

INSTRUCTIONS & CLARIFICATIONS FOR ONLINE MEETING PROGRAM

VEDUBOX-ZOOM



REPUBLIC OF TURKEY
MINISTRY OF HEALTH
TURKISH MEDICINES AND
MEDICAL DEVICES AGENCY



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About Vedubox and Zoom

Vedubox is a cloud platform that provides a range of services like LMS, online work place and live meetings. It works with Zoom API integration and enables users to schedule and attend to video meetings and webinars.

Vedubox users do not need a Zoom account for attending live meetings. In this booklet we will go through how to attend to a Zoom Webinar through Vedubox.



Requirements

- Installing Zoom on your devices for once is a must for attending video meetings or webinars.
 1. Go to <https://zoom.us/download>
 2. Download and install “**Zoom Client for Meetings**” application to your **Windows, MAC and Android devices**. For **IOS** devices, download and install “**Zoom Cloud Meetings**” application.
- Minimum connection speed and a stable internet connection is a must. For example, if you are using a WiFi connection, you should not physically wander away from your router too much so that you have a stable internet connection. You can view Zoom system requirements from the link below.

[ZOOM - System Requirements](#)

- Make sure that your device/browser does not block redirection to Zoom APP from Vedubox or block Zoom APP itself.

Relevant Zoom articles for further information:

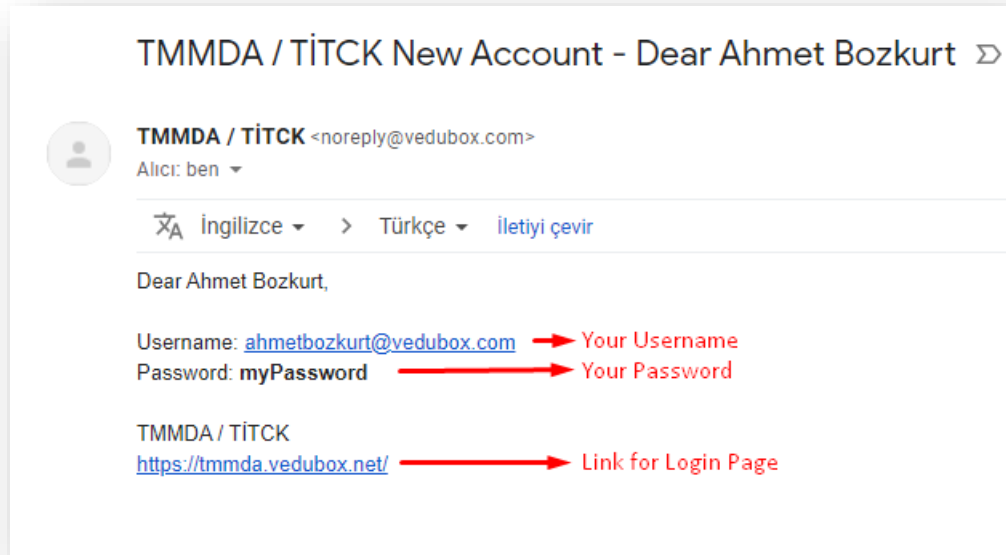
[ZOOM - Getting Started on Windows and MAC](#)

[ZOOM - Getting Started on IOS](#)

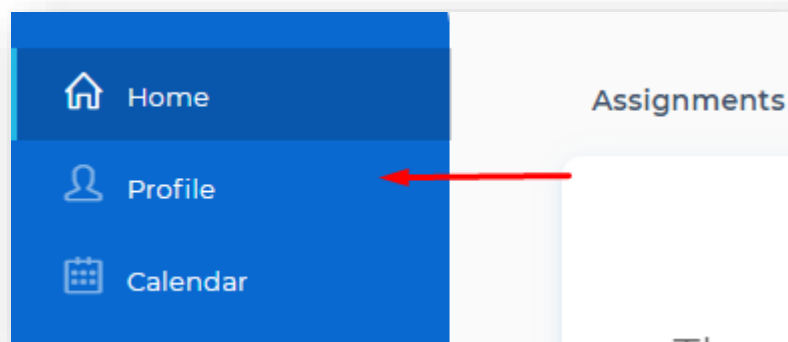
[ZOOM - Getting Started on Android](#)

- A Vedubox user account is needed in order to use Vedubox workplace with Zoom. (You don't have to have a Zoom account.) Vedubox has a login system which will provide users the relevant interface according to their account types once they login.

Once you are registered to the system by your event providers, you will receive an automated e-mail that will contain your Vedubox username, password and Vedubox link. An example e-mail content is shown below.

