



Ensta Online-system Setup Guide (PC ver.)

If you don't have a Zoom account, start from STEP 1.

If you have a Zoom account, set it up from STEP 4.

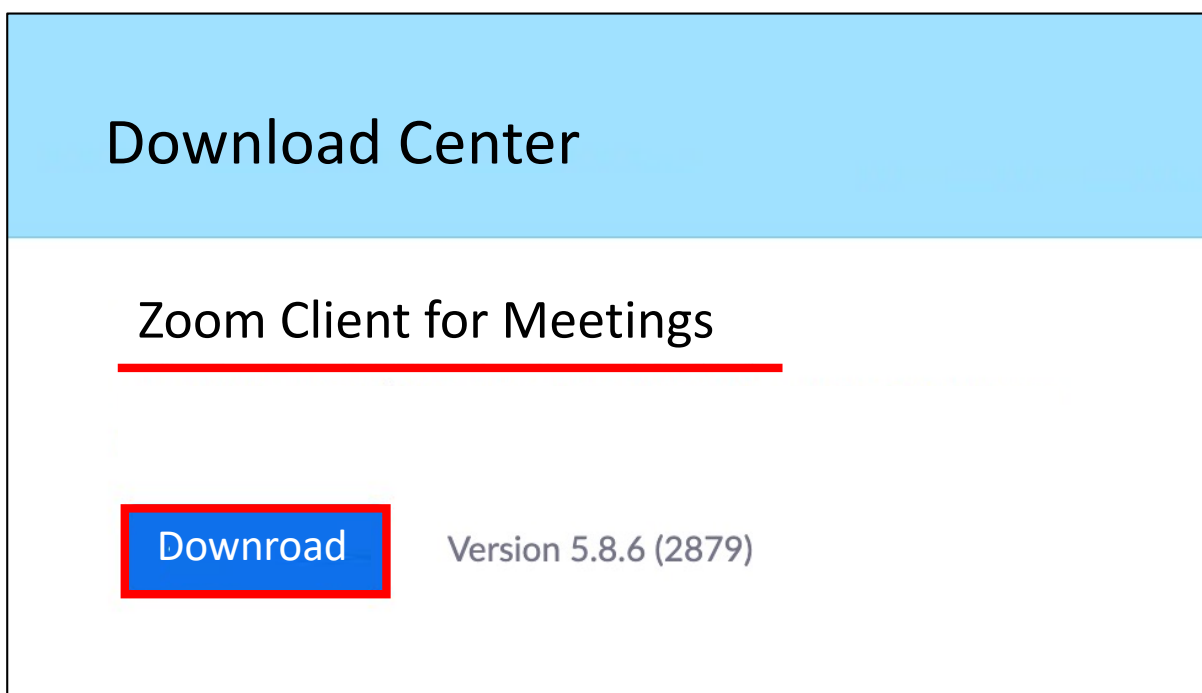
table of contents

STEP 1	Install the app	1
STEP 2	Create an account	3
STEP 3	Login	11
STEP 4	Rename your account	12
STEP 5	Setup and check video	16
STEP 6	Setup and check audio	19

STEP 1 Install the app

We will be using the Zoom video conferencing system for this event.
Please click on the URL and install the application.
https://zoom.us/download#client_4meeting

Click on Download the zoom client for meetings.
The download will begin.



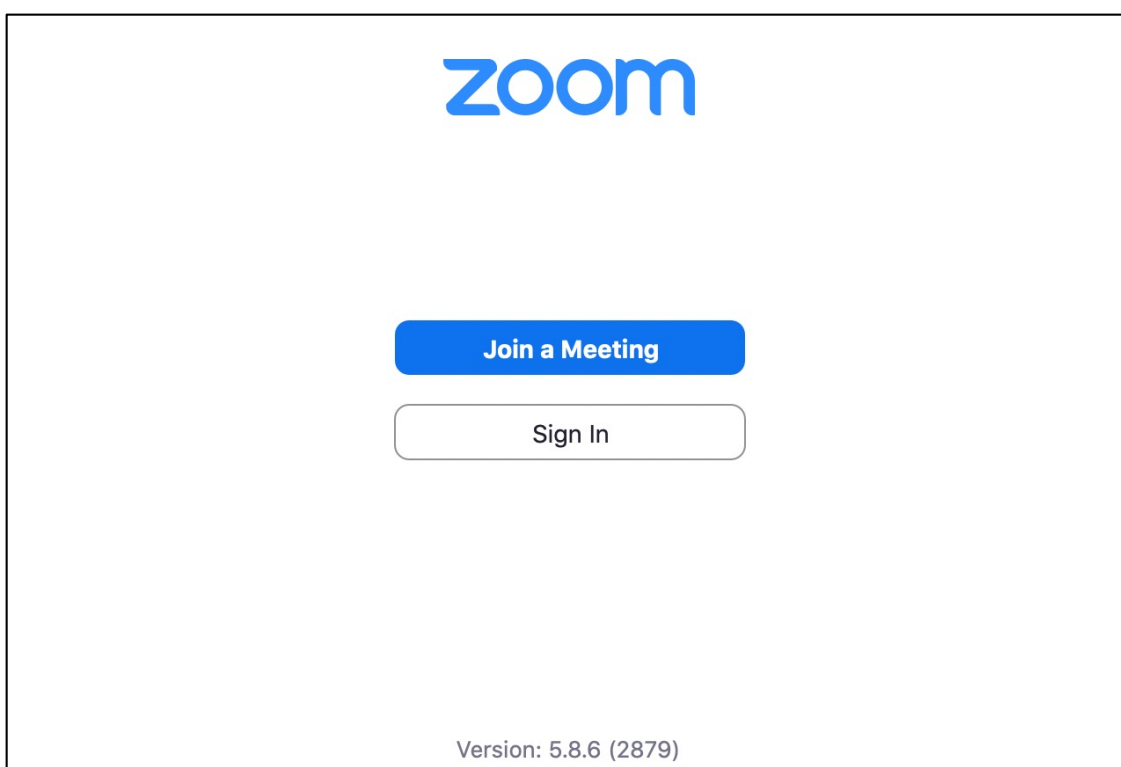
STEP 1 Install the app

After downloading, click "ZoomInstaller" to start the installation.

The installation will begin.

