



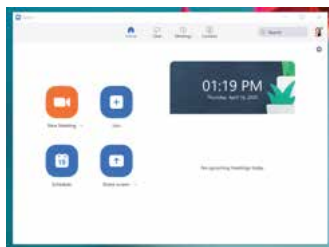
Zoom

Zoom is the online meeting platform that we will use for our audio and text-based communication.

1. Pre-Meeting

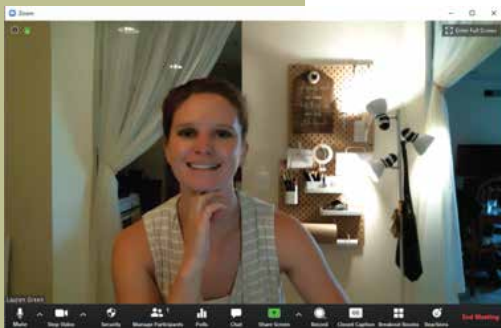
- To enter Zoom, download Zoom on your PC or Mac: www.zoom.us/download
- Test your Zoom program before the session: www.zoom.us/test
- Lastly, watch this video on Zoom's controls and features available to you: https://www.youtube.com/watch?v=ygZ96J_z4AY

This should take about 15 minutes to complete.

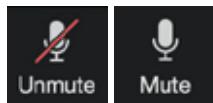


2. Entering the Meeting

- When it's time for your meeting, use the provided link or click "Join" and enter the Meeting ID and Password.
- When prompted, click "Join with Computer Audio."

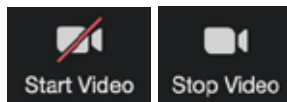


The toolbar at the bottom of the screenshot above. Details of these along with instructions are provided to the right.



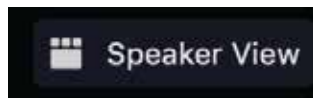
3. Muting/Unmuting Audio

- To mute or unmute yourself, click the "Mute" or "Unmute" icon on the bottom left side of the Zoom toolbar.



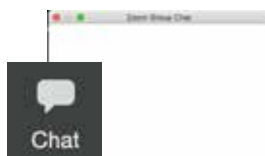
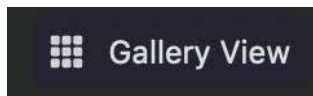
4: Start/Stop Video

- To start or stop your video feed, click the "Stop Video" or "Start Video" icon on the bottom left side of the Zoom toolbar.



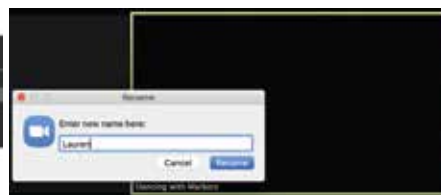
5: Speaker and Gallery View

- To change from viewing the main speaker to viewing all participants, click on the Gallery View or Speaker View icons on the top right of your Zoom window.



6: Using the Chat Function

- To chat to other participants, click the "Chat" icon on the Zoom toolbar.
- Use the drop down menu to switch from chatting to everyone to chatting to a single individual.



7: Renaming Yourself

- To rename yourself, click on the three dots icon on the top right corner of your video feed.
- Select "Rename" and enter your name and/or other information requested by the facilitator.

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