

Zoom Add-on Instruction:

Step 1: Install the Zoom add-on to your computer and test

Install the add-on (in attachment) to your computer (PC), and the add-on shortcut will appear on your desktop. (For Mac users, you may need to change your security settings to allow installing. Instructions can be found [here](#).) **Please test if you could open the add-on at least one day before your meeting** so that if any problems occur, we can help you fix it before your meeting.



Step 2: Copy the Zoom link from this appointment confirmation email (please find above)

From: "serviceplatform" <serviceplatform@vip.zailairen.com>;
Date:
To: "
Cc: "
Subject: Your appointment with (Mentee Name) is confirmed!

Hi (Your Name)

Your appointment with (mentee name) is confirmed: 2020-09-28 17:45 Beijing Time. Please make sure to attend on time!

MSP link: <https://mentor.zailairen.com>

Zoom link: <http://timer.91veo.com/v1/meeting/join?id=4462822&value=c471ac694d44dbcdbb18ae0cf92e112d>

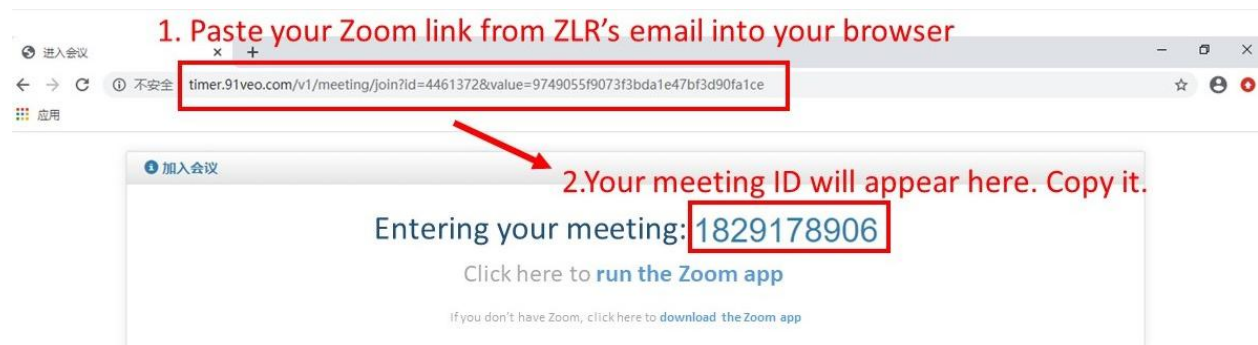
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Copy this Zoom link to paste in browser

Step 3: Paste that Zoom link into your browser and copy the meeting ID from the webpage

Your meeting ID will appear on the top of the webpage (as in pic below).

1. Paste your Zoom link from ZLR's email into your browser



2. Your meeting ID will appear here. Copy it.

Entering your meeting: **1829178906**

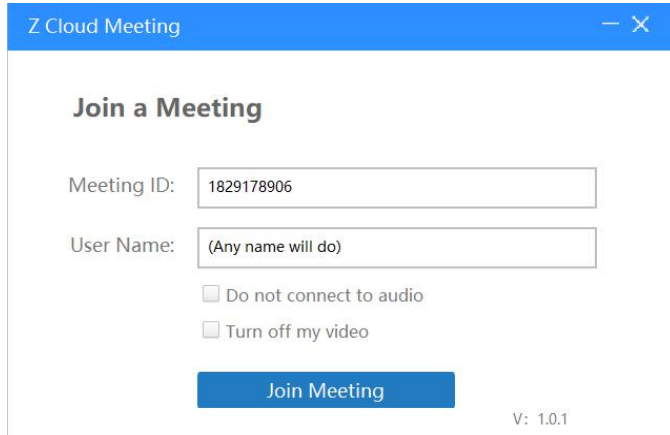
Click here to [run the Zoom app](#)

If you don't have Zoom, click here to [download the Zoom app](#)

Step 4: Paste your meeting ID in the add-on

Double-click on the add-on shortcut you've previously installed, enter your copied meeting ID and name (any name will do), and click "join meeting".

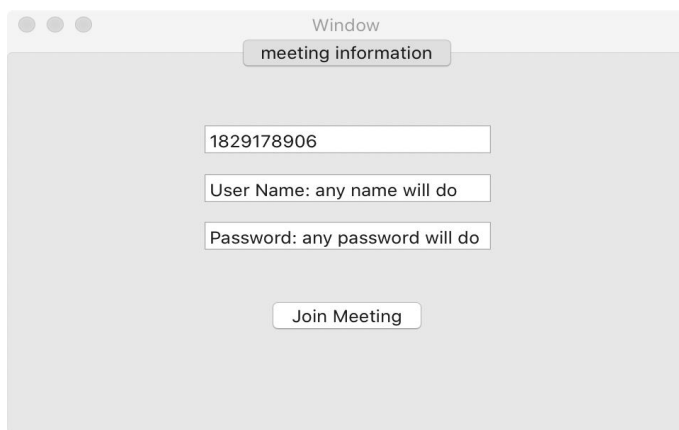
- For PC users:



The screenshot shows a window titled "Z Cloud Meeting" with a blue header. Below the header, the text "Join a Meeting" is displayed. There are two input fields: "Meeting ID:" with the value "1829178906" and "User Name:" with the placeholder text "(Any name will do)". Below these fields are two checkboxes: "Do not connect to audio" and "Turn off my video", both of which are unchecked. A blue "Join Meeting" button is positioned below the checkboxes. In the bottom right corner of the window, the version number "V: 1.0.1" is visible.

- For Mac users:

In the add-on, paste in your meeting ID that you just copied, type in any name/password, and click "join meeting".



The screenshot shows a window titled "Window" with a tab labeled "meeting information". There are three input fields: "Meeting ID:" with the value "1829178906", "User Name:" with the placeholder text "any name will do", and "Password:" with the placeholder text "any password will do". A "Join Meeting" button is located below the input fields.

If you encounter any problems, please contact us. Thanks so much!

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