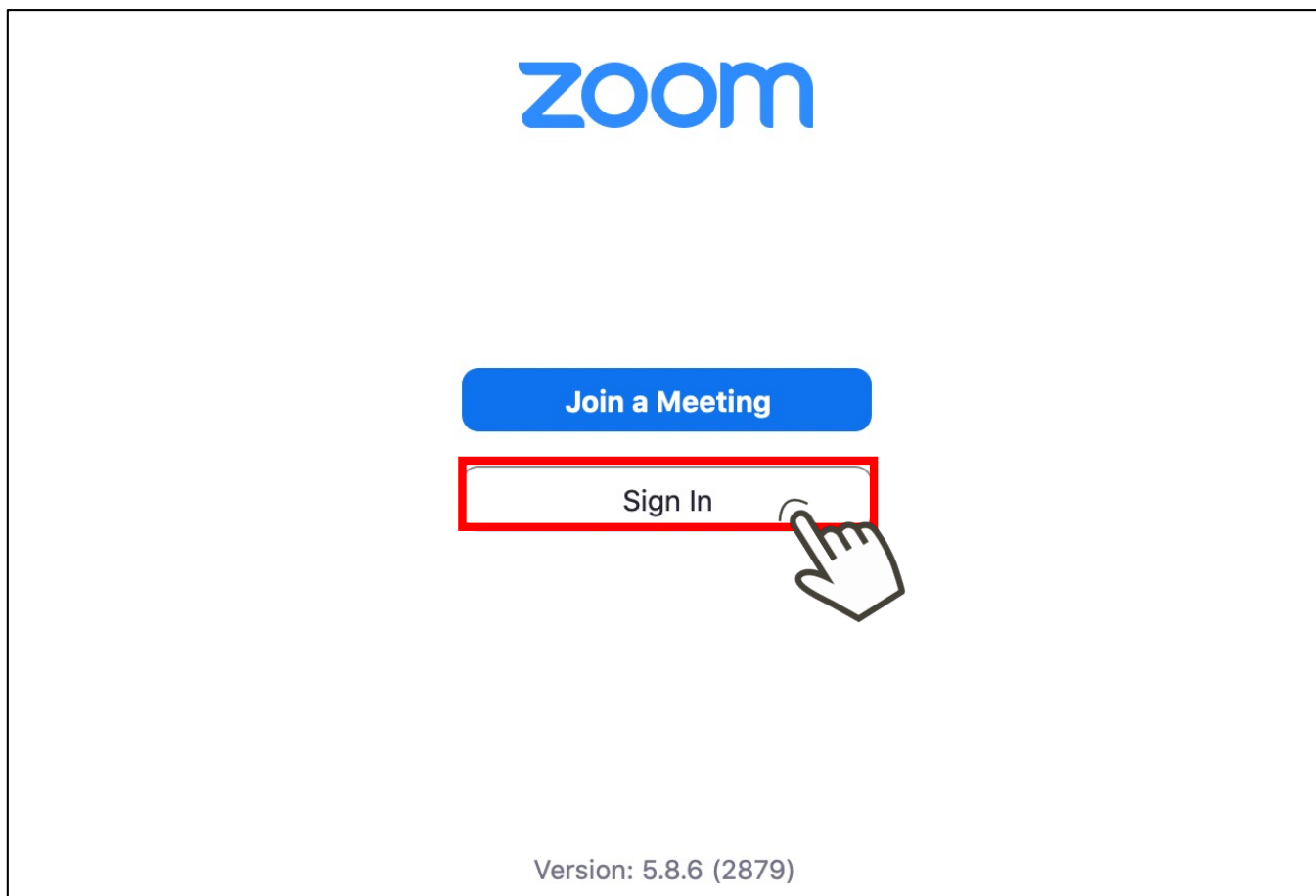


After the installation is complete, you will see the following screen to confirm that the installation is complete.



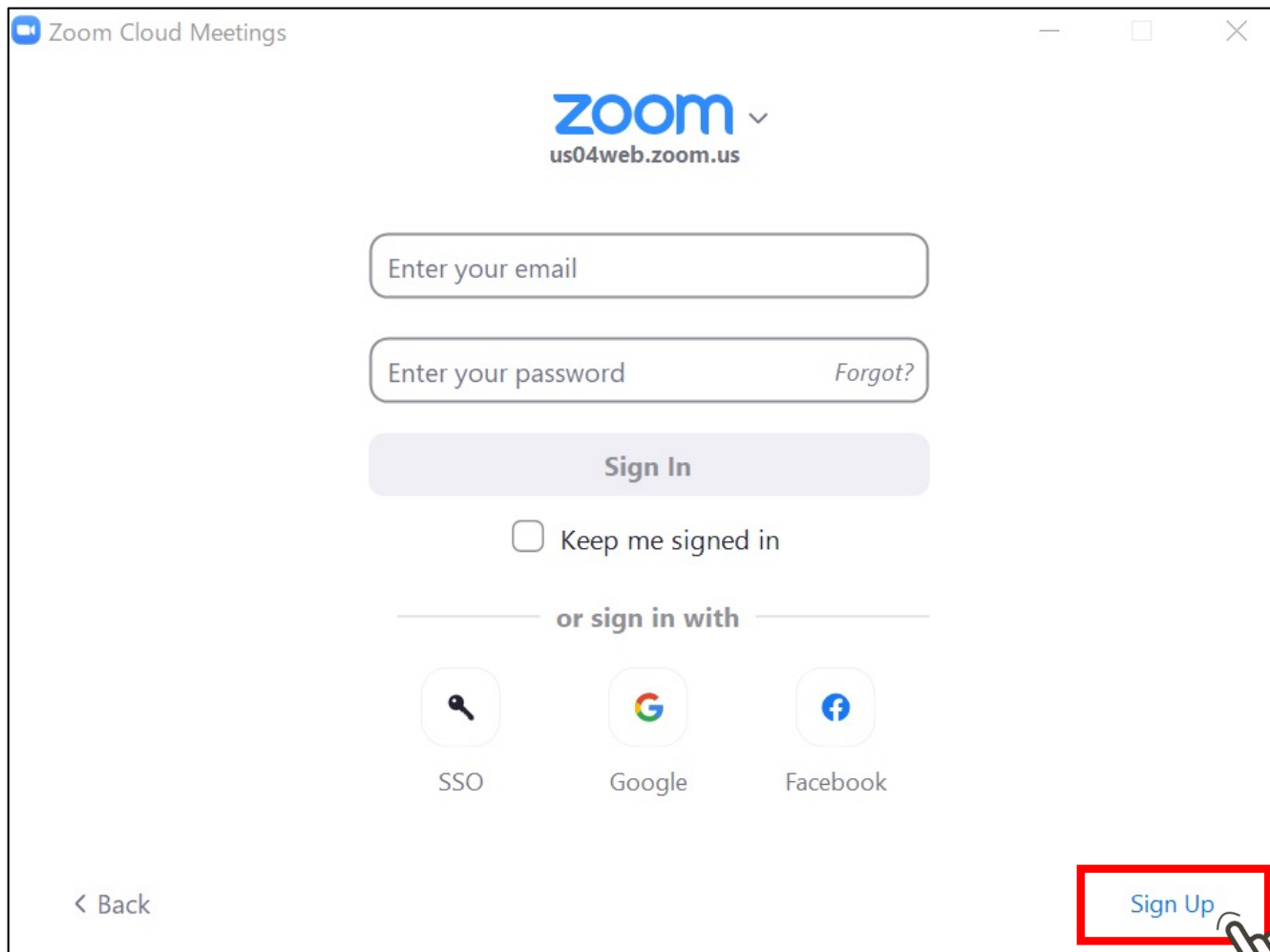
STEP 2 Create an account

Create an account.
Launch Zoom and click Sign In.



STEP 2 Create an account

Click on "Sign Up for Free."



Zoom Cloud Meetings

zoom
us04web.zoom.us

Enter your email

Enter your password [Forgot?](#)

Sign In

Keep me signed in

or sign in with

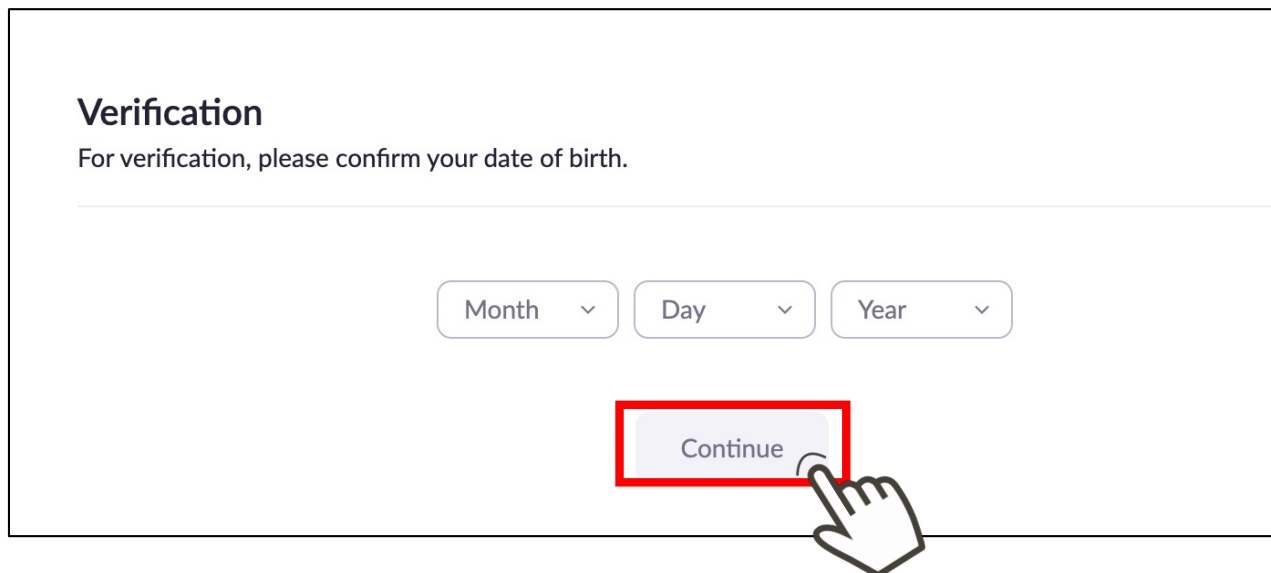
SSO Google Facebook

< Back

Sign Up

STEP 2 Create an account

After entering your date of birth, click "Continue".



