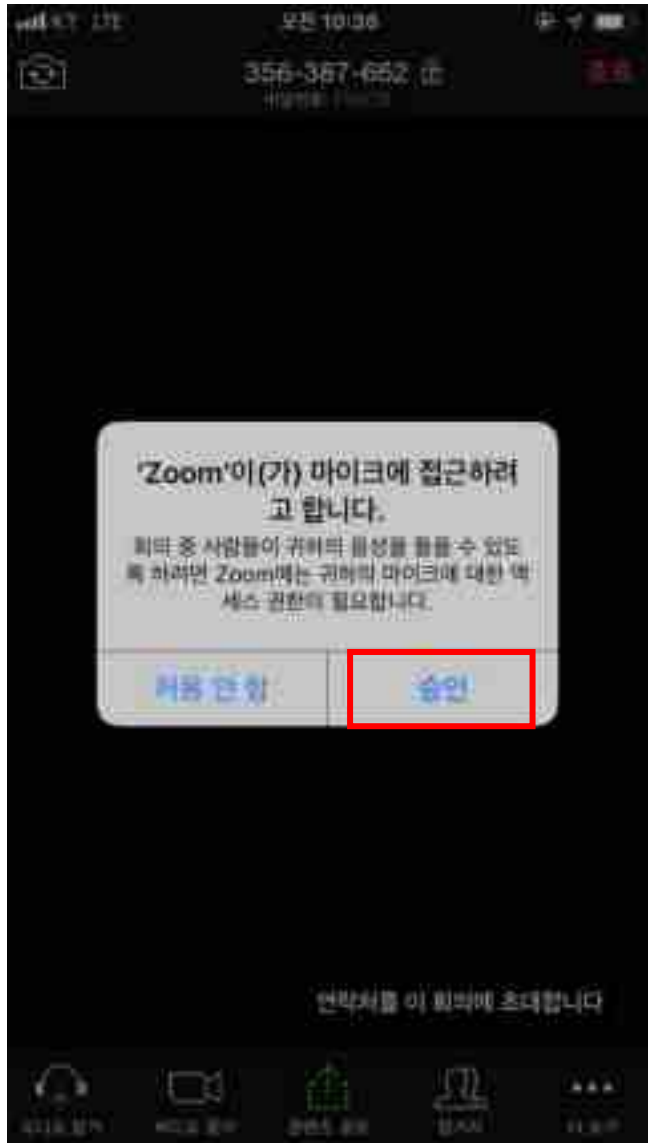
URL 복사하여 사파리에 붙여넣기 → '열기' 버튼 클릭

붙여넣기



<회의 참여자>

허용하기



화상회의의 참여방법

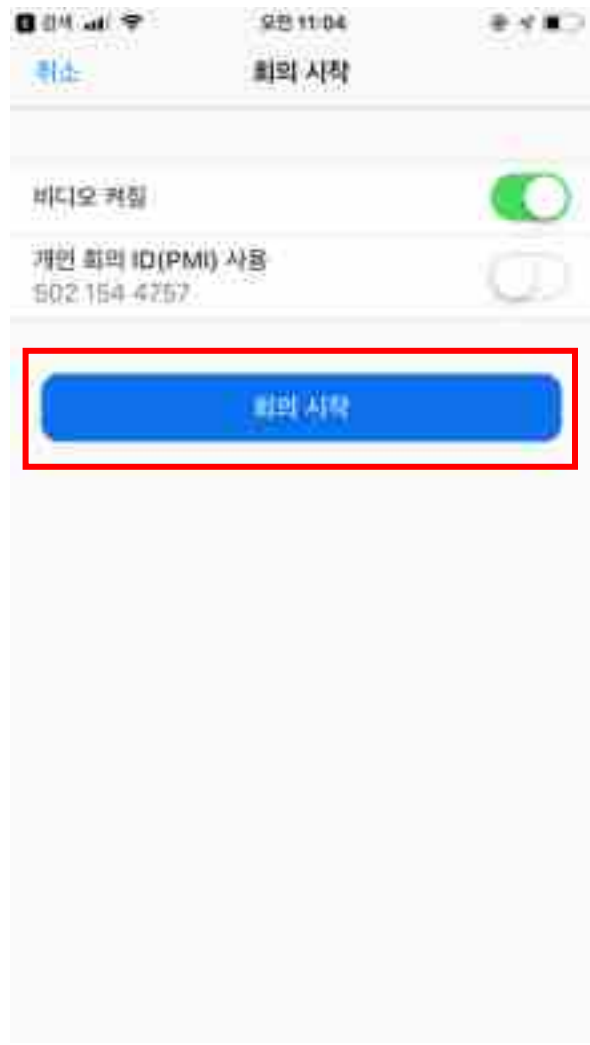
스마트폰 버전

