

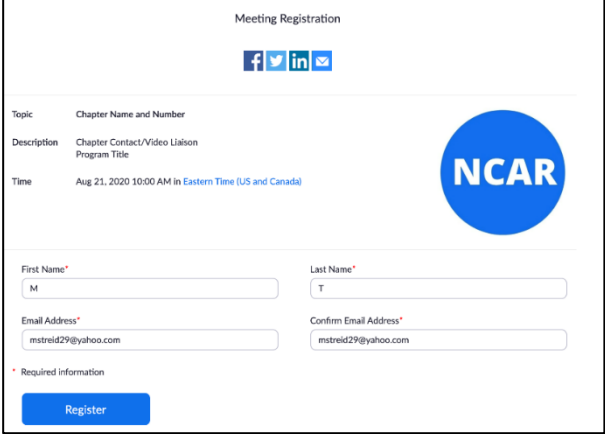
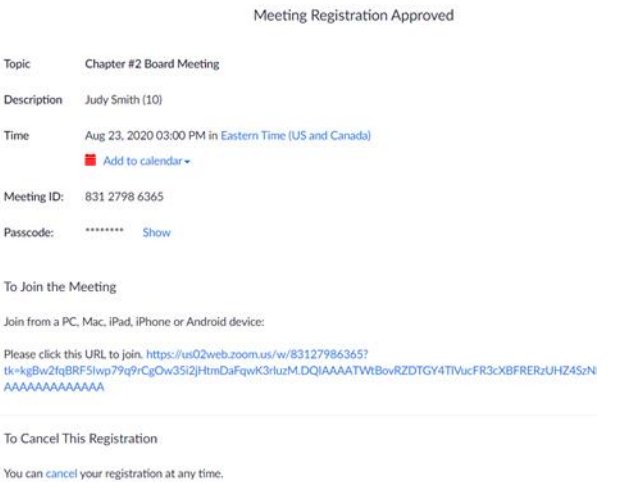
PARTICIPANTS - HOW TO JOIN A ZOOM SESSION

If you plan to use zoom for chapter meetings, please download the **Zoom.us** app onto your computer. These instructions were written for a laptop or desk top computer only. Do not use an iPad, iPhone or Smartphone.

Invitation to a Zoom Meeting (Without RSVP)

- ✦ Host schedules a Zoom Session through the **Zoom.us** App emailing the meeting registration email to participants.

Invitation to a Zoom Meeting (With RSVP)

<p>Complete the "Meeting Registration" information (all is required) and click "Register"</p>	
<p>The "Meeting Registration Approved" email will be sent automatically. It will provide the link and password to join the meeting. SAVE THE EMAIL TO JOIN THE MEETING. You can also save the meeting information into your calendar.</p>	

Join the Meeting through the Invitation Email Link

- ✦ Go to the email with the invitation information sent.
- ✦ Click on the link below "Join Zoom Meeting" in the email at least 3-5 minutes prior to the start of the meeting.
- ✦ Zoom will open and request to enter password, then first and last name.
- ✦ **Answer Yes**, when asked: "Turn on Video" (this will be fast).
- ✦ **Answer Yes**, when asked: "Join with Computer Audio" (this will be fast).

- ✦ **IMPORTANT: Should this step be missed; audio will NOT be on and participants will need to “LEAVE” the meeting and reenter.**
- ✦ If given an opportunity to: “check audio”, do so to ensure it is working.
- ✦ Follow the prompts.
- ✦ Entering early, participants are be placed in a “waiting room” and the Host will admit all to the meeting.
- ✦ Having trouble? (text or call the Host)
- ✦ When screen opens with your image as well as other attendees, you have successfully entered the session
- ✦ All is ready to participate in the Zoom Session.

Join a Meeting through YOUR Account

- ✦ Joining a Zoom meeting is easiest through the “Invitation email” link.
- ✦ For those with Zoom accounts, it is also possible to join a meeting by signing into their account.
 - Go to [Zoom.us](https://zoom.us) and Login to personal account
 - Click on “Join a Meeting” and move through prompts
 - Input “Meeting ID” and “Password” from invitation
 - Follow prompts until in the waiting room
 - The Host will admit all to the meeting.

Join a Meeting by Phone

- ✦ Standard phones can be used to participate through Audio only.
- ✦ Older computers may not have audio capability, even if they can connect with video. Therefore, it is possible to connect by phone for audio, and by computer for video.
- ✦ **NOTE:** Do not sign in with two devices where both have audio as it creates feedback.
- ✦ Phone controls when using only a phone:
 - ~ *6 - Toggle mute/unmute
 - ~ *9 - Raise hand

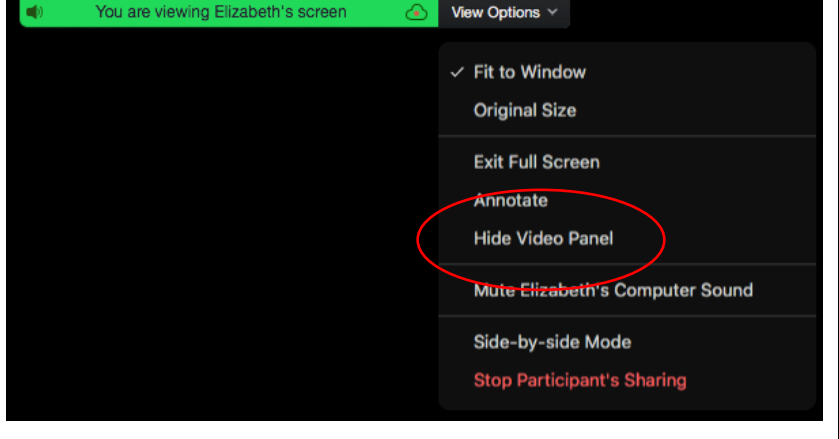
Once the Meeting Starts

- ✦ Once all participants have joined, the Host will “Lock the Meeting”
- ✦ Latecomers can join the meeting. There could be a delay as you will need to wait until the Host notices the request.
- ✦ When joining, as a courtesy to the Host, use full name to sign in, not a pseudonym.
- ✦ All participants should “mute” microphones once entered
- ✦ Microphones should stay muted unless called upon the speak.

Viewing a Video

- ✦ Host will “Mute All” and Stop the screen video

- ✦ When using Zoom for watching a video, set up the screen for a complete view without the gallery or speaker boxes.
- ✦ Once the Share Screen menu is on at the top of your screen:

<p>For full video viewing Click on the drop-down menu "View Options" Click on "Hide Video Panel" The screen will be clear of all participants boxes.</p> <p>To return reverse the process and click on "FULL VIDEO PANEL"</p>	 A screenshot of the Zoom interface showing the 'View Options' menu. The menu is open, displaying several options: 'Fit to Window' (checked), 'Original Size', 'Exit Full Screen', 'Annotate', 'Hide Video Panel' (circled in red), 'Mute Elizabeth's Computer Sound', 'Side-by-side Mode', and 'Stop Participant's Sharing'.
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TIP for First Time Users

- ✦ Prior to first Zoom Session, do a practice Session with someone who has had Zoom experience.
- ✦ If using Zoom for the first time, try entering the Session early, about 10 minutes before the actual start time so that if anything unexpected happens, you have time to get assistance.