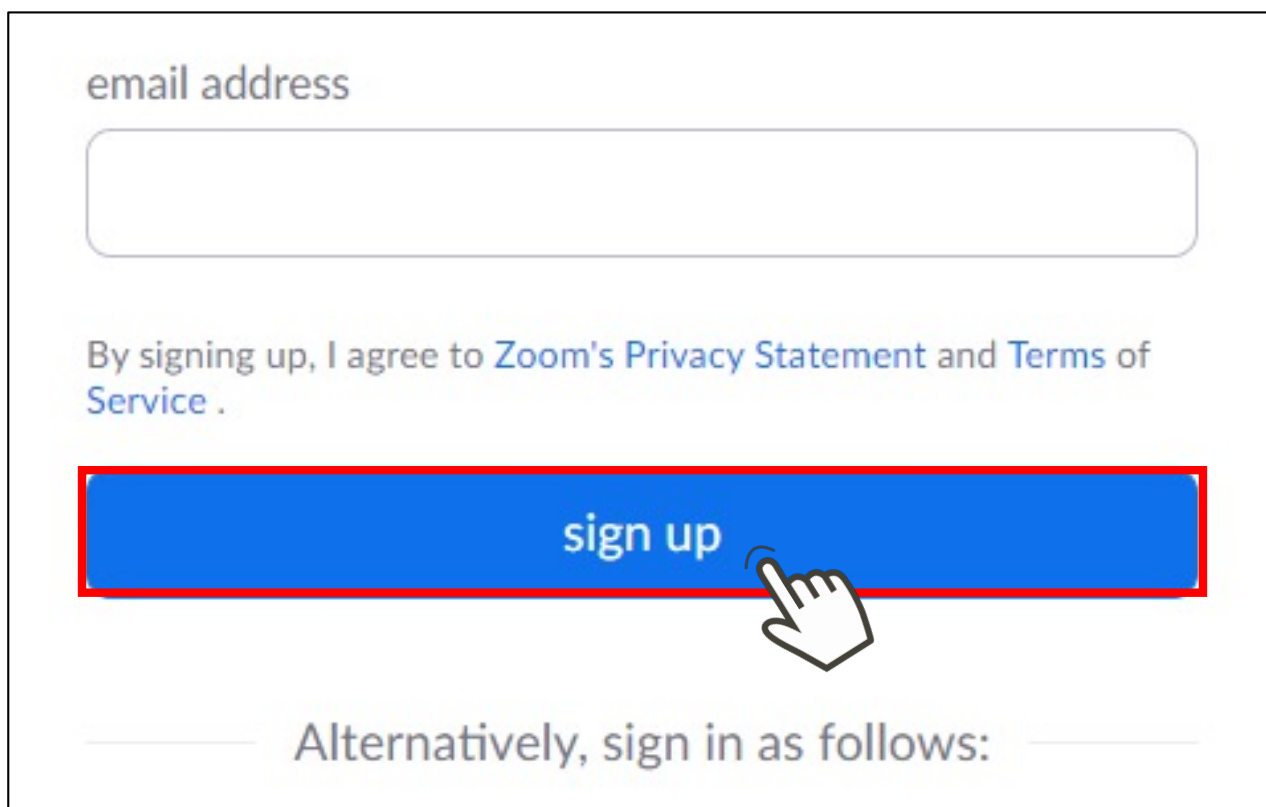
Verification
For verification, please confirm your date of birth.

Month Day Year

Continue

A hand cursor icon is pointing to the "Continue" button, which is highlighted with a red rectangular border.

Enter your email address and click Sign Up.
Click here to sign up.



email address

By signing up, I agree to [Zoom's Privacy Statement](#) and [Terms of Service](#).

sign up

Alternatively, sign in as follows:

A hand cursor icon is pointing to the "sign up" button, which is highlighted with a red rectangular border.

STEP 2 Create an account

You will receive an email from zoom at the email address you registered.
Check the contents and click on your active account.



STEP 2 Create an account

Select "No" for the option that appears and click "Continue".

Are you signing up on behalf of a school?


Yes No



STEP 2 Create an account

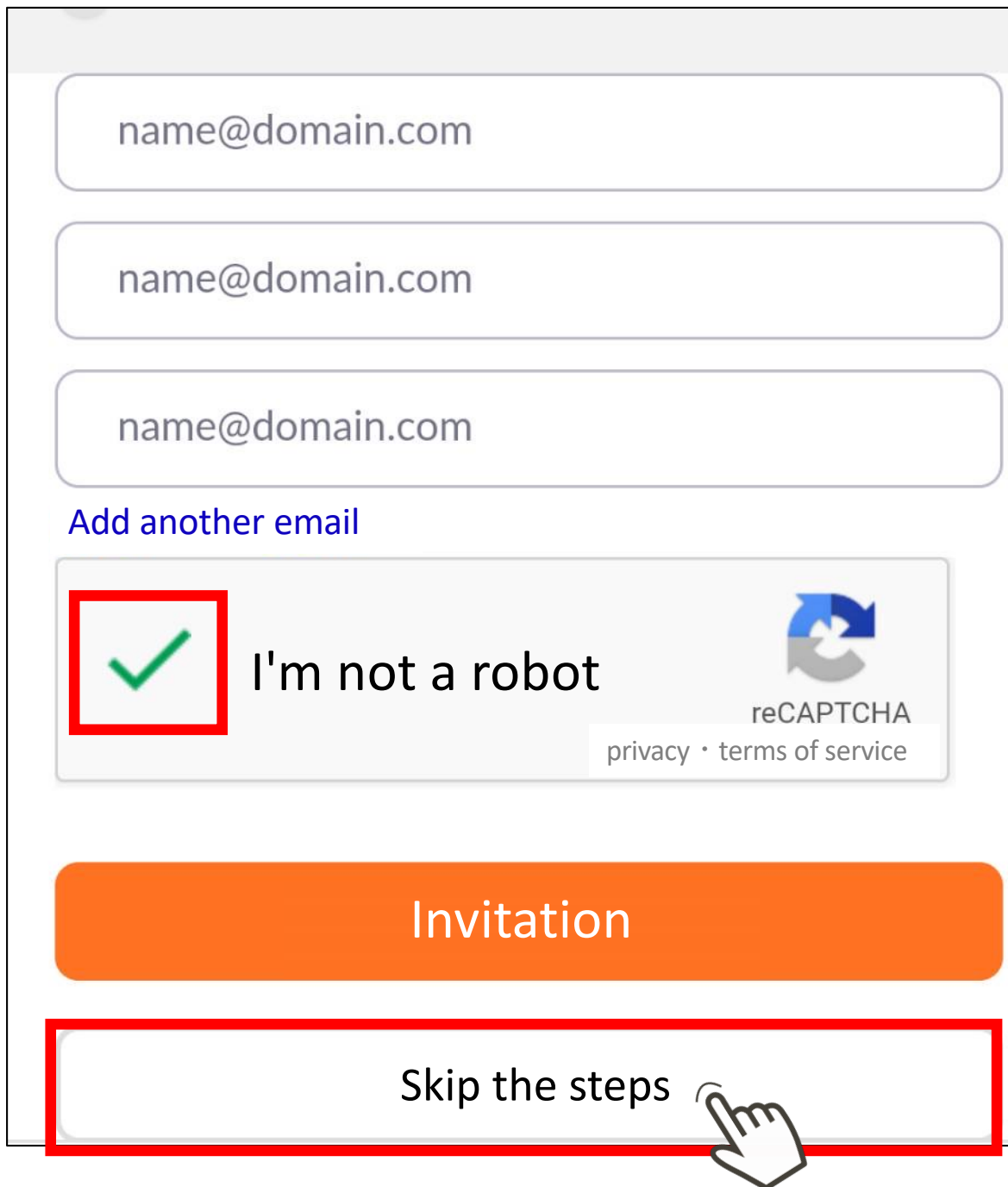
Enter your first name, last name, set a password, and click Continue.

