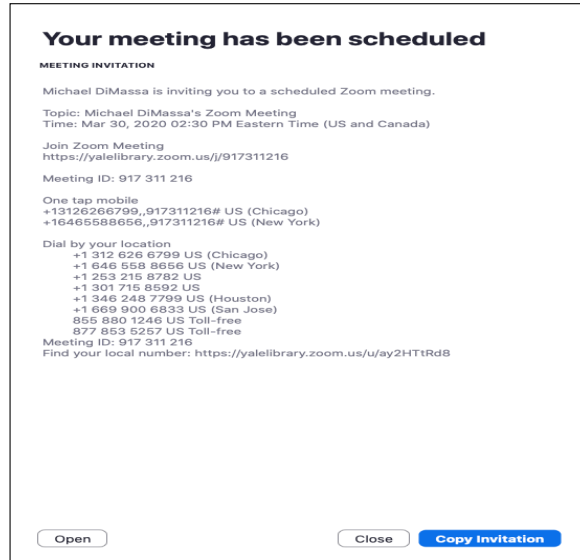


HOW TO JOIN A ZOOM MEETING

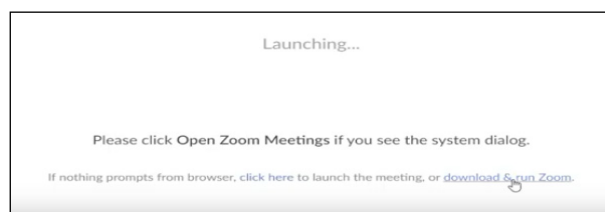
If you prefer to watch a video, a good tutorial for joining a Zoom meeting can be found here:

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

1. When you receive an e-mail invitation for your first Zoom meeting, it will contain the information you will need in order to attend. Here's what the body of your invitation will look like:

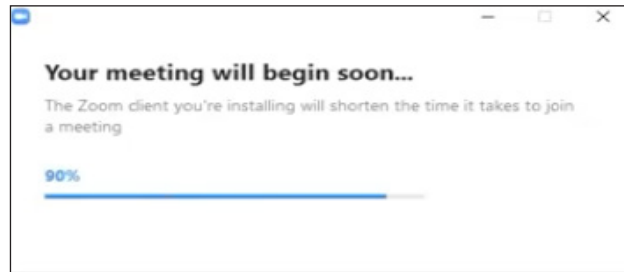


2. The invitation provides two ways to join the meeting.
 - a. You can join **by phone** using one of the numbers indicated at the bottom of the invitation. Joining by phone will allow you to participate in the conversation but will not allow you to see the other participants or to be seen by them.
 - b. You can join on your tablet or computer by **clicking on the URL** (web address) listed toward the top of the invitation under the heading *Join Zoom Meeting*. When you elect to join the Zoom meeting in this manner, you will still have a choice concerning whether or not you want to use video so you can be seen by other meeting members.
3. Zoom is an external application, and if you do not already have it on the device you will be using to join the meeting (computer, tablet, phone), you will be prompted to download it. (In some cases, you may be offered the opportunity to open Zoom in your browser without downloading anything.)

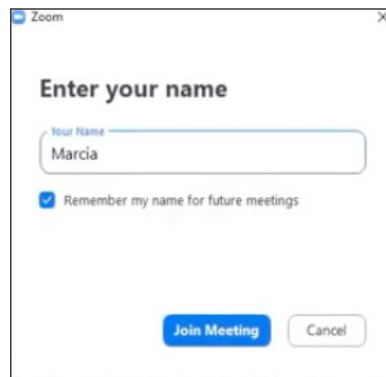


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4. The download is *a one-time process* and will only take a few minutes to complete.



5. Once the download is complete, you will be prompted to enter your name. Then simply click on the blue button labeled *Join Meeting*—and you're in!



6. Once you're in the meeting, you'll see icons that will allow you to mute/unmute your audio and turn your video camera on/off with a click of your mouse. These may appear at the top center or bottom center of your screen when you hover your mouse/cursor over them, or at the top right of your screen in the control box.

