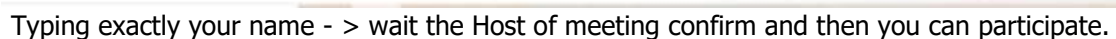
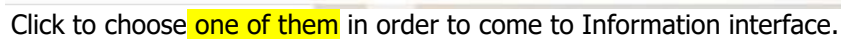


I. GUIDE TO ENTER ZOOM CONFERENCE

Click or Copy this link and past it in your web browser tab



Method 2: Sign in with **Zoom's app** with the following account:

ID: 653 775 9397

Pass: 250822

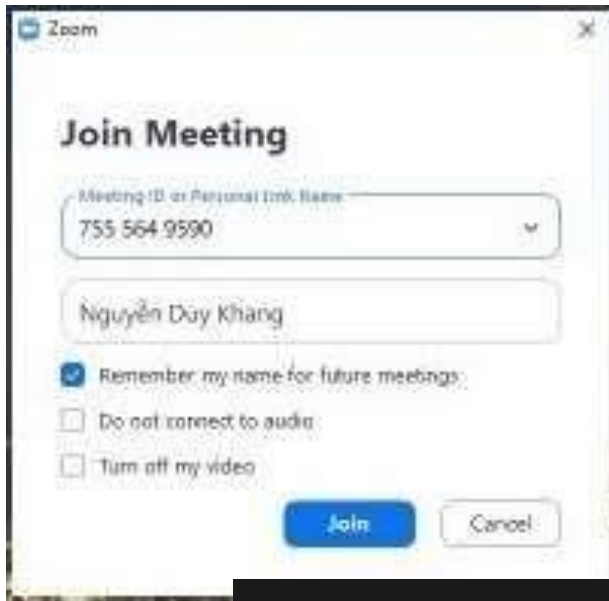
Click Join icon for the first step



After that, the screen will show **Join a Meeting Bottom** -> click on this

Next, you typing the **ID room and your name**. *You can tick Remember my name for future meeting in order to the system save your information.* Finally, **enter the password** -> **press enter bottom** and take part in.

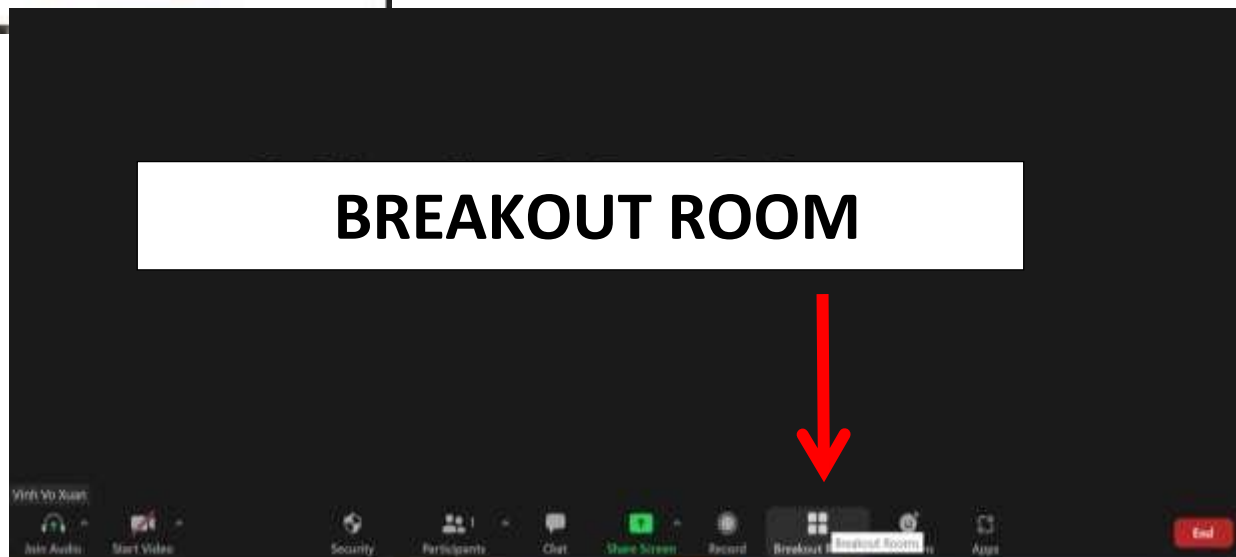




II. GUIDE HOW TO ENTER BREAKOUT ROOM

After logging in, everyone will be in the main lobby with the **MAIN SESSION** interface.