- 1 account information
- 2 Invite friends
- 3 Meeting test

STEP 2 Create an account

Check the "I'm not a robot" box and click **Skip this step.**



The screenshot shows a registration form with three email input fields, each containing the placeholder text "name@domain.com". Below the fields is a link "Add another email". The reCAPTCHA "I'm not a robot" widget is shown with a green checkmark in a red box. To the right of the widget is the reCAPTCHA logo and the text "reCAPTCHA" and "privacy · terms of service". Below the widget is an orange button labeled "Invitation". At the bottom, a button labeled "Skip the steps" is highlighted with a red border, and a hand cursor icon is pointing at it.

STEP 2 Create an account

When the following screen appears, your registration is complete.

1 アカウント情報 ---- 2 仲間を招待 ---- 3 ミーティングのテスト



Join Meeting Test

Your personal meeting URL

[https://zoom.us/j/9445998013?
pwd=dFpQWlpRdXJpbXlUQUUpUN3EzS0RBQTO](https://zoom.us/j/9445998013?pwd=dFpQWlpRdXJpbXlUQUUpUN3EzS0RBQTO)

Zoom Start Meeting Now

My Account

STEP 3 Login

Launch Zoom and click Sign In on the top screen. When the following screen appears, enter the email address of the account you created.

Email address

- Password

and click Sign In.

