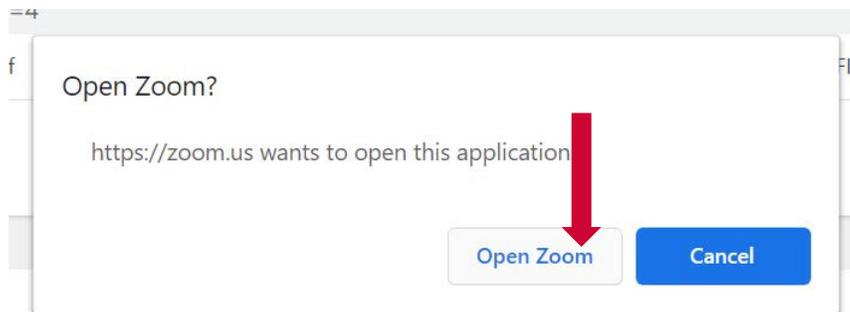


# “HOW TO” FOR ZOOM MEETINGS

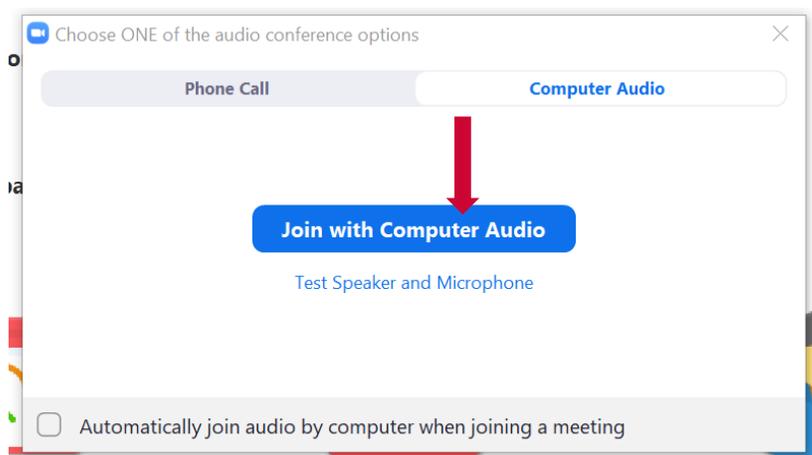
## JOINING THE MEETING

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- Click on link that has been sent to you in your event confirmation email or calendar invitation. You will see the window below pop up on your desktop.
  - If you are connecting from a device (phone or tablet) rather than a desktop computer we recommend you download the Zoom app from the App store in advance. Once downloaded, the event link will take you right in to the meeting without the following two steps.



- Join with computer audio



**NOTE:** If you do not have a microphone built in or attached to your computer, you will need to call in by phone in order to be able to speak. Click on the “Phone Call” tab and

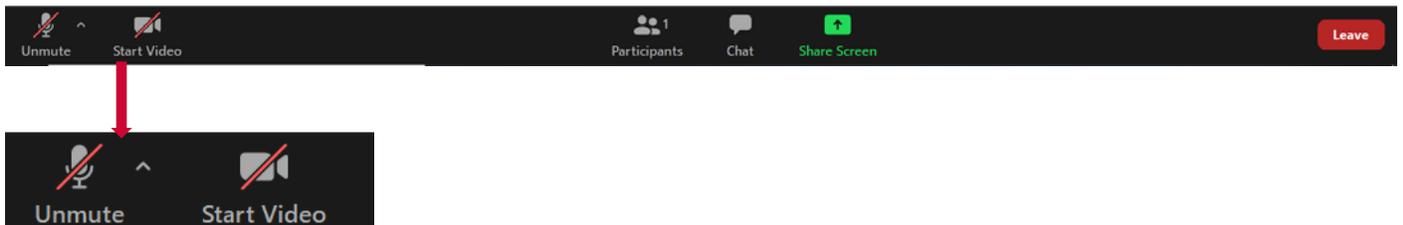
you will be provided with a number to call and a password (similar to a conference call number)



## OK, I'M IN THE MEETING – NOW WHAT?

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When you join the meeting, your microphone and video camera will be turned off. To turn one or both of them on, move your mouse below the people on screen to the bottom navigation bar:



To find these buttons on a phone or tablet simply touch your screen and they will appear. If you do not have a video camera on your computer, don't worry, it is not required to participate in the meeting.

**TIP:** To avoid unnecessary noise and disruption, we ask that you only unmute your microphone when you are speaking and mute it again when you are finished.