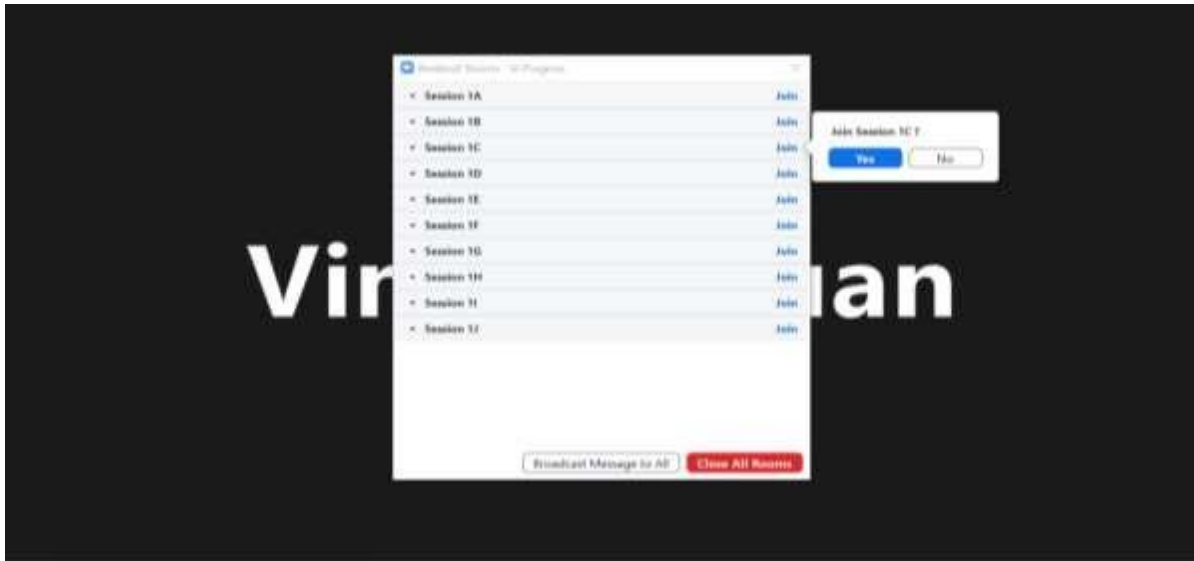
S1. Click the square icon - **Breakout Room** in the bottom right corner of the screen.



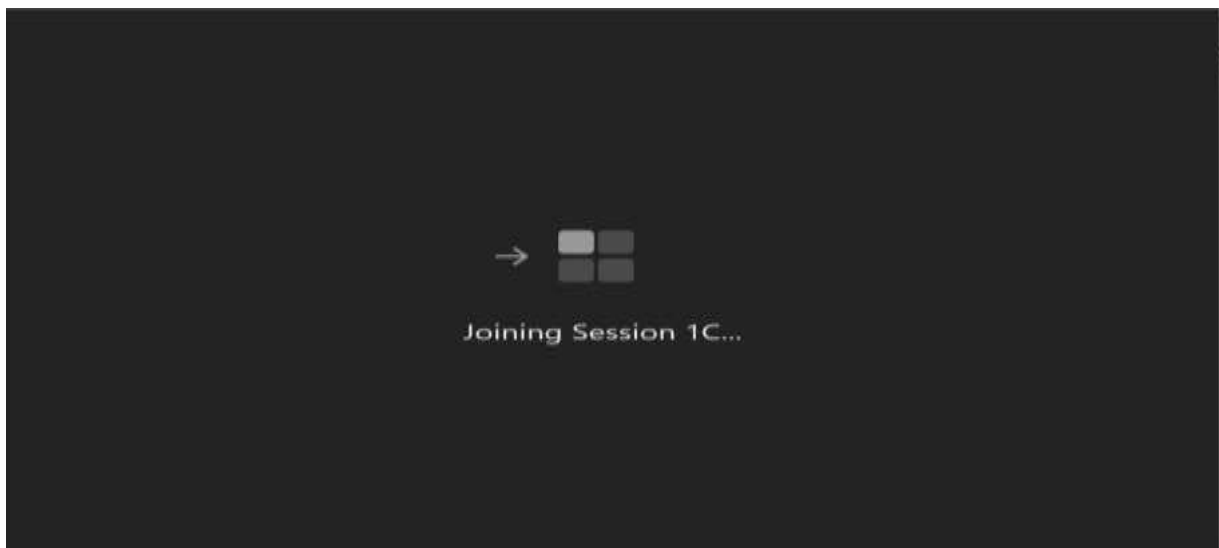
S2. Then an interface of Sessions will be shown

You click **Join** to join the Session you want. For example, you need to join Session 1C, click **Join** -> select Yes.