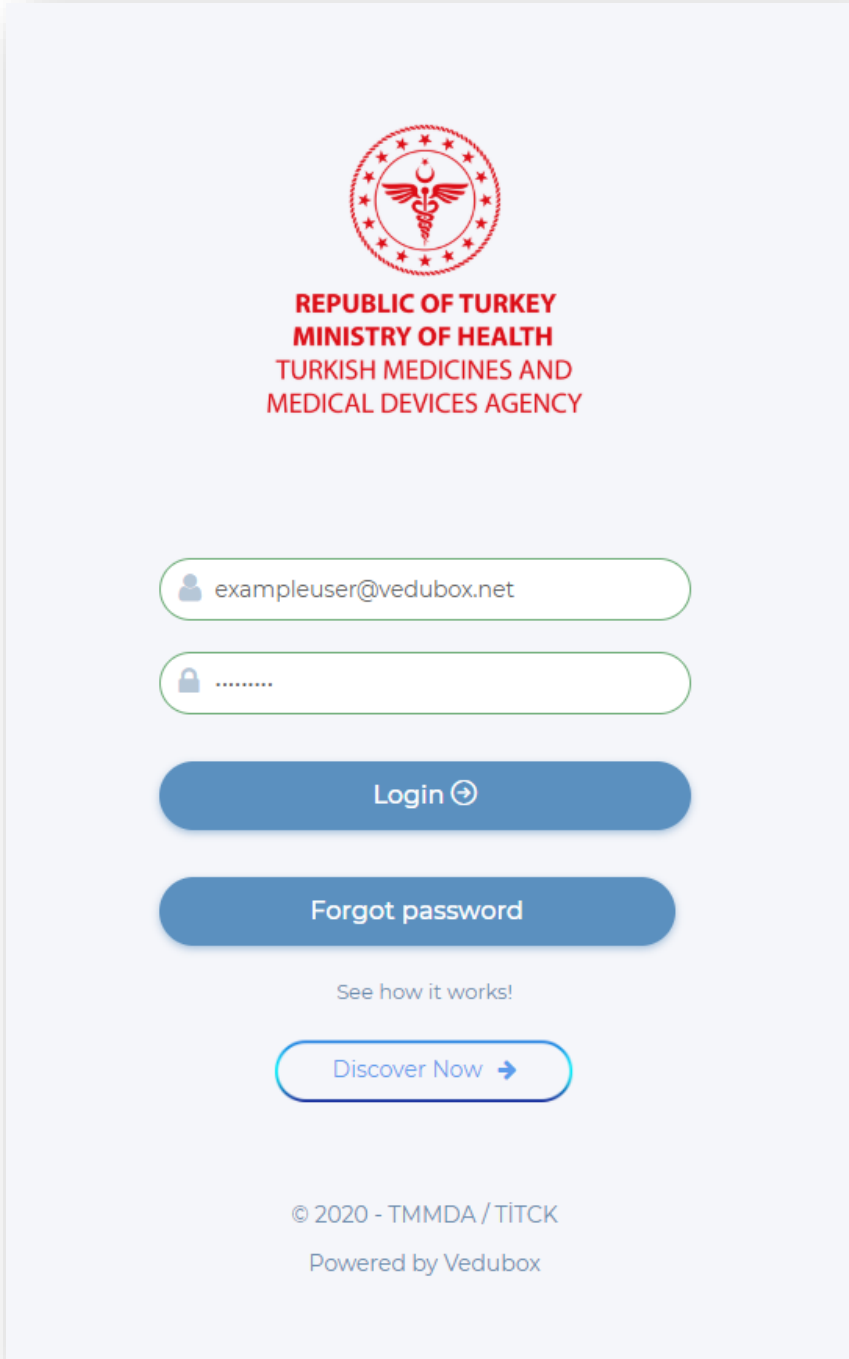



- **Note: You will receive this e-mail two weeks prior to the Webinar event.**
- You can change your pre-defined password once you login. In order to change your password, go to "Profile" from left hand side menu.



Joining into a Webinar using Vedubox

STEP 1: Once you receive your e-mail which contains your login information, go to <https://tmda.vedubox.net/> address with your browser and login with your account.




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Login →

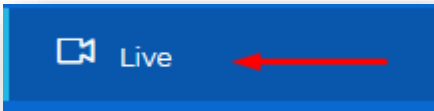
Forgot password

See how it works!

