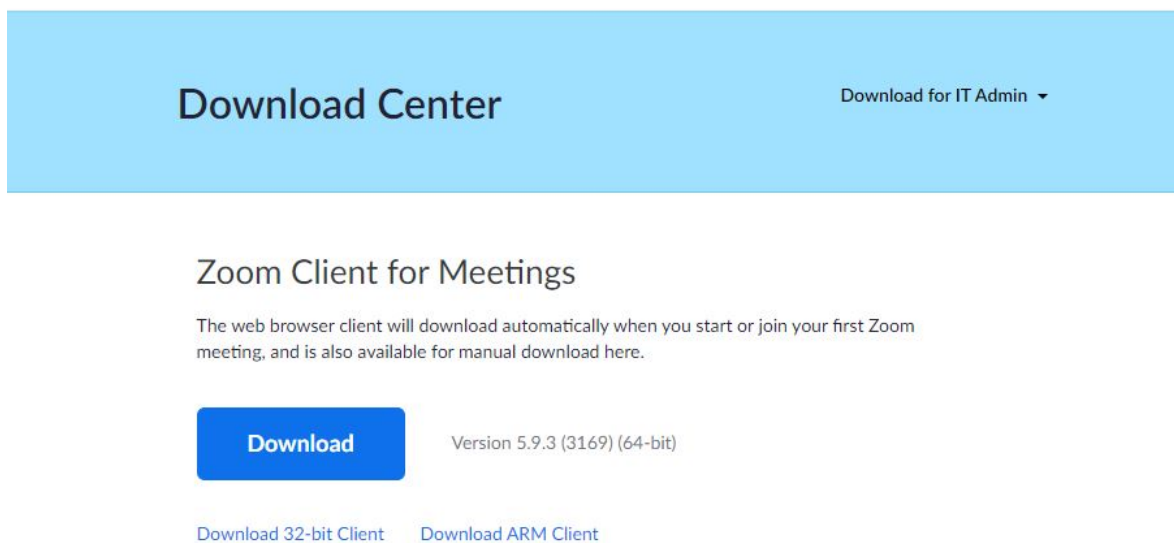# ZOOM INSTRUCTION MANUAL

- **Ensure stable internet connection with strong bandwidth throughout the GEPI and WAT process.**
- **Keep your self logged in ZOOM portal throughout slot time.**
- **Ensure the place you are sitting is quite and free of disturbance.**
- **It is mandatory to keep your camera ON throughout GEPI and WAT process, failing which it may lead to cancellation of your candidature.**

Instructions for candidates:

- Install and test the latest version of ZOOM for Windows / ZOOM for MacOS application on your device (depending on your device and Operating System), at least 3 days prior to the date of your GEPI and WAT process to ensure a smooth process without any technical issues. Please download the latest version of ZOOM here. Follow the steps given below to download the zoom app.

Step 1: Click on the link given above and click on download under Zoom Client for Meetings.

2. The Zoom app will then begin downloading process.

Download Center

Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 5.9.3 (3169) (64-bit)

Download 32-bit Client   Download ARM Client

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

3. You should then click on the .exe file to begin the installation process.

Once installed, you will need to log into your Zoom account, which can be set up via the Zoom website if you don't already have one. ==Make sure you sign up using the same e-mail ID with which you registered for your SNAP Exam.==

It is mandatory to use a laptop/desktop computer for the process.

- Test your internet connection. Test your camera, mic and sound. Test the video functionality using Zoom. Make sure that you understand how it works and test it all again right before the GEPI process commences.
- Select a Proper Location for the process. Your laptop/desktop computer should be placed in a proper fixed place without the possibility of any disturbance. Choose a place with the best internet connectivity and sufficient light so that you are clearly visible and audible to the panellists.