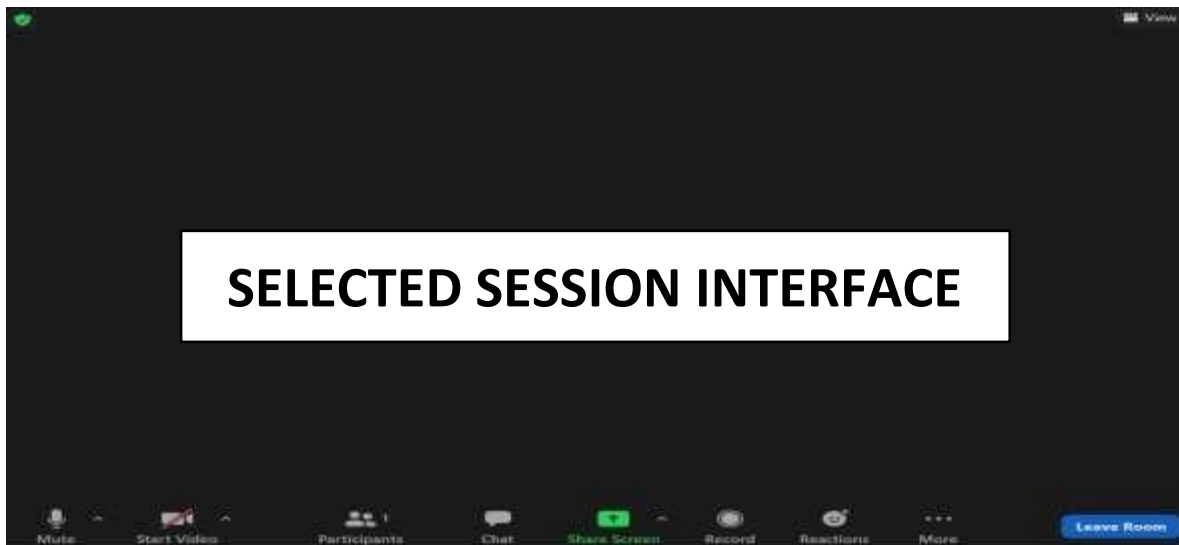




This interface will appear if you do all steps correctly.