zoom [▼]
us02web.zoom.us

Email

Password *Forgot?*

Sign In

Keep me signed in

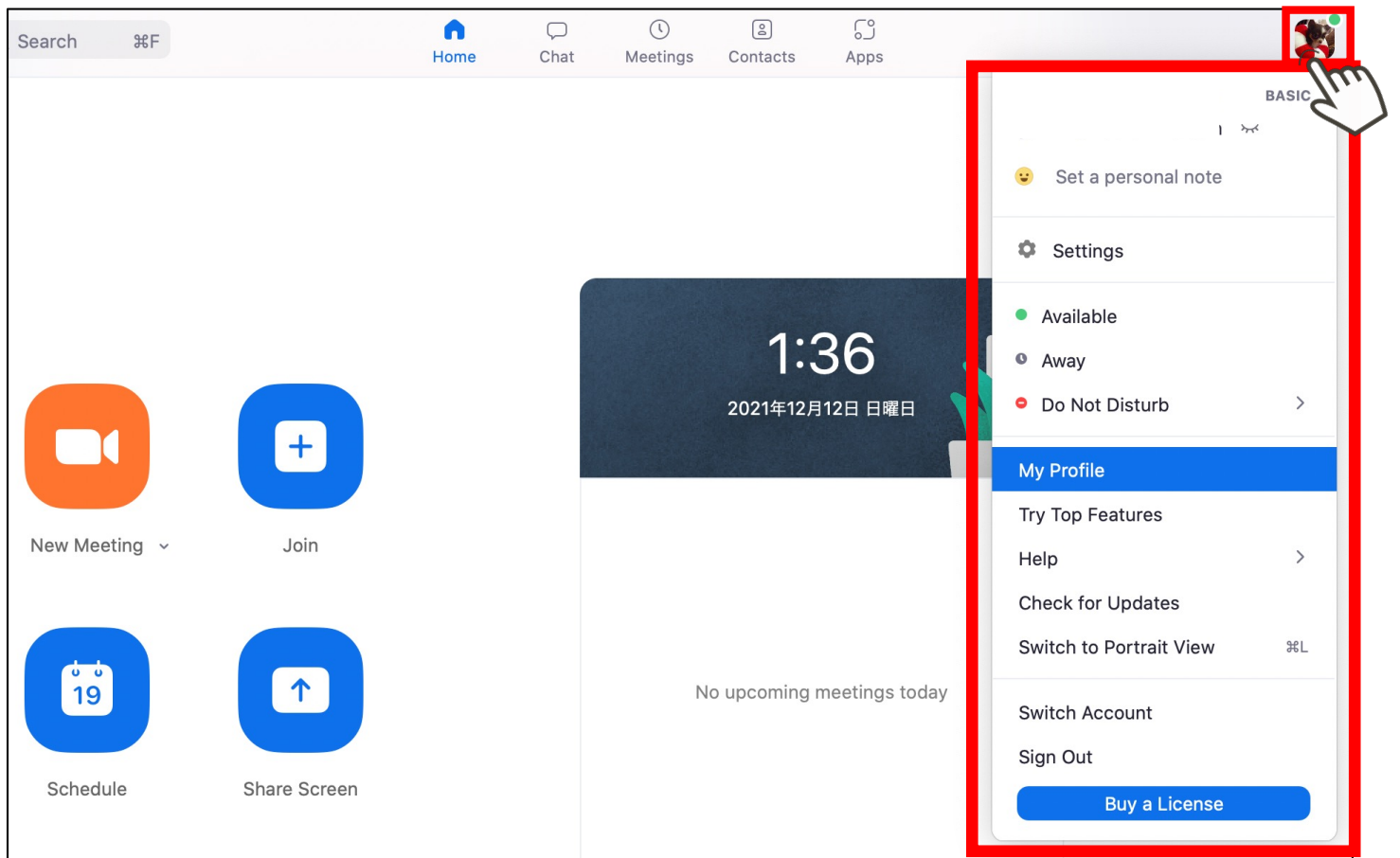
or sign in with

SSO Google Facebook

< Back Sign Up

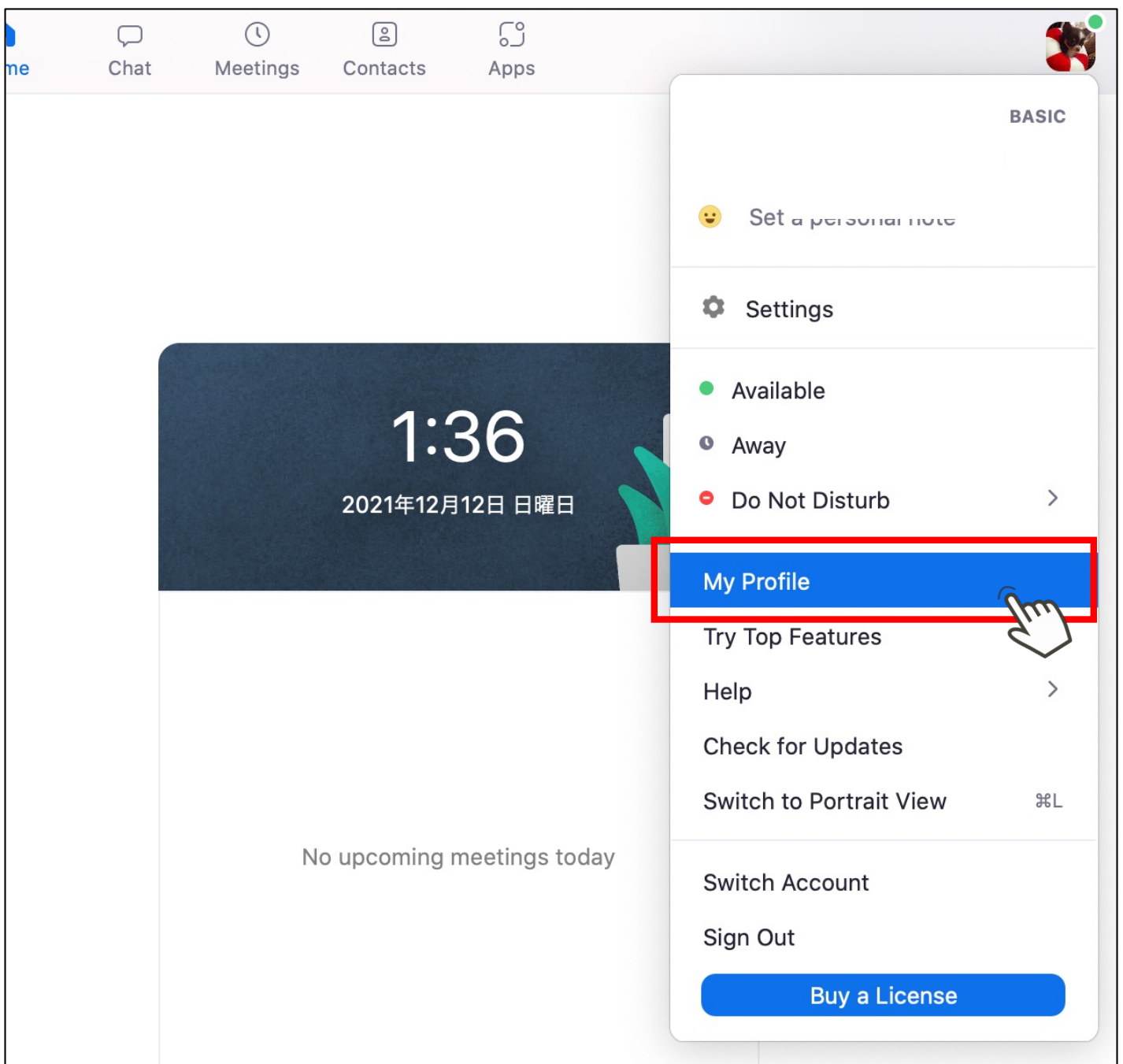
STEP 4 Rename your account

Click on the upper right icon to open the menu screen.



STEP 4 Rename your account

Click on your profile.
If you can't find it in the menu, click
Settings
→ "Profile
→ "Edit My Profile
and edit your name.

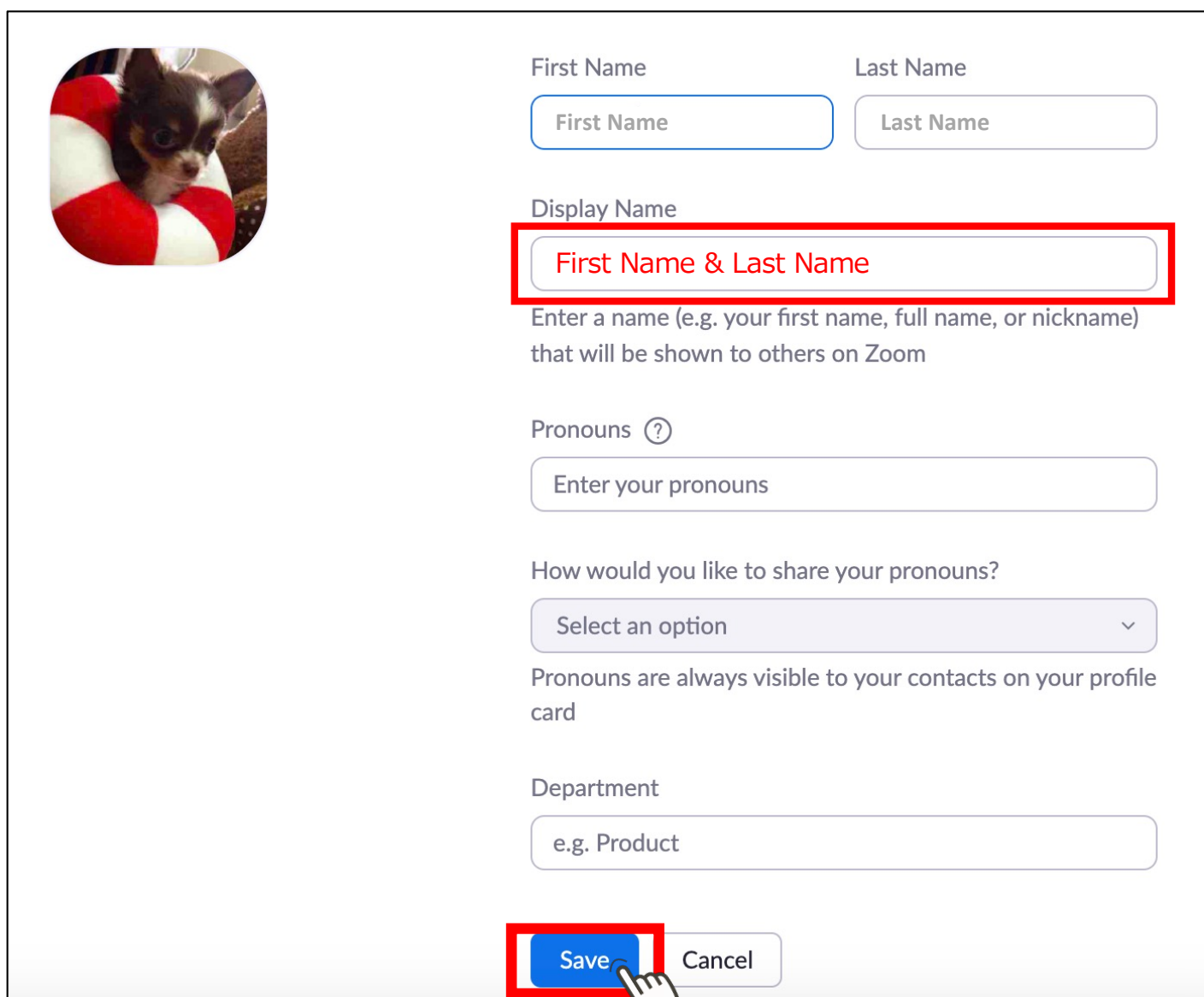


STEP 4 Rename your account

A browser will launch, sign in, and then click
On the page that appears

Display name → Name (full name)
and enter your full name.

Be sure to register the name of the participant in
the online talk.



First Name Last Name

First Name Last Name

Display Name

First Name & Last Name

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom

Pronouns (?)

Enter your pronouns

How would you like to share your pronouns?

