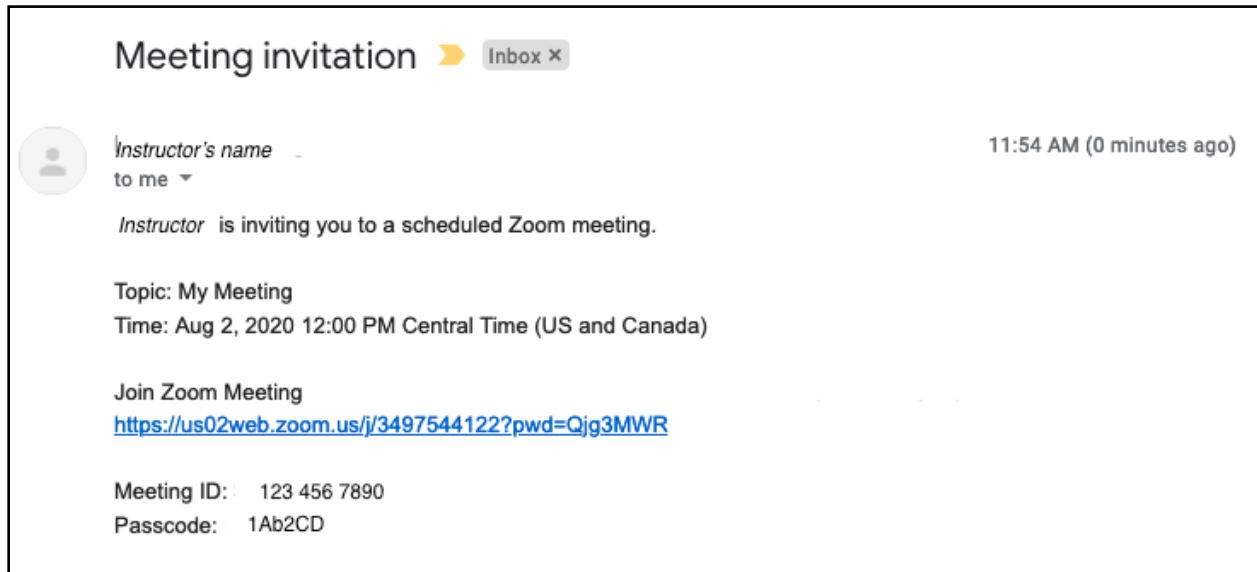


HOW TO JOIN A ZOOM MEETING

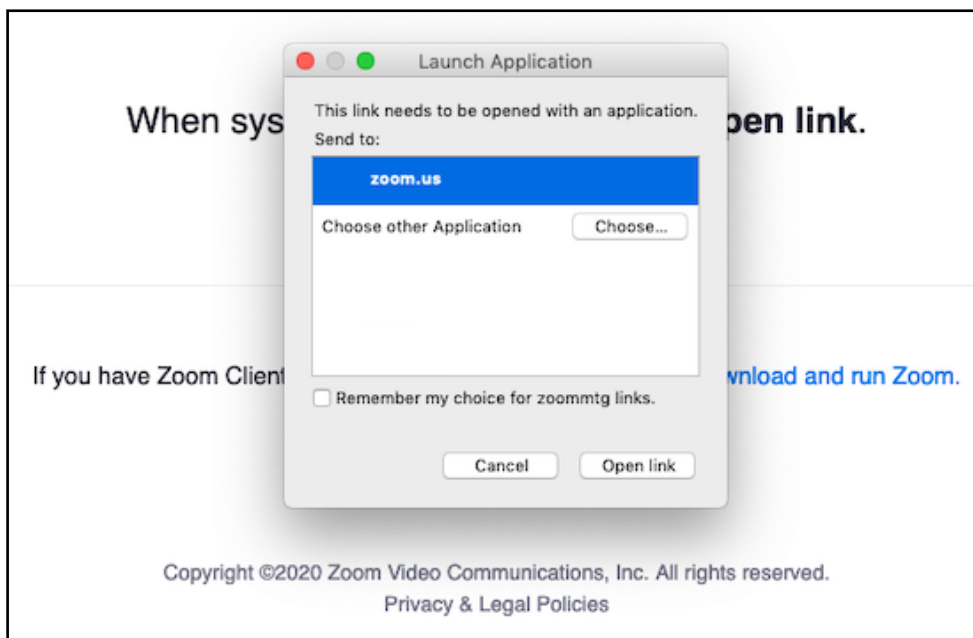
Note: depending on the type of computer and software you're using, details of the instructions and examples below may vary, but you should be able to identify their counterparts without too much difficulty.

Before your first Zoom meeting, you'll need to download a free Zoom app, which will take only seconds. Go to <https://zoom.us/support/download>.