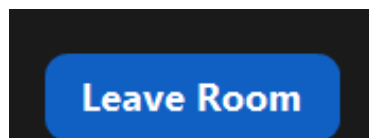


Wait a moment, you will come to the interface of the selected Session

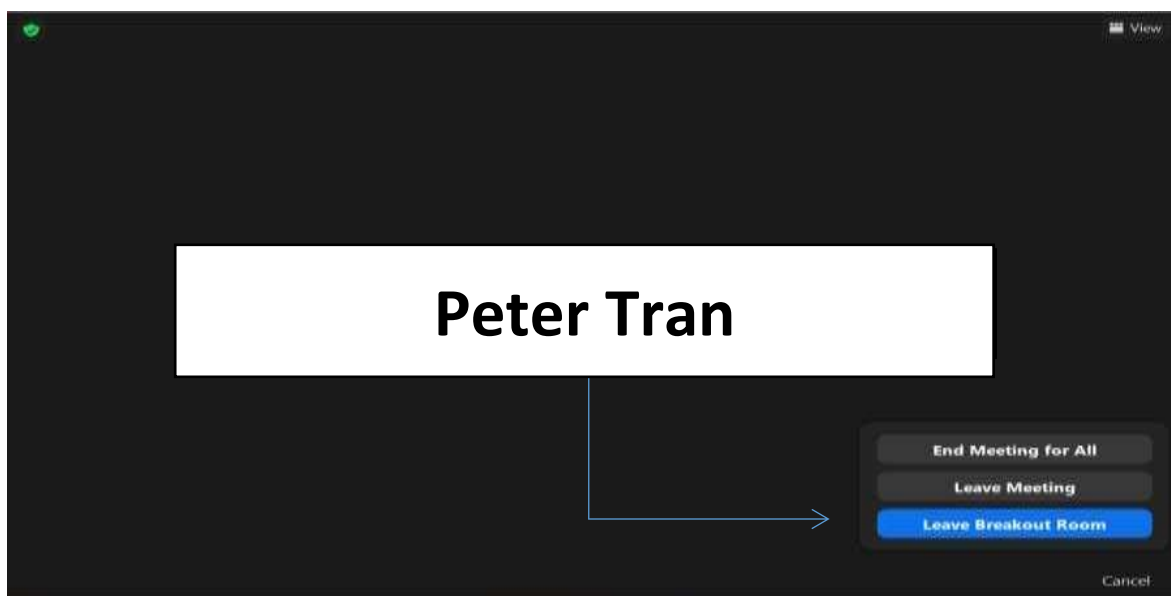


II. GUIDE TO LEAVE **BREAKOUT ROOM**

S1. To leave the Breakout Room, select **Leave Room** at the bottom right corner of the screen.



S2. The command will appear -> You choose **Leave Breakout Room** to return to the Main Session screen.



NOTE : DO NOT CHOOSE LEAVE MEETING BECAUSE THIS COMMAND IS OUTING OF THE ZOOM.

This interface will appear if you do all steps correctly.

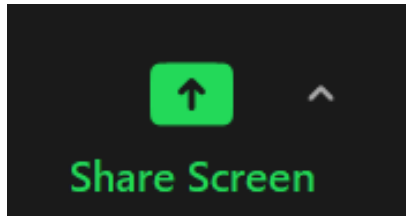


III. GUIDE TO SHARE SCREEN

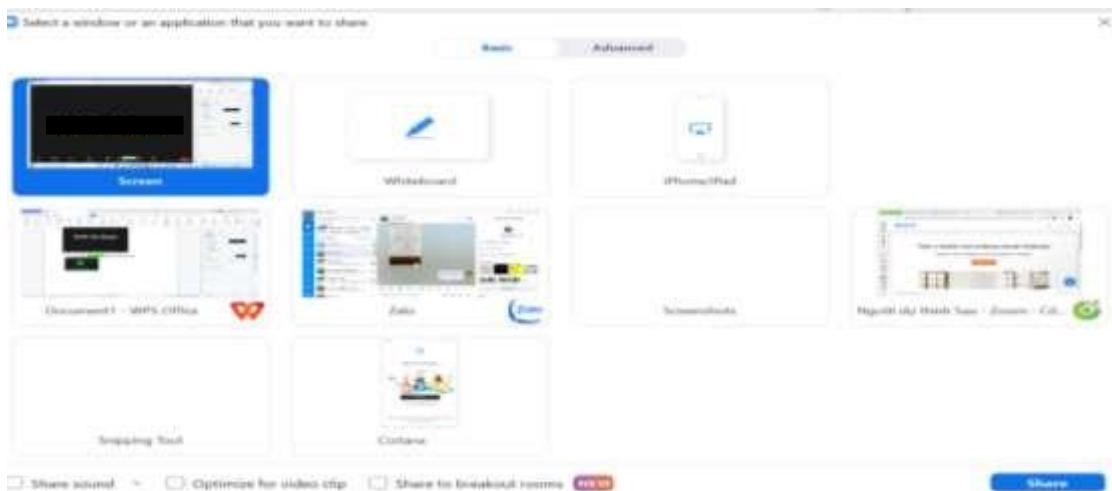
(PERSONAL SCREEN SHOW)

After logging in, everyone will be in the main lobby with the **MAIN SESSION** interface.

S1. You click **Share Screen** on the bar below the screen.



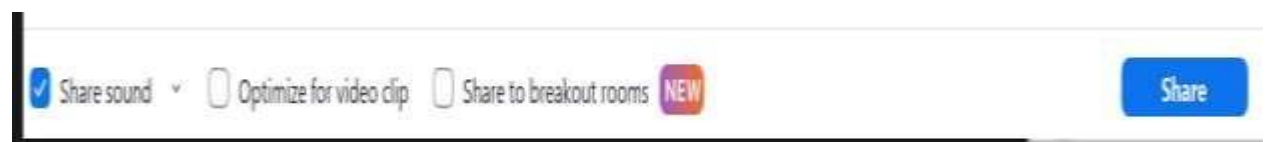
S2. The interface will appear as follows



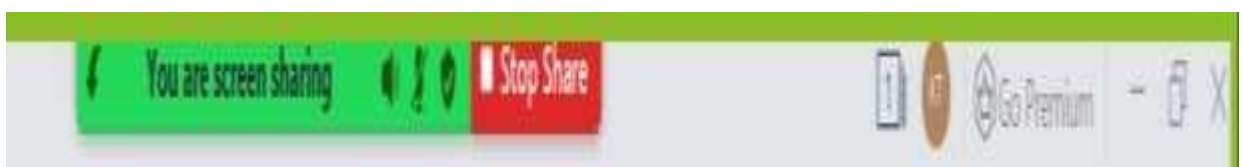
You click the tick in the box **Share sound** on the left corner of the screen to turn on the sound when presenting.

