

# Zoom マニュアル／指南／사용 설명서

研究発表・シンポジウム共通事項／研究发表 · 专题讨论会共通事项／연구발표학술토론회공동사항

- ①Zoom 接続後の操作／连接 Zoom 后的操作／Zoom연결후의 사용법
- ②マイクについて／关于麦克风／마이크에 관하여
- ③発表または質問時の操作／发表或者提问时的操作／발표 및 질문 시의 사용법

シンポジウムのみ／仅专题讨论会／학술토론회만 사용 가능

※Must be set by everyone, regardless of presenter or listener.

- ④翻訳言語の設定方法／设定翻译语言的方法／번역언어의 설정방법

## ①Zoom 接続後の操作／连接 Zoom 后的操作／Zoom연결후의 사용법

The screenshot shows the Zoom meeting control bar. At the top, there are icons for mute (muted), video (video off), and a green checkmark. A dark grey bar displays the text "発言中:" (Speaking). On the right side of the bar are two small square icons.

Below this, meeting details are listed:

- ミーティングトピック: セミナー開催準備会議
- ホスト: 田中アリサ
- 招待リンク: <https://zoom.us/j/90553067349>
- リモート会議ID: 90553067349
- 参加者ID: 90553067349

Below the details are three interactive icons:

- オーディオに参加 (Join Audio) - Shows a red window icon with headphones and a green arrow pointing up.
- 画面を共有 (Share Screen) - Shows a red window icon with a yellow dot and a green arrow pointing up.
- 他のユーザーを招待 (Invite Other User) - Shows a blue user icon with a yellow plus sign and a green arrow pointing up.

At the bottom, the control bar includes:

- ミュート解除 (Unmute) and ビデオの開始 (Start Video)
- 参加者 (Participants) icon with a red box and a red arrow pointing up. A small number "6" is displayed above the icon.
- チャット (Chat) icon with a red box and a red arrow pointing up.
- 画面を共有 (Share Screen) and レコーディング (Recording) icons.
- 退出 (Exit) button

A red double-headed arrow at the bottom center indicates where to click once for each participant and chat icon.

## ①Zoom 接続後の操作／连接 Zoom 后的操作／Zoom 연결후의 사용법

The screenshot shows the Zoom meeting interface during a session. At the top, there are two small icons: a blue circle with a white question mark and a green circle with a white checkmark. A dark grey bar displays the text "発言中:" (Speaking). On the right side, a participant list titled "参加者 (6)" shows six users: You (私), Host (ホスト), Audience1, Audience2, Audience3, and Audience4. Each user has a small colored circular icon next to their name and two red icons for muting and ending the call. Below the participant list are several control buttons: a blue hand icon, a green checkmark, a red X, a double left arrow, a double right arrow, and a grey dot. A "招待" (Invite) button is on the left, and a "ミュートを解除します" (Unmute) button is on the right. In the center, there are three large icons: a computer monitor with headphones for "オーディオに参加" (Join Audio), two overlapping windows for "画面を共有" (Share Screen), and a person icon for "他のユーザーを招待" (Invite Other User). Below these icons, the text "コンピューターのオーディオが接続されました" (Computer audio connected) is displayed. At the bottom, a dark grey footer bar contains several buttons: "ミート解除" (End Meet), "ビデオの開始" (Start Video), "参加者" (Participants) with a count of 6, "チャット" (Chat), "画面を共有" (Share Screen) with a green upward arrow, "レコーディング" (Recording), and a red "退出" (Exit) button. To the right of the footer, there is a message input field with placeholder text "ここにメッセージを入力します..." (Enter your message here...) and a "宛先:" (Recipient:) dropdown set to "皆様" (Everyone). There are also "ファイル" (File) and "..." buttons.

