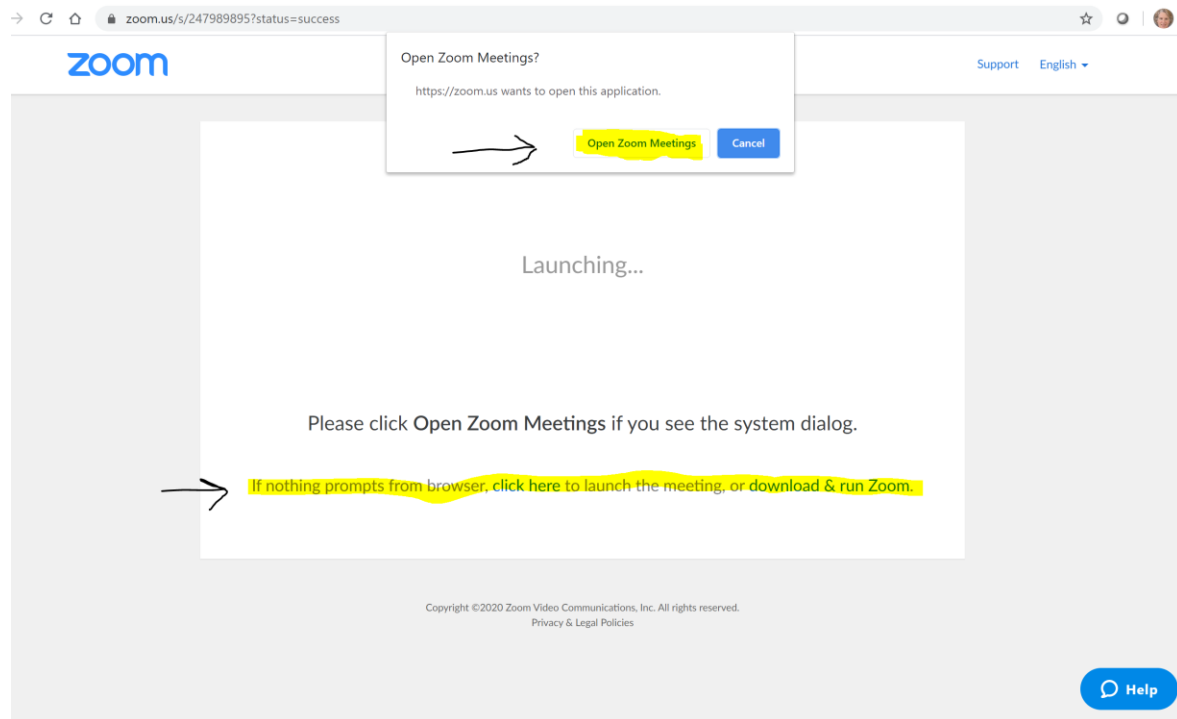
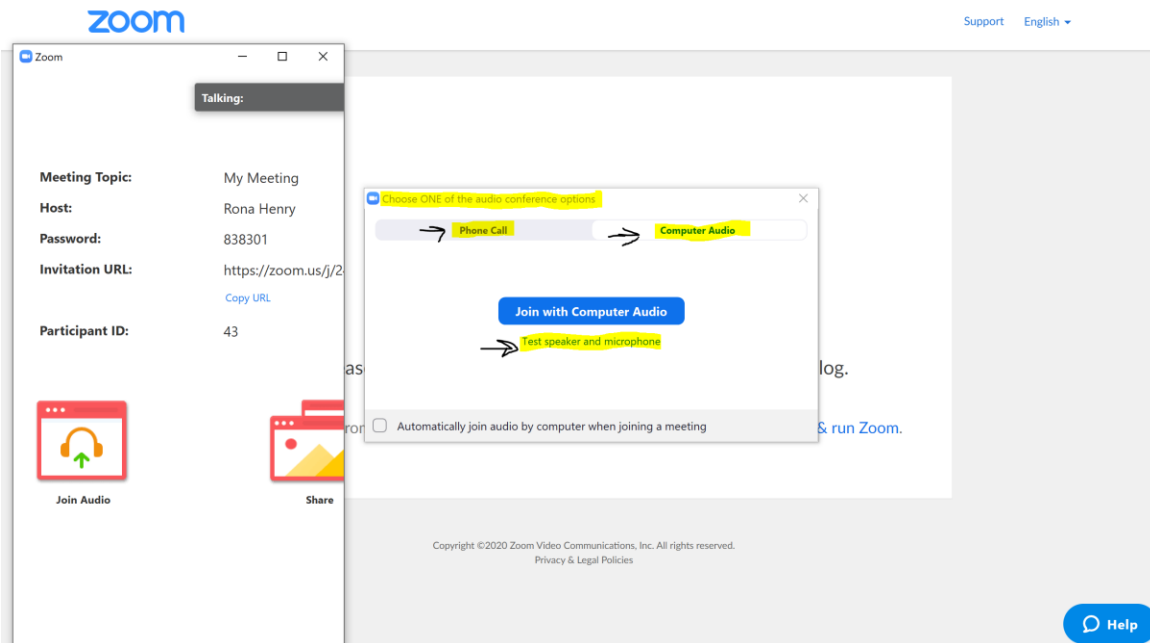


Quick Guidance on how to use Zoom

- **Click on the link provided.** *If link is not working, copy and paste address in your web browser.*
- If you have never used Zoom you will need to download and run Zoom. (See bottom of screen to find link to do that.)
- **To join the meeting, press the Open Zoom Meetings button.** (If dialog box doesn't open, see links below to launch meeting, or to download Zoom.)



You have the option to join with your computer audio, or join by phone call. And you can test your computer speaker and microphone.



Once logged into the meeting, **you may need to press your mouse pad to show the meeting functions.**

Please NOTE: The screenshot below is from a laptop computer. On an iPad or other device, the functions may be located in different positions.

On a laptop screen, the functions are likely to be positioned as follows:

TOP OF SCREEN

- Upper right is where you can go to full screen or exit full screen.
- Under View Options (at the top) – it's suggested you **select "Side by Side Mode"** so you can see slides and people talking.



BOTTOM OF SCREEN

- Mute button is lower left (**please mute your microphone to avoid background noise**).
- The video button is next. You have option to view the meeting without having to have the video on you. (See arrow buttons next to the audio and video buttons for more setting options.)
- The Chat button will let you view the group chat. Please open this up and add your greeting!
- When ready to leave the meeting, it's at the lower right corner.