Select an option

Pronouns are always visible to your contacts on your profile card

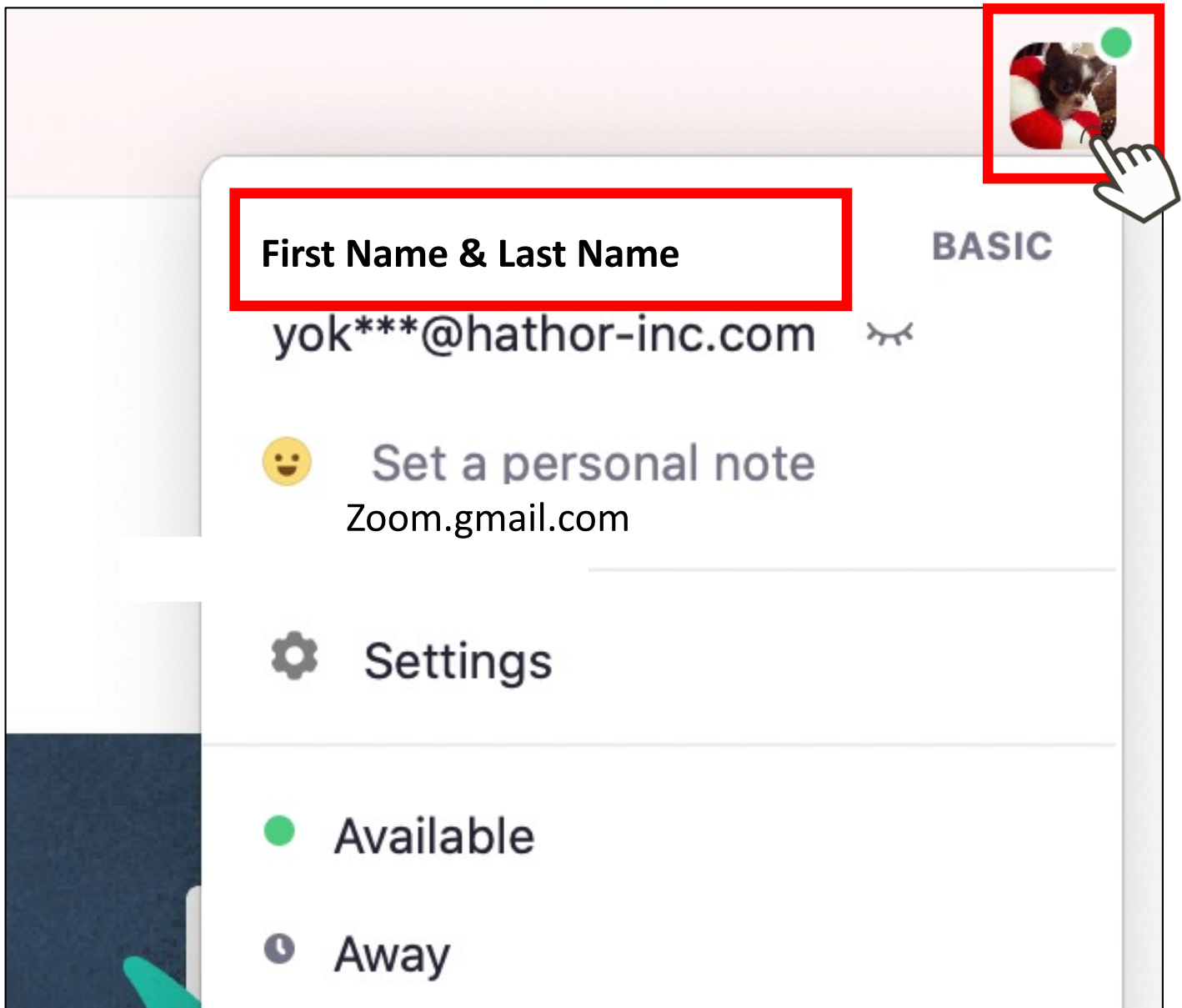
Department

e.g. Product

Save Cancel

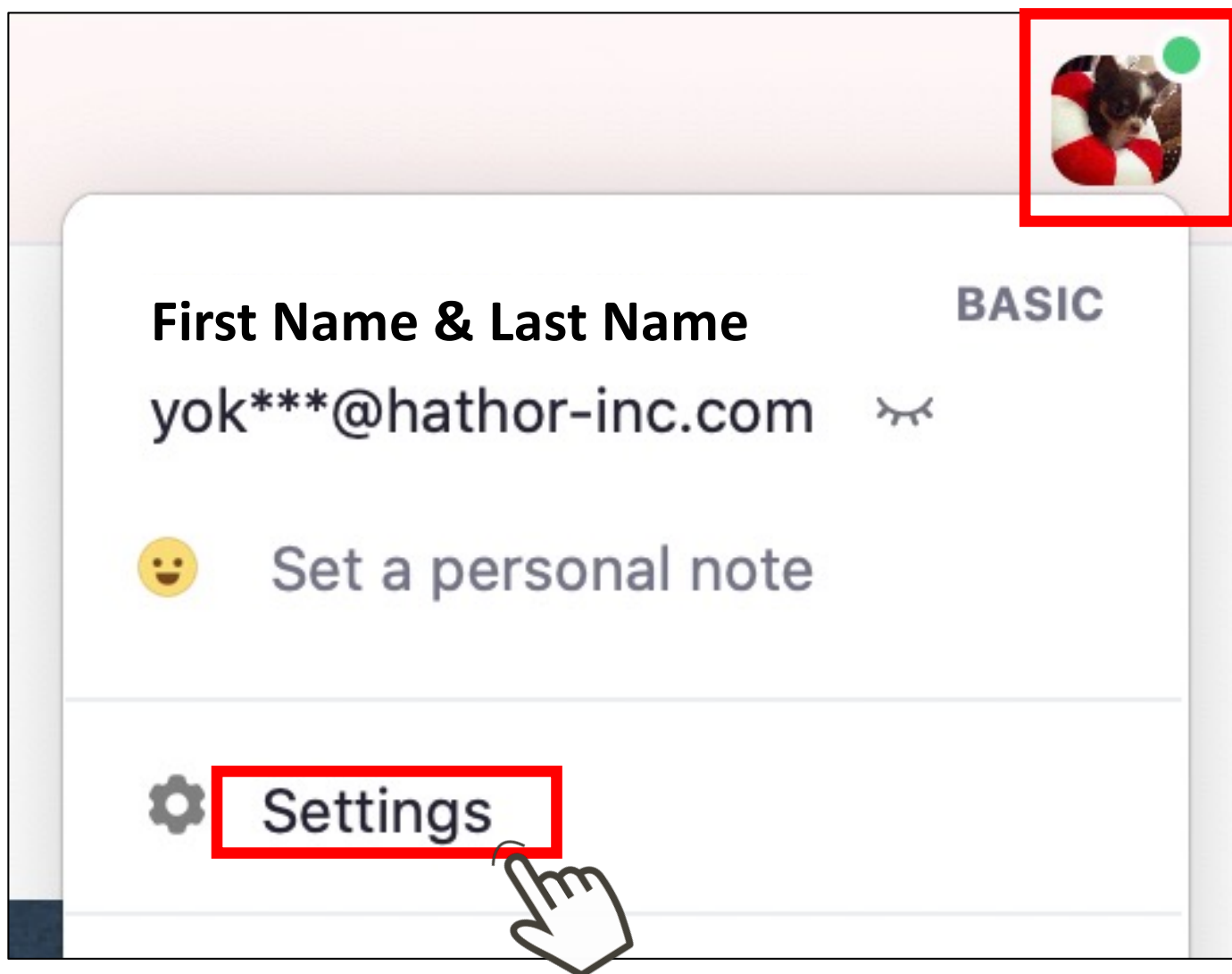
STEP 4 Rename your account

Click on the icon in the upper right corner and make sure that the display name is changed to your full name.



STEP 5 Setup and check video

Click on the icon in the upper right corner, and then click on Settings from the menu screen.