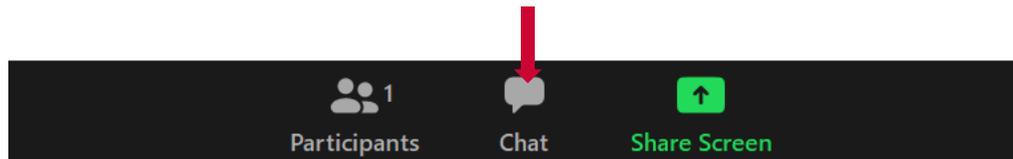
## How to participate

You can participate in the meeting in a number of ways, all of which are accessed by the three middle icons on the navigation bar at the bottom of your screen.

## 1. Chat

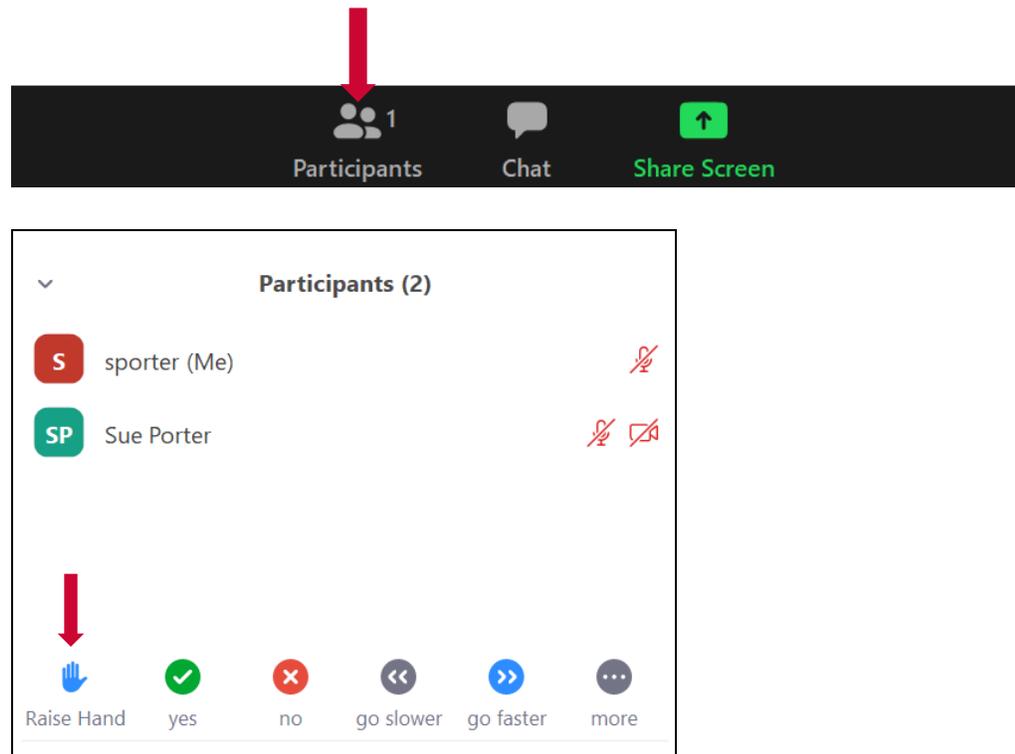
If you want to chat via text with other participants, just click on the “Chat” icon and type in your comment or question (if you are participating on a phone or tablet, the chat function may be found by tapping your screen and then clicking on the three dots on the bottom right of your screen marked “More”).

**TIP:** You can also use the chat box if you are experiencing technical difficulties. There will be a staff member monitoring the chat and available to help as needed.



## 2. Raise your hand

If you want to ask a question verbally, you can indicate your intention by digitally “raising your hand”. To do this, click on the “Participants” icon. A pop up window will open on the right hand side of your screen and will show you the list of meeting participants. At the bottom of that box you will see a number of options, including a blue hand icon:



Once you have “raised your hand”, the moderator or host will call on you and you can then unmute your microphone and ask your question or make your comment.

### 3. Polls

From time to time, your meeting host may launch a poll with multiple choice questions. This poll will pop up on your screen automatically and you can click on the answer you wish to submit and then close the screen.

## WHEN THE MEETING ENDS

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You can leave the meeting at any time by clicking on the red “Leave” button on the right hand side of the tool bar at the bottom of your screen.



For more detailed information on Zoom meetings go to: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>