## ②マイクについて／关于麦克风／마이크에관하여

The screenshot shows a video conferencing interface with the following details:

- Top Bar:** Includes icons for a profile picture, a green checkmark, and a microphone. A dark bar indicates the meeting is "Speaking".
- Meeting Information:**
  - ミーティングトピック: [https://us02web.zoom.us/j/85555067349](#)
  - ホスト: [Y. 韓国アカウント](#)
  - 招待リンク: [https://us02web.zoom.us/j/85555067349](#)
  - リモート会議ID: 85555067349
  - 参加者ID: 85555067349
- Participants:** A list titled "参加者 (6)" showing six participants:
  - You (私) (You, Host)
  - Host (ホスト) (Host)
  - Audience1 (Audience1)
  - Audience2 (Audience2)
  - Audience3 (Audience3)
  - Audience4 (Audience4)
- Bottom Bar:** Includes icons for audio (highlighted with a red box and arrow), video (video camera), participant count (6), chat, screen sharing, recording, and exit.
- Bottom Right:** Includes message input fields for "宛先" (Recipient) and "ファイル" (File).

A red arrow points to the microphone icon in the bottom bar, which is highlighted with a red box. The text "Microphone" is written below the arrow.

### ③発表または質問時の操作／发表或者提问时的操作／발표 및 질문 시의 사용법

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for microphone and video, a "Speaking" status indicator, and a "Participants" count (6).
- Middle Left:** Displays meeting details:
  - ミーティングトピック: 開拓セミナー: 新規アカウント
  - ホスト: 佐藤アリサ
  - 招待リンク: <https://meet.google.com/xxxxxx-xxxx>
  - 参加者ID: 1234567890
- Middle Center:** Icons for audio (participants connected), screen sharing, and inviting other users.
- Right Side:** Participant list titled "参加者 (6)" showing six participants: You (私), Host (ホスト), Audience1, Audience2, Audience3, and Audience4. Each participant has a "Mute" and "End Call" icon.
- Bottom Right:** Buttons for "Invite" (highlighted with a red box and arrow), "Unmute", "Previous", "Next", and "More". A tooltip says "ミュートを解除します" (Unmute).
- Bottom Bar:** Includes "Mute/Video Off" buttons, participant count (6), "Chat", "Screen Share" (highlighted in green), "Recording", and "Exit" buttons. A message input field says "ここにメッセージを入力します..." (Enter message here...).

### ③発表または質問時の操作／发表或者提问时的操作／발표 및 질문 시의 사용법

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for mute, video, participant count (6), and exit.
- Participant List:** Shows 6 participants: You (私) (host), Host (ホスト), Audience1, Audience2, Audience3, and Audience4. The host has a red box around their hand icon, and a red arrow points to it with the text "Raised hand mark".
- Bottom Bar:** Buttons for mute, video, participant count (6), chat, screen sharing, recording, and exit. A message input field is also present.
- Central Area:** Displays meeting details (ミーティングトピック: プロジェクトAの開発・ニアリモート、ホスト: 田中 晴美、招待リンク: https://zoom.us/join?pwd=QWVzZGJvZWZkZGJv&tkn=905362067349) and participant IDs (ID: 123456789).
- Modal Dialog:** A pop-up window from the host asking if the participant wants to unmute themselves. It contains two buttons: "ミュートのままにする" and "自分自身をミュート解除する". A red box surrounds the second button, and a red arrow points to it with the text "Click".
- Bottom Left:** Buttons for "オーディオに参加" (Join Audio) and "画面を共有" (Share Screen). A message "コンピューターのオーディオが接続されました" (Computer audio connected) is displayed.

### ③発表または質問時の操作／发表或者提问时的操作／발표 및 질문 시의 사용법

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for a profile picture, a green checkmark, and a microphone.
- Central Area:** Displays the message "発言中: You".
- Participants List:** Titled "参加者 (6)", it lists six participants:
  - You (私)
  - Host (ホスト)
  - Audience1
  - Audience2
  - Audience3
  - Audience4Each participant has a small circular icon, a name, and three red icons for microphone, video, and screen sharing.
- Control Buttons:** A row of buttons including a hand icon, a green checkmark, a red X, and arrows.
- Bottom Buttons:** Buttons for "招待" (Invite) and "ミュート" (Mute).
- Bottom Bar:** Includes icons for "オーディオに参加" (Join Audio), "画面を共有" (Share Screen), and "他のユーザーを招待" (Invite Other User). Below these, a message states "コンピューターのオーディオが接続されました" (Computer audio connected).
- Bottom Left:** A red box highlights the "ミュート" button, which has a red arrow pointing to it from below.
- Bottom Right:** Includes a "宛先:" dropdown set to "皆様", a "ファイル" (File) button, and a message input field.