NOTE : ONLY TICK IN THE OPTIMIZE FOR VIDEO CLIP BOX WHEN THE POWERPONT HAS A VIDEO THAT NEED TO PLAY SOUND.

S3. Then click **Share** on the right corner of the screen to show



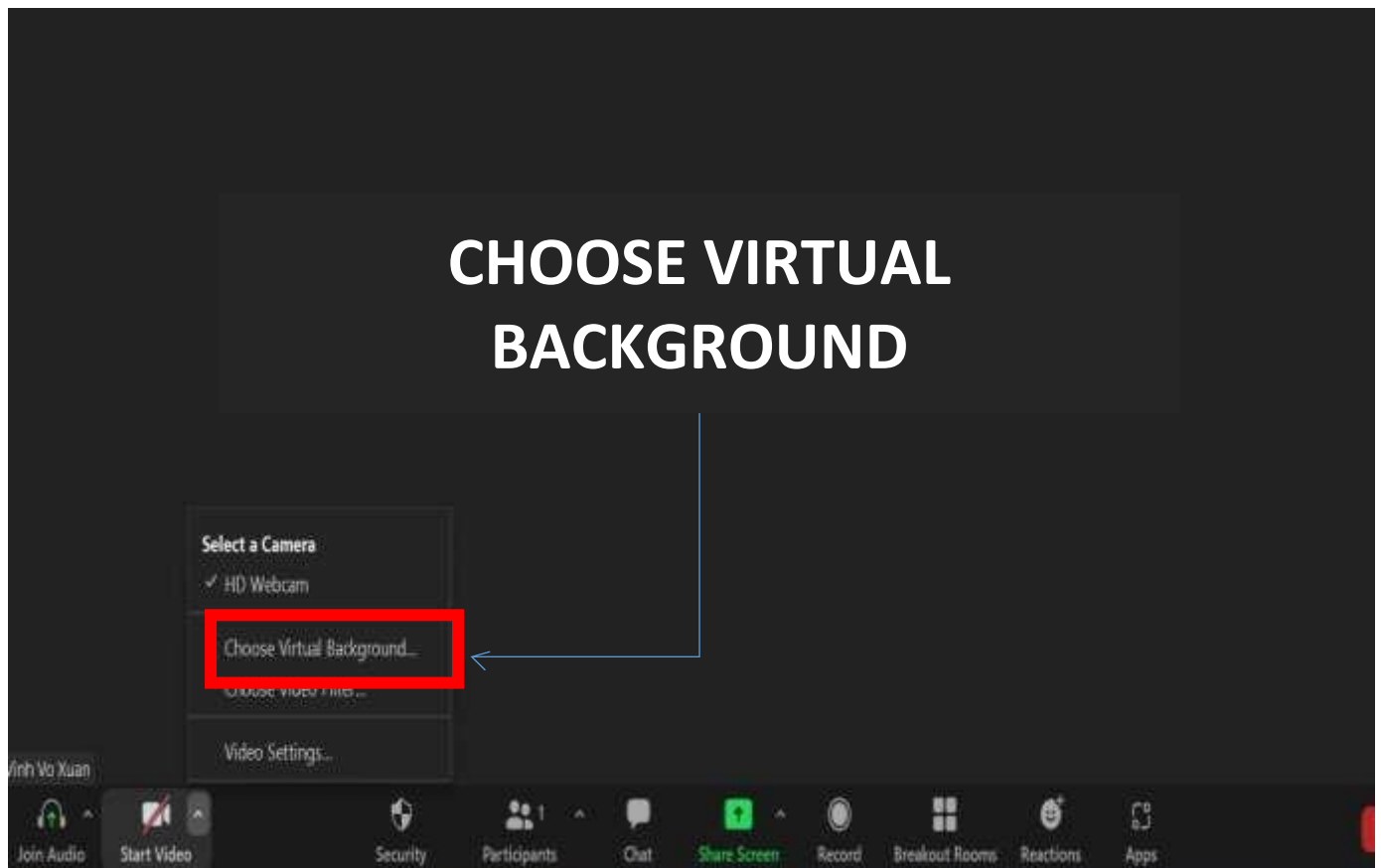
S4. Click **Stop Sharing** at the top of the screen to stop the slide show.



