ZOOM PROGRAM INSTALLATION AND ACCOUNT OPENING PROCEDURES

There will be a camera connection with ZOOM during the exams.

The device you will use to enter the exam must have pre-installed or an active ZOOM account. Do not forget to test your ZOOM account e-mail address and password before the exam if you already have it.

If you do not have an active ZOOM account!

Please install the ZOOM program which is free of charge by following the steps below:

1. Download and install the free ZOOM program on the computer, laptop, tablet, or smartphone you will take the exam. Here is the ZOOM link: https://zoom.us

2. During ZOOM setup, open an account with the correct e-mail address. Do not forget to write down your e-mail address and password after opening the ZOOM account.

3. Students aged 16 and under are required to set up the ZOOM program with their parents. When opening a new account on the ZOOM platform, students are required to type their parents' birth dates, names and surnames when asked. Because the ZOOM program doesn't allow the students aged 16 and under to open an account themselves.
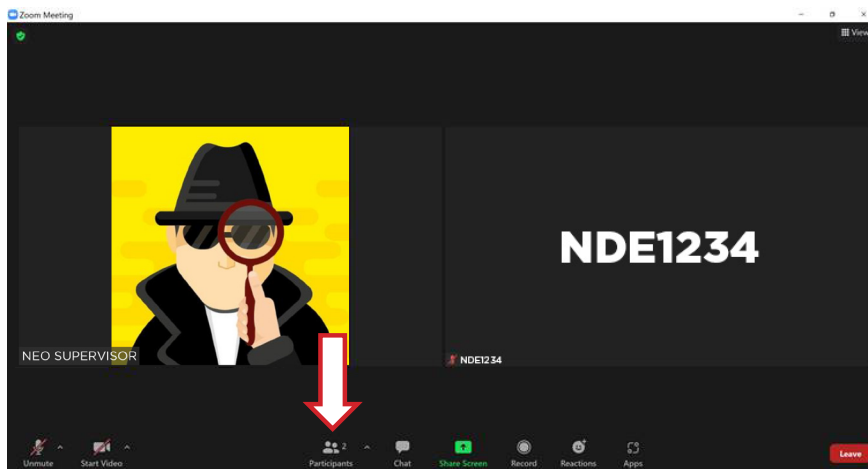
(Please do not try to sign-up using your birthdate if you are under 16. If you have already tried and got the message "You are not eligible", use another device to sign up and open an account with your parents birthday on https://zoom.us/, without installation. After you can sign in the application that you have installed in your main device with that username and password.)

4. Each student must use an active ZOOM account during the exam. If 2 siblings from the same family are entering the exam, a second ZOOM account must be opened with a new name and new e-mail address information.
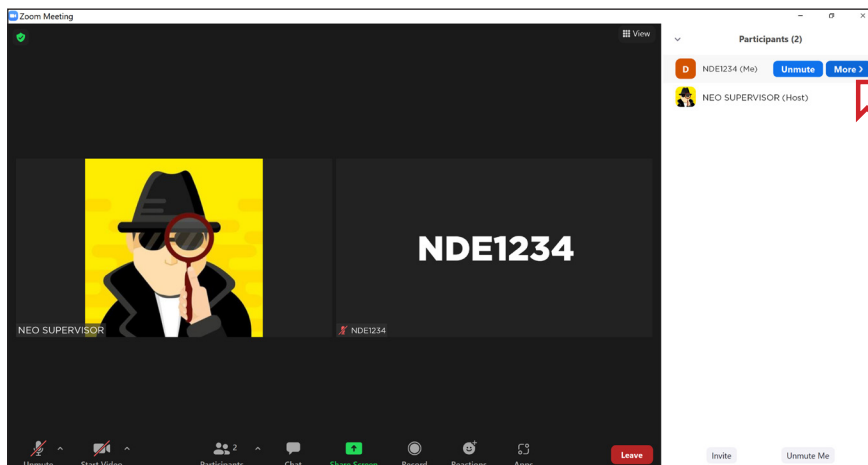
5. After you have opened an account, log in to the ZOOM and enter your NEO Student number from the profile section to the DISPLAY NAME (NUG1025 / NAZ1205 / NTR1045 etc.). There are 2 ways to change name: *(Do not write another name or surname.)*