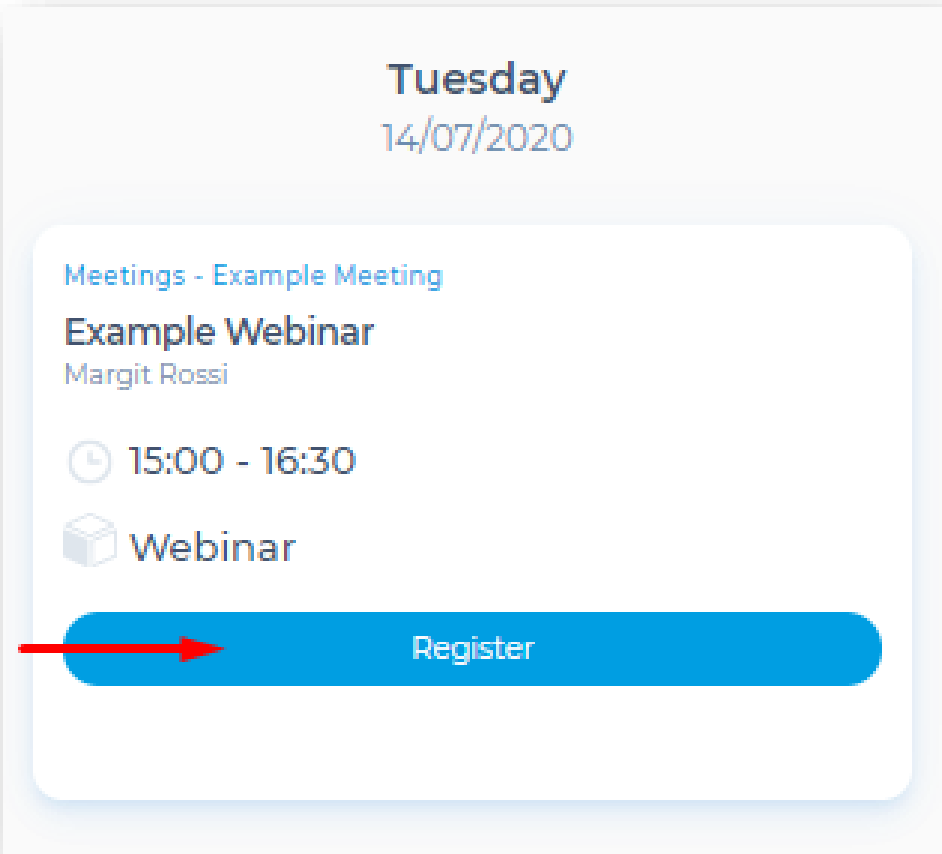
Discover Now →

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STEP 2: Click “Live” tab from left hand side menu. (The menu is hidden in mobile devices. You can show the menu by touching the menu icon from the upper left corner of your screen.)

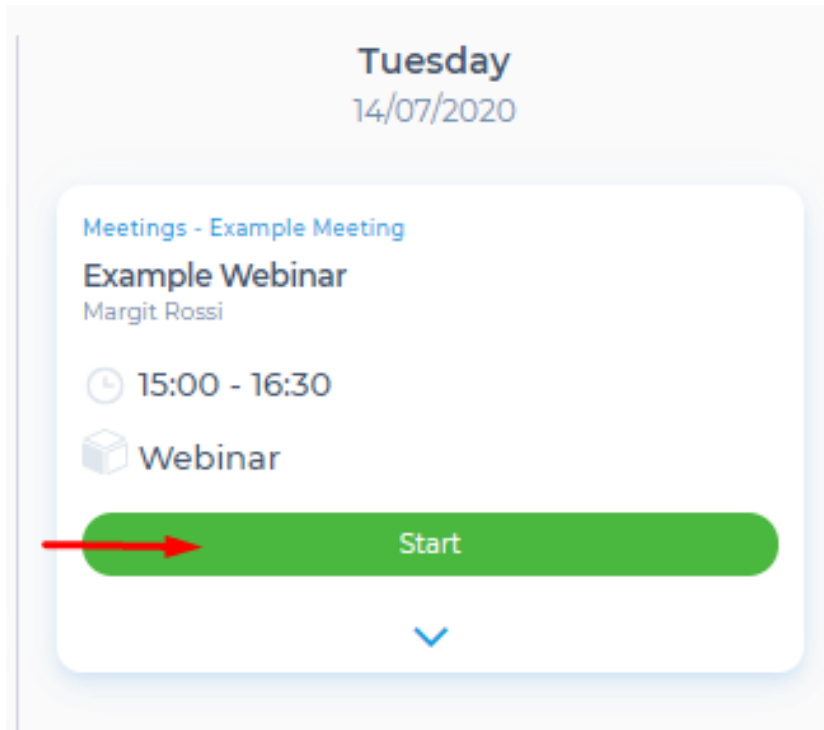


STEP 3: You can view your meetings in the Live page in a weekly table. Click “Register” for the meeting that you want to join. You can register into a meeting 10-15 minutes before the start hour.