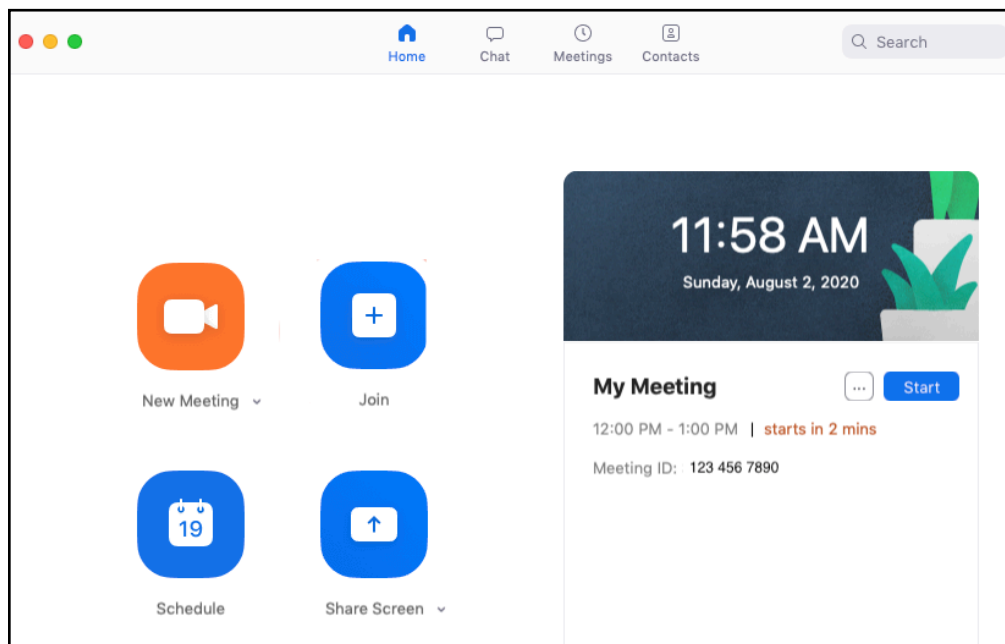
The meeting host will email you (a day or two in advance) an invitation to the meeting. It will look something like this:



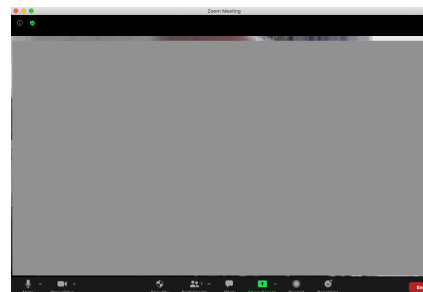
A few minutes before the scheduled meeting time, you should click the "Join Zoom Meeting" link. That will open your Zoom app and bring you to this:



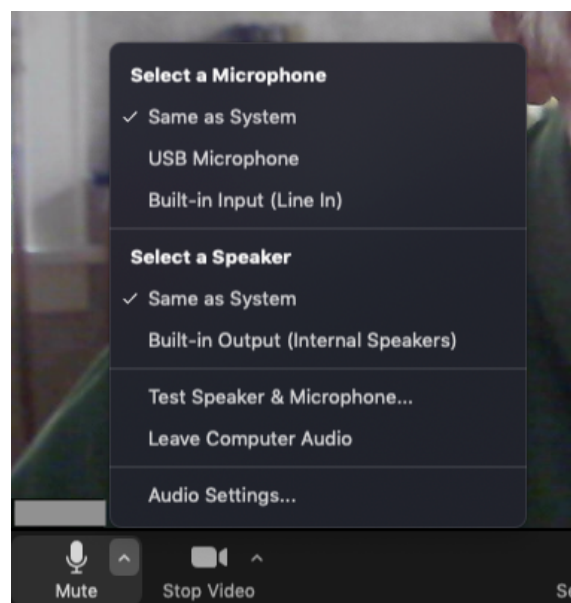
Click the “Open link” button, which will bring you to:



Click the “Join” button. That will reveal a Zoom collection of webcam images (grayed out here), including yours, of everyone who has joined the meeting so far:



Along the bottom of the screen, you’ll see a line of icons.



The grayed rectangle just above the microphone icon is where your name should appear.

This is a good time to check your sound and video. Click the upward arrowhead by the microphone icon (on the left), revealing an audio menu. Your version of the menu shown may look somewhat different, depending on the particular equipment you’re using.

To see if your speaker and microphone are operating properly, click the menu item “Test Speaker & Microphone...” and answer the questions posed.

If your dog starts barking loudly or there’s some other disturbing household noise, you can always mute your microphone by clicking its icon; another click will restore it. When your audio is muted, the microphone icon has a red slash on it;

otherwise not. (Zoom allows the host to mute all microphones if she can't tell where a disturbing noise is coming from.)

Similarly, if the camera icon (just to the right of the microphone icon) has a red slash on it, your camera is turned off; otherwise it is on. When it is off, only your name in white on a black background will appear in your place on the screen. Click the slashed icon to re-activate your video output. The upward arrowhead by the camera icon will allow you to choose your camera (if your system has more than one).

The "Participants" icon will display a sidebar listing the other meeting participants.

The "Record" button will be made inactive by the host. (Collecting the necessary participant permissions would be too complicated for us).

To leave the meeting early, click the red "Leave" button at the far right of the icon line. (The host will close for everyone when the meeting is over.)

Useful tip:

To try out your apparatus in advance, and in particular to adjust your lighting and camera aiming (if adjustable), you can use this link: <https://zoom.us/test>.