- Plan for any Breakdown or Glitches. Have a backup plan ready if something goes wrong on the day of the process. Install and set-up ZOOM on another device wherever possible, and keep it ready for emergency use.
- Keep your **original** Photo ID (Passport, Aadhar Card, Pan Card, Licence) handy, in which your photo is clearly visible.
- Keep your highest extra-curricular/ Co-curricular/ Professional achievement certificate, if any (any one) handy. Also, keep a scanned copy of the document ready. In case of failure to produce any of the authenticate documents, the institute's decision will be final and binding.
- **You will receive a zoom registration link for the GEPI and WAT Process one day prior to your selected slot via e-mail. Register for the process using the same e-mail ID on which you received the link.**

- Before you join the process make sure that your name is in the given convention**: GEPIWAT ID First Name_Last name**. For ex- **11M1GG1010_Aayush_Mishra**. You could follow the following steps to rename yourself:

Step 1: Open the Zoom app on your computer.

Step 2: Click on the blue "Join a Meeting" button.
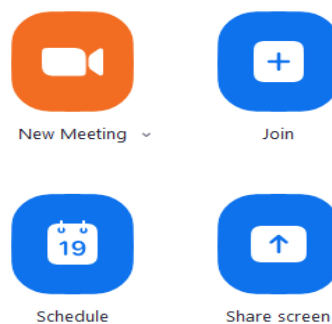
Step 3: Copy the meeting link OR meeting ID, which you will receive by email on you registered email address and paste it in the "enter meeting ID or personal link name" and password (if require).

Step 4: Enter your name is the given convention: **GEPIWAT ID_First Name_Last name** in the second section. To clear the section to add a name, click on the box and edit the text as needed.
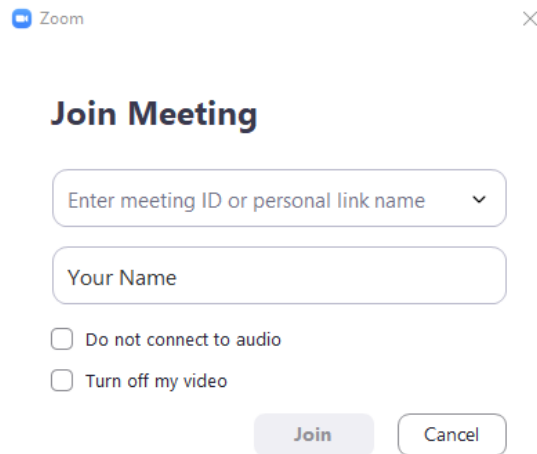
- If you've joined the meeting already follow the given steps to rename yourself:
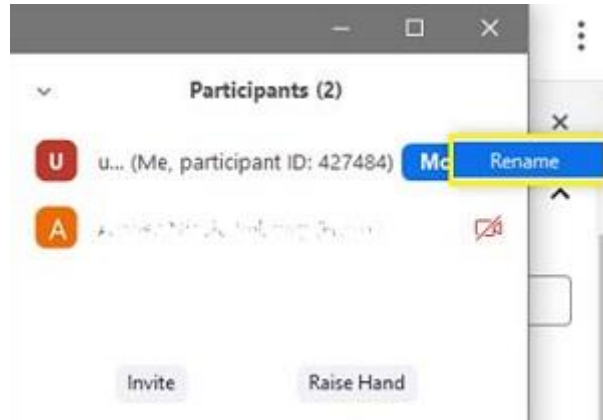
Step 1: Click on the "Participants" button at the bottom of the meeting window.

Step 2: A list of all participants in the meeting should appear on the right side of the window.

Step 3: Use your mouse and hover over your name, then click "Rename."

Step 4: You should see a text box containing your current name. Delete it and write the name in the given convention: <mark>GEPIWAT ID First Name_Last name</mark>

Step 5: Click "OK" to confirm.

- When joining, you are required to keep your <mark>**microphone on mute**</mark> and the <mark>**camera on**</mark> unless asked otherwise. In case you have a doubt you can use <mark>**raise hand feature**</mark> on Zoom.