STEP 4: Click “Start” in order to join into the meeting.

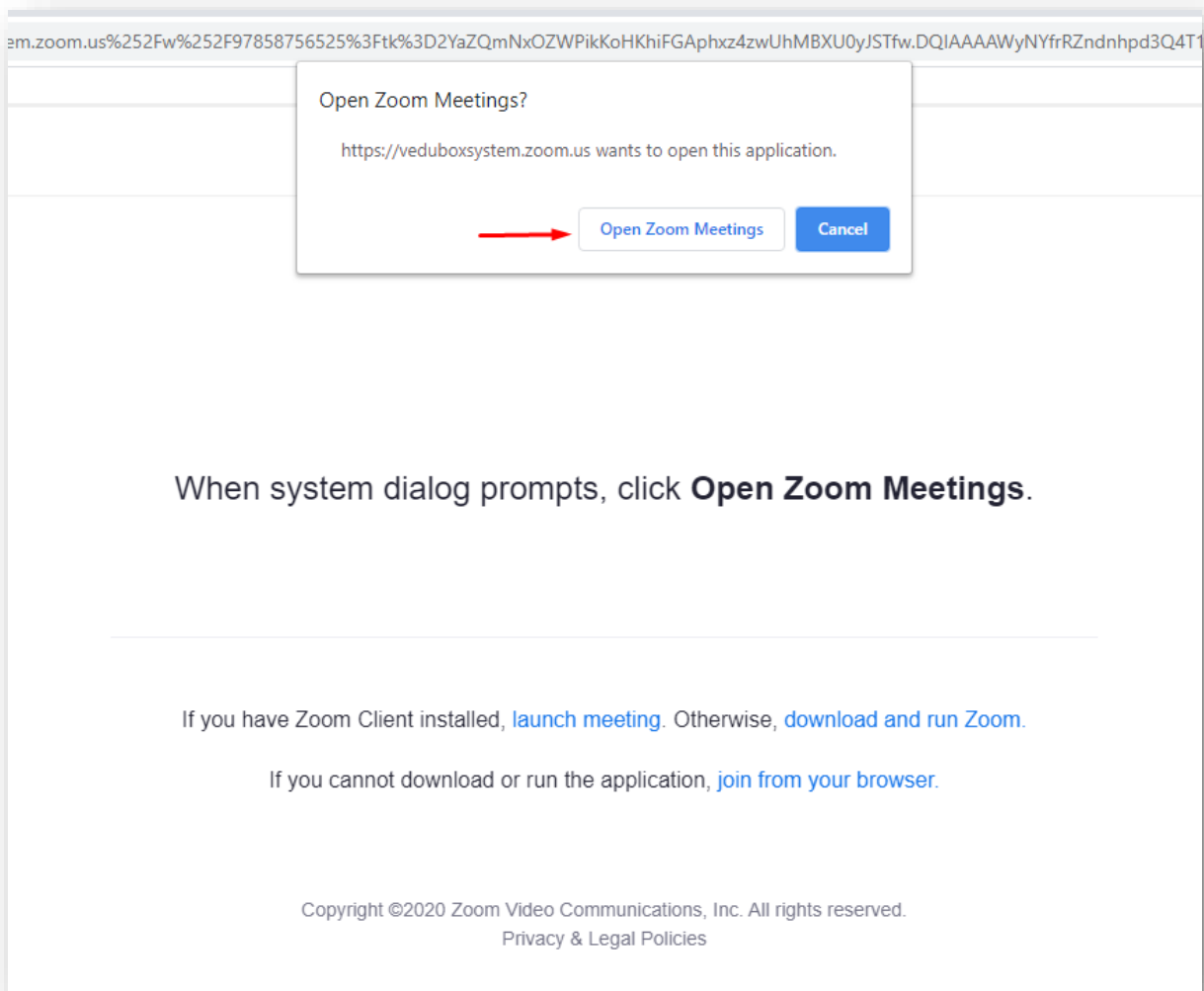
Important note: “Start” button will only be visible during meeting hours.



STEP 5: Allow your browser to run Zoom. (If the notification does not pop-up and you are not directed to Zoom application, click “Launch Meeting” link as seen in the picture below.)

Picture below is an example for Windows. Similarly, you should allow Zoom application to run at this step on your devices.

Note: If notification does not pop-up, click “launch meeting”.



After this step, you will join into the webinar as an attendee.