❖ **GUIDE TO CHANG BACKGROUND IN THE ZOOM**

In order to change the background in the Zoom, you need to conduct as below:

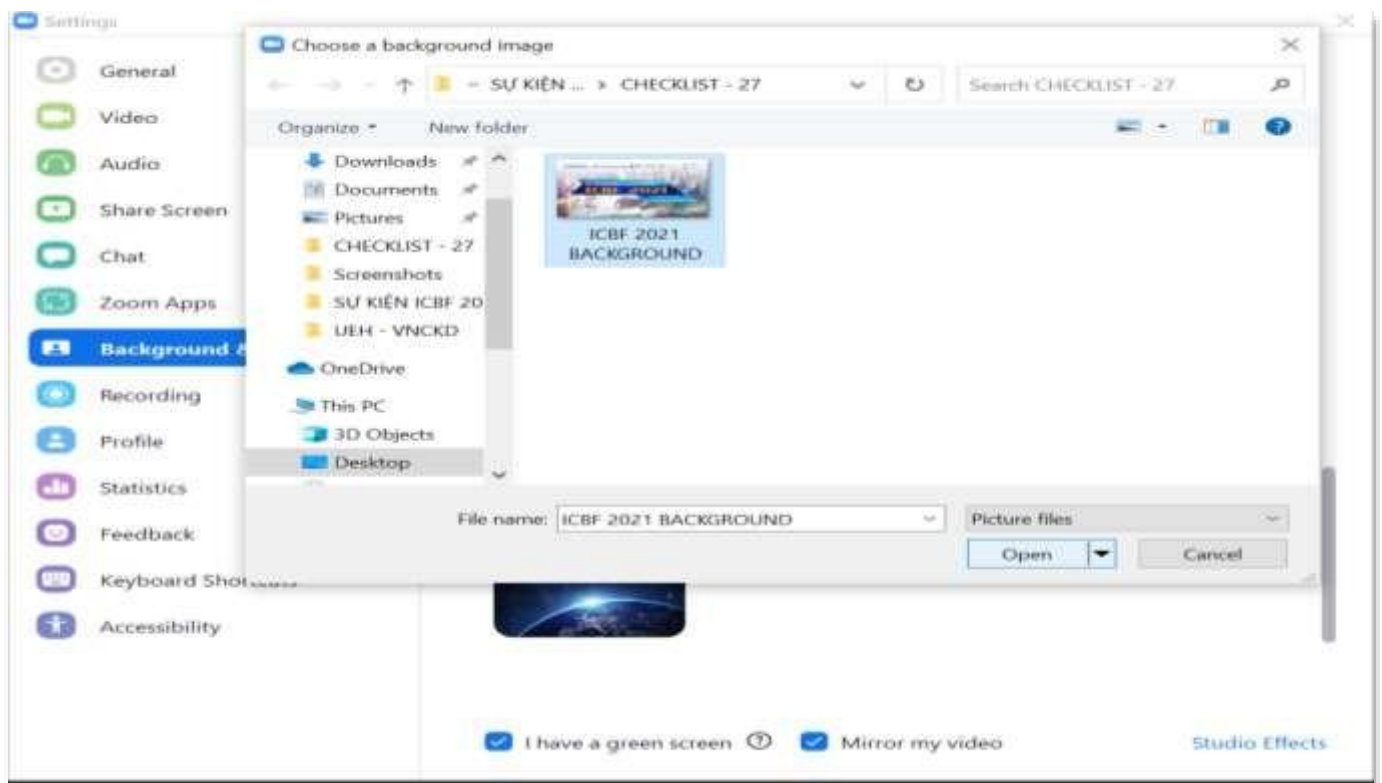
S1: On **Main Session**, click in the arrow of **Camera icon** -> choose **Virtual Background**



S2. The setting interface of **Background and Filters** appears. Click in **Plus icon -> Add Image** on the right of the screen in order to add background of ICBF 2022



S3. After that **add ICBF 2022 Background** from your file.



S4. Finally **choose** ICBF Background and **exit the setting interface**.