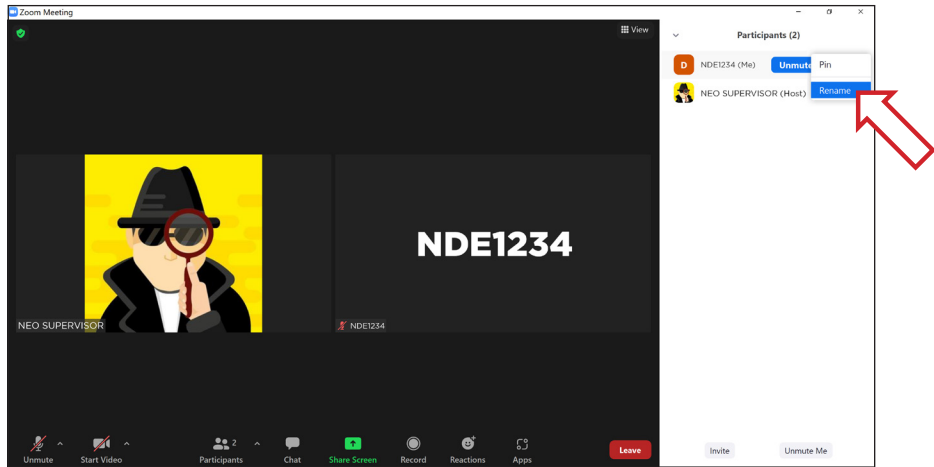1st Way - Changing Display Name from Screen
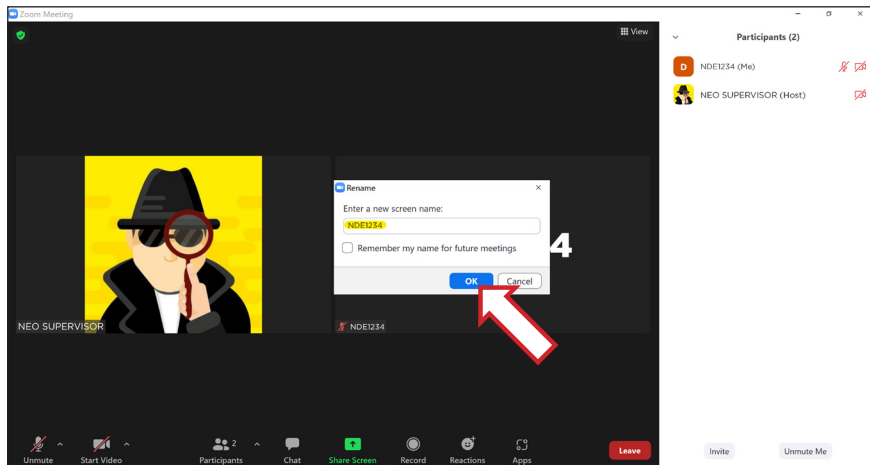
a. Click on the **Participants** icon below.