**The microphone is on and ready to speak**

#### ④翻訳言語の設定方法／設定翻译语言的方法／번역언어의 설정방법

※Must be set by everyone, regardless of presenter or listener.

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for microphone and video, a "発言中" (Speaking) status bar, and a participant count of "参加者 (6)".
- Meeting Details:** Displays the meeting topic ("ミーティングトピック: 韓国語会話練習会"), host ("ホスト: ハナ"), invitation link ("招待リンク: https://zoom.us/join?pwd=QWVzZGZzR2Jv..."), and participant ID ("参加者ID: 123456789").
- Participants List:** Shows six participants: You (私), Host (ホスト), Translator1 (共同ホスト, 通訳者), Translator2 (共同ホスト, 通訳者), Translator3 (共同ホスト, 通訳者), and Audience. Each participant has a small profile icon, a mute/unmute button, and a settings/camera button.
- Control Buttons:** Includes icons for audio (オーディオに参加), screen sharing (画面を共有), and inviting others (他のユーザーを招待). Below these, a message states "コンピューターのオーディオが接続されました" (Computer audio connected).
- Bottom Bar:** Features icons for mute/unmute, video start/stop, participant count (6), chat, screen share, recording, and translation. The "translation" icon is highlighted with a red box and a large red arrow pointing to it with the word "Click".
- Message Input:** A text input field with placeholder "ここにメッセージを入力します..." (Enter your message here...) and a file attachment button.

#### ④翻訳言語の設定方法／設定翻译语言的方法／번역언어의 설정방법

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The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for microphone and video, a "発言中" (Speaking) status indicator, and a participant count of "参加者 (6)".
- Meeting Details:** Displays the meeting topic ("ミーティングトピック: プロジェクトマネジメント"), host ("ホスト: ハサウエイ"), invitation link ("招待リンク: https://us02web.zoom.us/j/89956206739"), and participant ID ("参加者ID: 12345678").
- Participants List:** Shows a list of participants with their names, icons, and muted/unmuted status (indicated by a red slash). Participants include You (私), Host (ホスト), Translator1 (共同ホスト, 通訳者), Translator2 (共同ホスト, 通訳者), Translator3 (共同ホスト, 通訳者), and Audience.
- Control Buttons:** Includes icons for microphone (blue), video (green checkmark), mute (red X), and other controls like invite and unmute.
- Bottom Bar:** Features icons for mute/unmute, video start/end, participant count (6), chat, screen share, recording, communication, and exit.
- Language Selection Overlay:** A dropdown menu titled "オーディオ" (Audio) is open, listing "オフ" (Off), "中国語" (Chinese), "日本語" (Japanese, highlighted with a red box and arrow), and "韓国語" (Korean). It also includes the option "オリジナル音声をミュートにする" (Mute original audio).
- Right Side Panel:** Shows a "招待" (Invite) button, a "チャット" (Chat) section, and a message input field.

A large red arrow points to the "日本語" option in the language dropdown menu, with the text "Select your language" overlaid.

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The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for mute and video, a "発言中:" (Speaking) status bar, and a participant count of "参加者 (6)".
- Participants List:** Shows six participants: You (私), Host (ホスト), Translator1 (共同ホスト, 通訳者), Translator2 (共同ホスト, 通訳者), Translator3 (共同ホスト, 通訳者), and Audience. Each participant has a small profile icon, a mute icon, and a video icon.
- Bottom Control Bar:** Includes icons for audio, video, participant list, chat, screen sharing, recording, and language selection (日本語).
- Microphone Settings Overlay:** A dark gray overlay is displayed over the bottom bar, listing language options: オフ, 中国語, 日本語 (with a checked checkmark), and 韓国語. A red arrow points to the button labeled "オリジナル音声をミュートにする" (Mute original sound).
- Bottom Right Area:** Includes a "宛先:" (Recipient:) dropdown set to "皆様" (Everyone), a "ファイル" (File) icon, and a message input field.

④翻訳言語の設定方法／設定翻译语言的方法／번역언어의 설정방법

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Japanese

オフ

中国語

✓ 日本語

韓国語

オリジナル音声をミュート解除する



日本語

Chinese

关闭

✓ 中文

日语

韩语

将原始音频解除静音



中文

Korean

끄기

中文

日本語

✓ 한국어

원본 오디오 음소거 해제



한국어