② 회의방 번호 입력

<회의방 개설자>



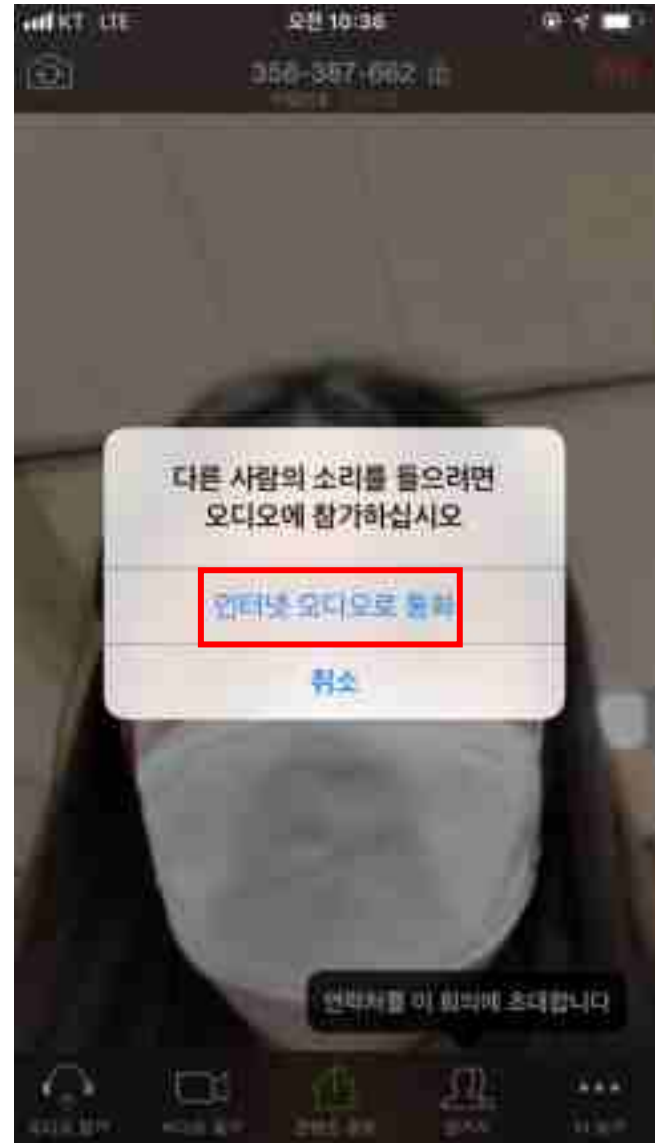
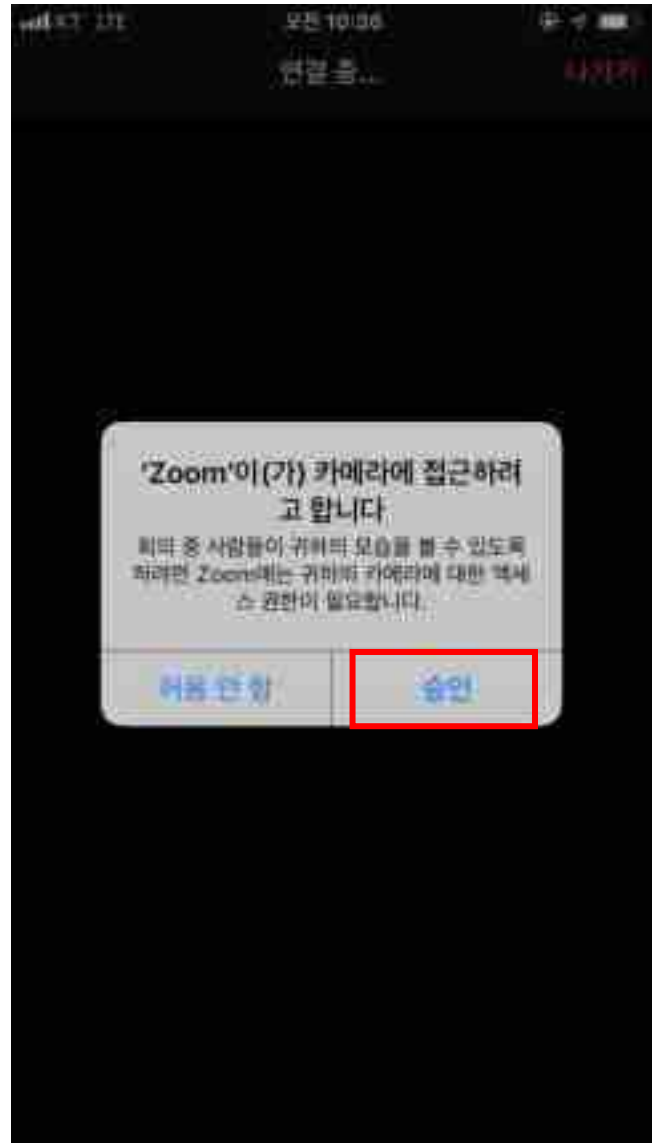
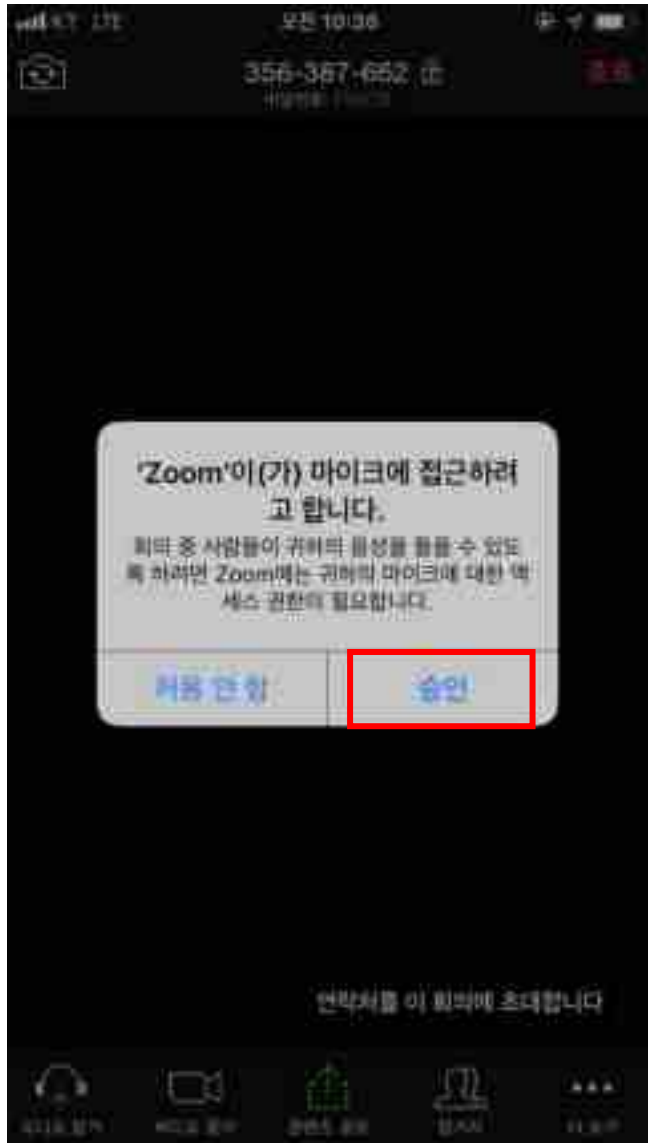
'새회의' 버튼 클릭



