

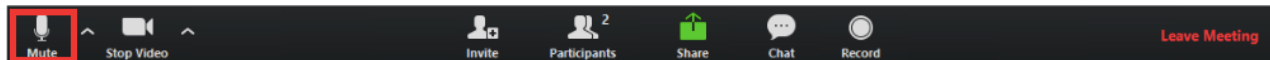
Zoom Instructions

Joining a Meeting

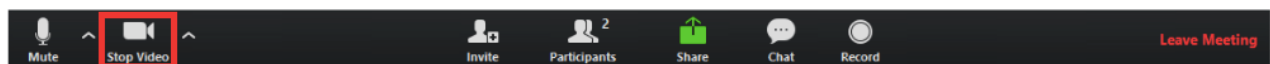
1. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [our Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.
2. You can join a meeting directly from the invitation by clicking on the link provided in the e-mail.
3. You can also join from the Zoom app. To do this, simply click on “Join a Meeting” and enter the 9-digit ID number from the invitation. If prompted, enter your name and/or email address.
4. If you plan to join via a telephone for audio purposes, you will need to dial the phone number provided in the invitation. Once prompted, please enter the 9-digit ID code. However, if you are joining in by phone, you will not be able to see any materials shared on the screen.

In-Meeting Controls

1. While in a meeting, you will be able to mute/unmute your audio. To do this, simply click on the microphone icon all the way to the left in the meeting controls. It is pictured below for your convenience.



2. Similarly, you can stop/start video by clicking on the camera icon in the meeting controls. It is pictured below for your convenience.



3. You can also use the chat function to ask questions during the meeting. To use the chat function, simply click on the conversation bubble icon in the meeting controls. It is pictured below for your convenience. From there you can type a message into the chat box. You can also use the drop-down menu to send the message to “Everyone” or privately to specific individuals.