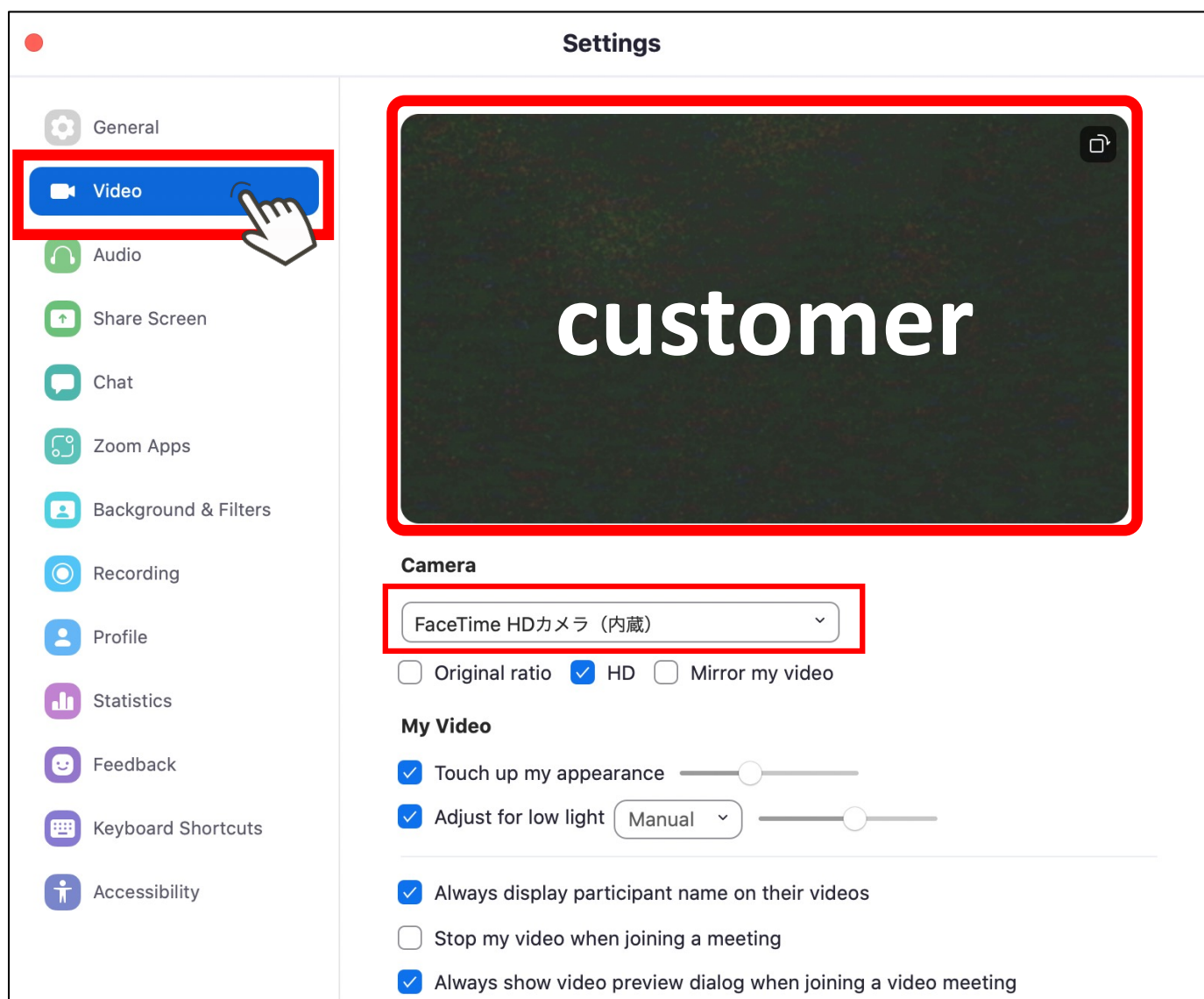
STEP 5 Setup and check video

Select the video.

If you can see your image in the center of the screen, it is working properly.

If not, your computer may not be equipped with a camera.

You may need to rent an external camera or participate with audio only. If not, please rent an external camera or participate with video only.



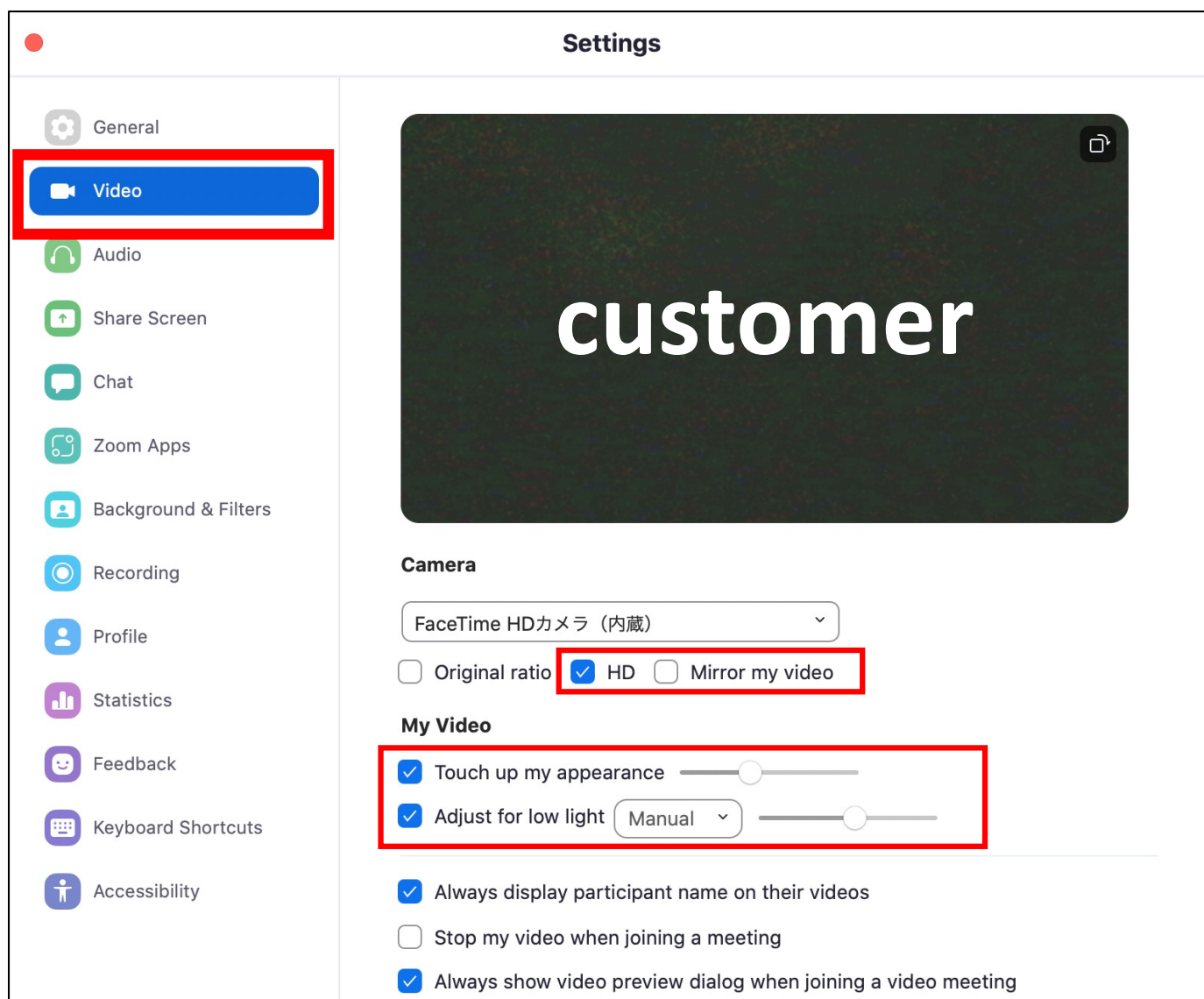
STEP 5 Setup and check video

If the camera is running properly, uncheck Mirroring My Videos.

If it is checked, the screen will be inverted and will not display properly.

また、

Also, Check the "Enable HD" and "Correct appearance" checkboxes to get a clearer screen.



STEP 6 Setup and check audio.

Select Audio and press Speaker.

If you hear the test music from the PC, you are good to go.