'회의시작' 버튼 클릭

<회의방 개설자>

허용하기

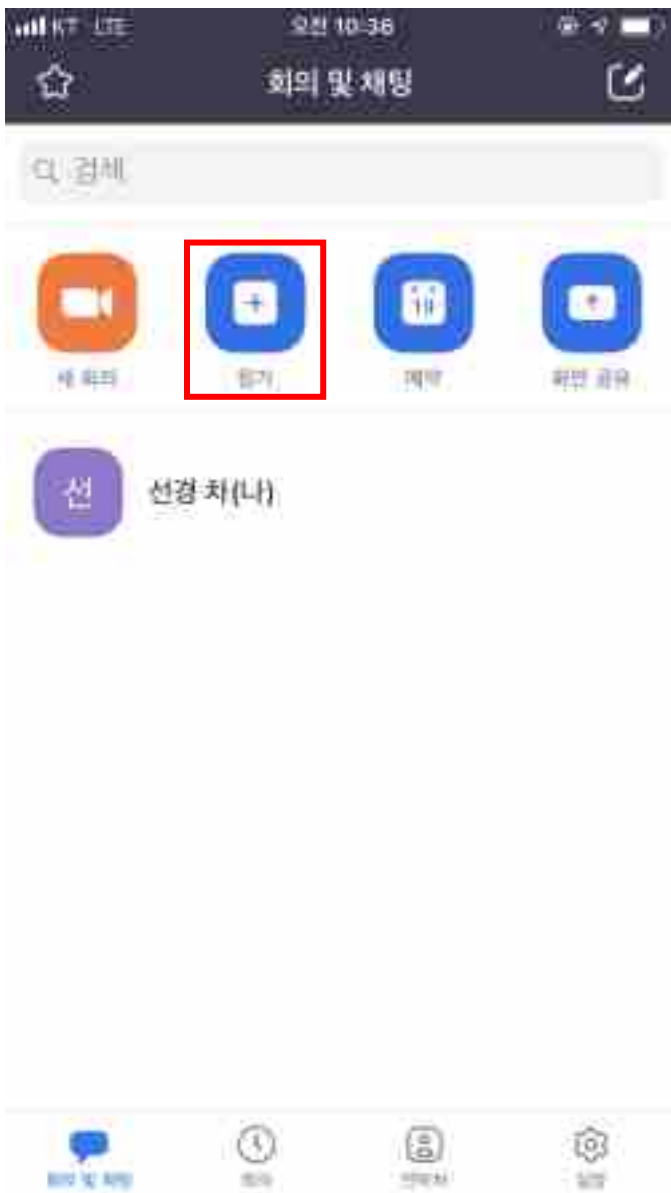


<회의방 개설자>



회의방 개설후,
카카오톡에 회의방 번호 공지

<회의 참여자>



'참가' 버튼 클릭

<회의 참여자>



카카오톡에 공유된 회의방 번호 입력후

'참가' 버튼 클릭

<회의 참여자>

허용하기

