

## Zoom Instructions

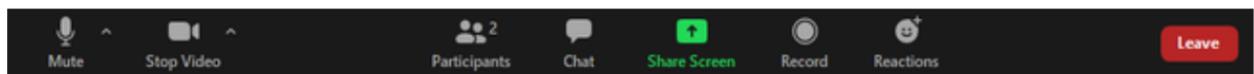
Before the Zoom meeting you will need to secure a computer, tablet, or smartphone with a speaker or headphones. On your device, click on one of the choices in this email.

To join the meeting:

1. Roughly 5-10 minutes before the start time of the meeting, click on the link in your invitation. You may be asked to download the Zoom app.
2. Zoom will give you the option to “*Test Computer Audio*” by clicking on the corresponding button. Once you have tested your audio, select “*Join Audio by Computer.*”
3. If you prefer to join the meeting without clicking the link, you can do so by visiting [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided to you in the invitation.

If you experience difficulty hearing during the meeting, you can join by telephone while remaining on the video conference by:

1. Using your phone to dial the teleconferencing number provided in the invitation
2. Enter the Meeting ID number when prompted
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participate ID to be associated with your computer



- 1**
  - 2**
  - 3**
  - 4**
  - 5**
  - 6**
  - 7**
1. **Mute/Unmute:** Mute/unmute your microphone
    - a. Audio controls (accessed by clicking the ^ beside **Mute/Unmute**) will allow you to change the microphone and speaker that Zoom is using on your computer, leave computer audio and access full audio settings
  2. **Stop Video/Start Video:** Turns your camera on/off
    - a. Video controls (accessed by clicking the ^ beside **Stop Video/Start Video**) will allow you to change cameras, select a virtual background or access full video settings
  3. **Participants:** See who is in the meeting and invite others; you can also rename yourself or click on nonverbal feedback icons (raise hand, thumbs-up, etc.)
  4. **Chat:** Access the chat window to chat with other participants/host
  5. **Share Screen:** Share your screen (if allowed by host)
  6. **Record:** Start/stop a local recording (if allowed by host)
  7. **Leave:** Leave the meeting while it continues for other participants

## Zoom Etiquette

1. Join the meeting 5-10 minutes early
2. Mute your microphone to help keep background noise to a minimum
3. Utilize the **Chat** feature for questions/comments that can be addressed after the presentation
4. Position your camera properly in a stable position and focused at eye level
5. Limit distractions
6. Avoid multitasking