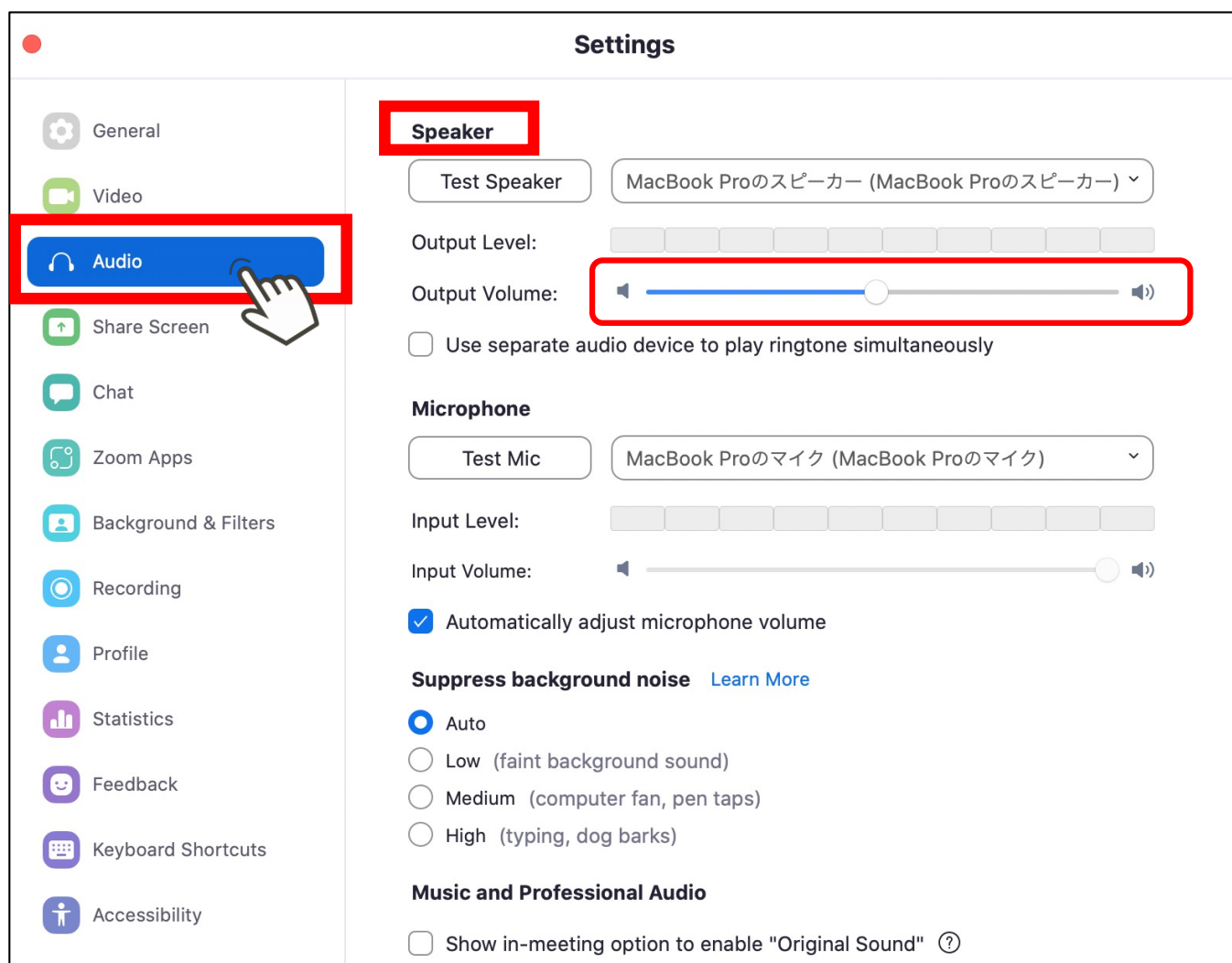
"I can't hear the sound."

"It's too loud."

In the case of the above, please adjust the volume bar.

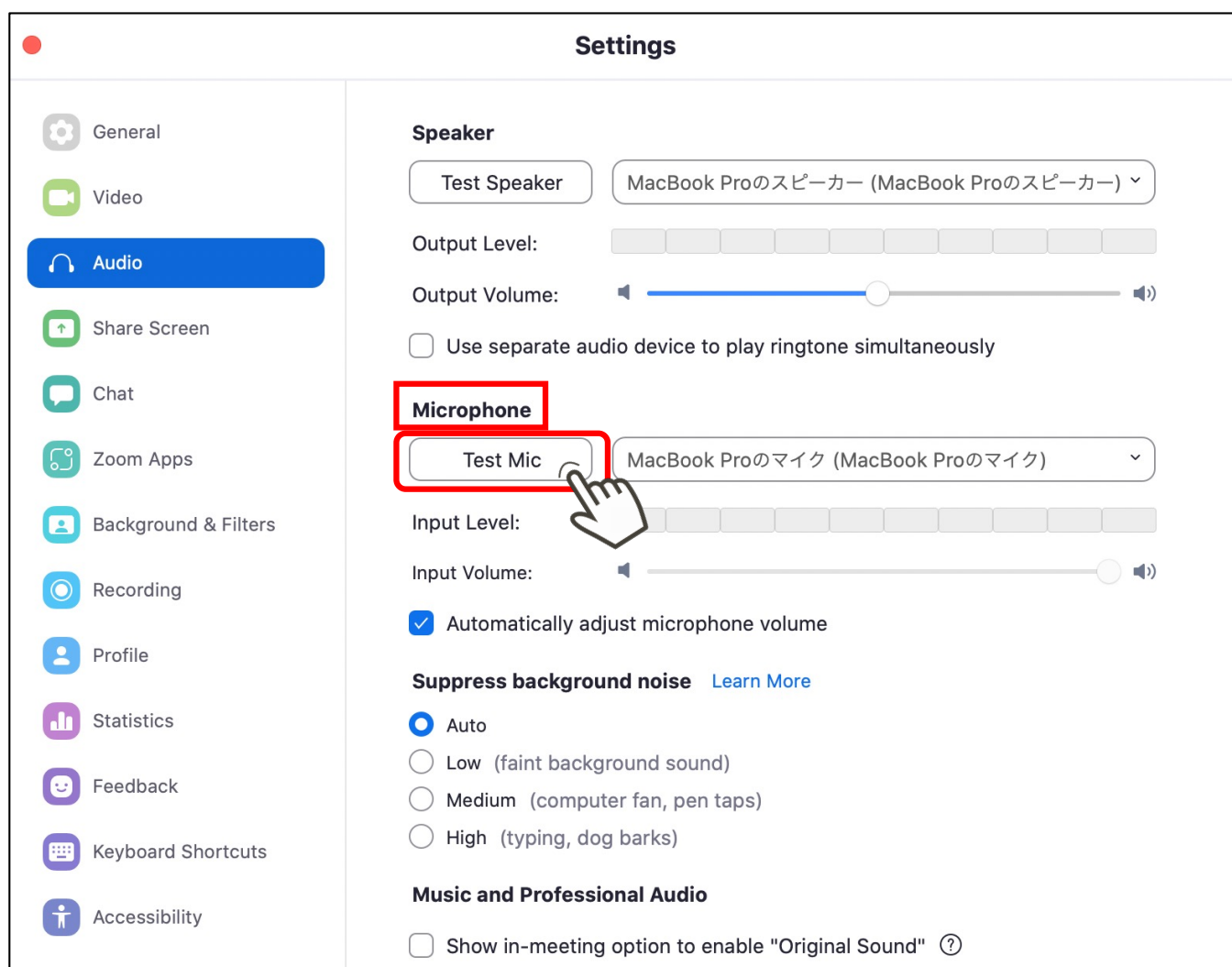
Check the volume on the PC as well.

If you still can't hear it, your PC may not have speakers.



STEP 6 Setup and check audio.

Press Test on the microphone.
A test recording will be started.



STEP 6 Setup and check audio.

Follow the instructions and speak into the microphone.

If you hear the recorded audio from your PC after a few seconds, your microphone is fine.

If you can't hear it, your PC may not have a microphone.

If not, rent or buy an external microphone.

If you do not have a microphone, please rent or purchase an external microphone.