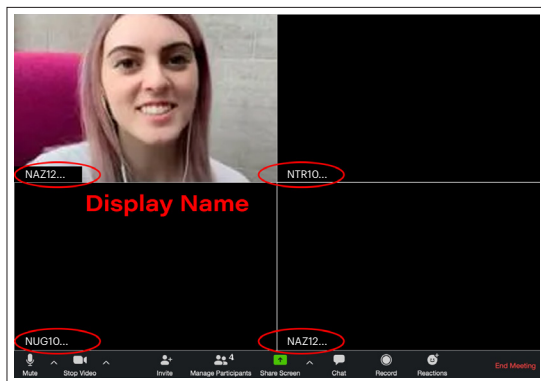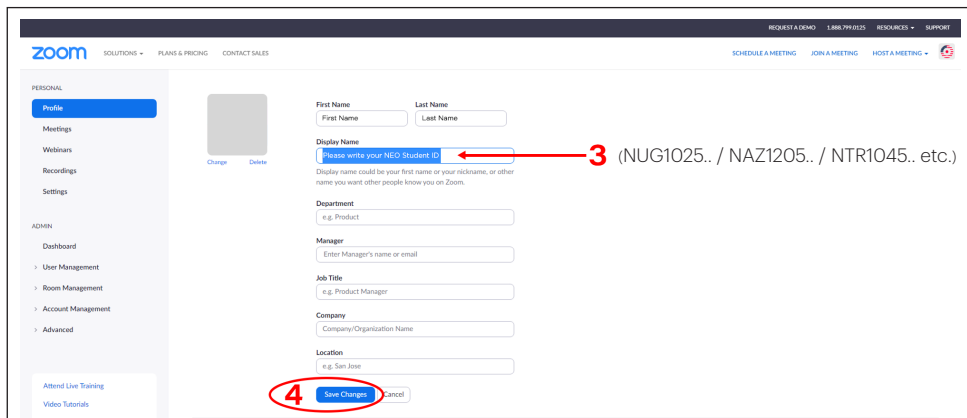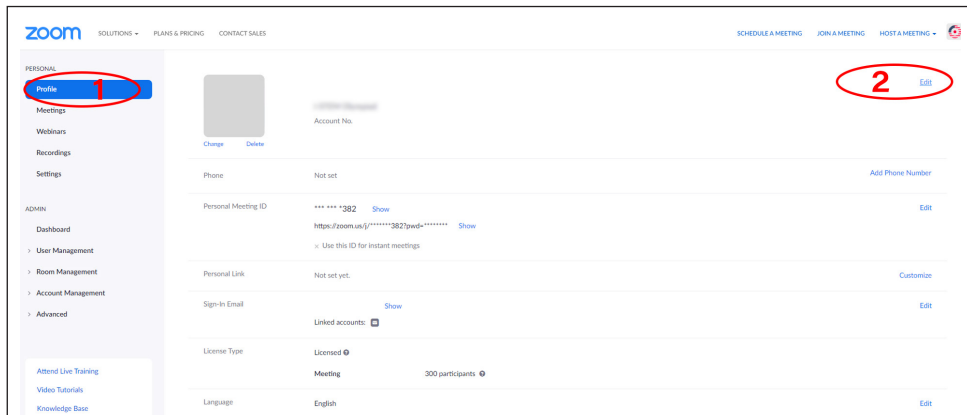b. Click **More** button in the upper right corner of the screen.

c. Click **Rename** button.

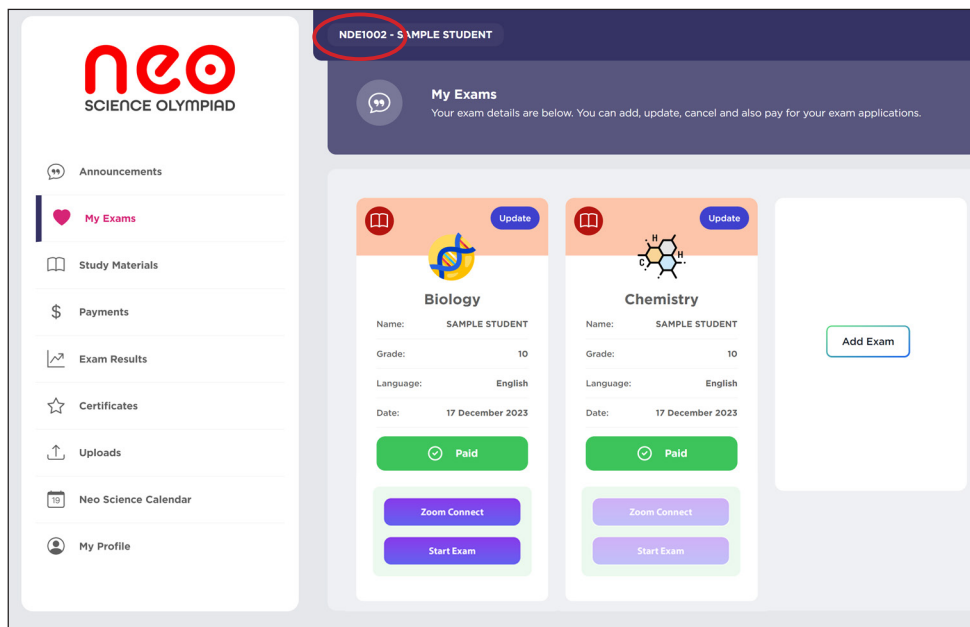d. Fill in your **NEO Student Number** in the following field and click **OK** button.

2nd Way - Changing Display Name from Account Settings

3 (NUG1025.. / NAZ1205.. / NTR1045.. etc.)

Display Name

6. Where can you find the NEO student number that should be written in the Display Name section?

• Login to the NEO Student Panel
• NEO Student Number can be found in the upper left corner of the student panel.

7. Please follow the announcements

REMINDER: The description provided above is for informational purposes only. The Zoom program's terms of use and updates may differ depending on the devices used.

Thank you for your attention.