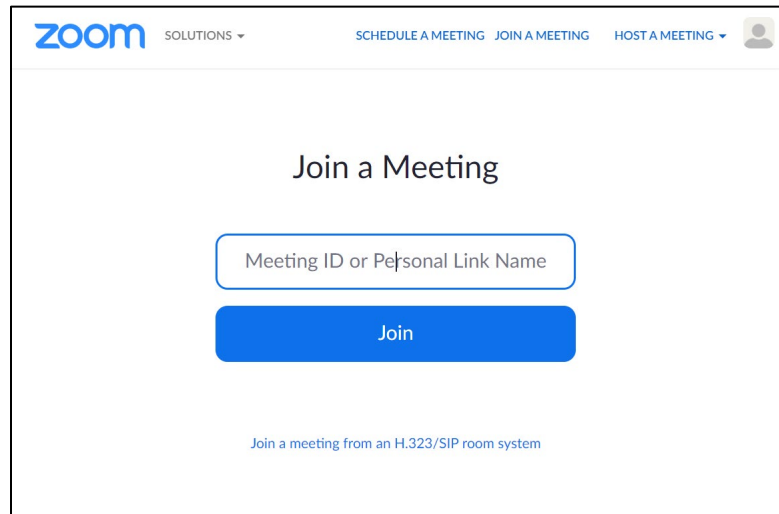




Zoom Participant Quick Start

You can access Zoom meetings one of three ways.

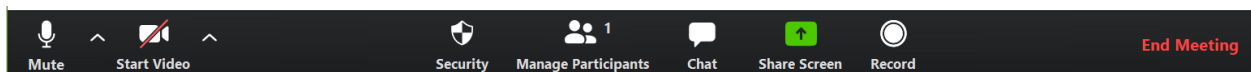
1. Click the **link** in the meeting announcement, or
2. Type **Zoom.us/join** in your web browser, enter the Meeting ID provided in the announcement and click Join, or
3. Call one of the **telephone** numbers provided in the meeting announcement and enter the Meeting ID when prompted.



Computer Access Information:

After typing the Meeting ID and clicking Join, follow the onscreen prompts. You will be asked if you want to join with computer audio so you can hear the meeting through your computer speakers. A link is provided for you to test your computer audio and microphone. If you do not have computer audio, you can join the meeting by telephone to hear the meeting.

When the meeting appears on your computer screen, hover your mouse near the bottom of the screen and a toolbar will pop up. This is where you will mute your microphone, turn off your video so others cannot see you, display the list of participants, and access the Group Chat. Clicking on any of these icons will toggle them on and off.



Telephone Access Information:

To mute your telephone and avoid ambient sounds being transmitted to all participants enter *6. To unmute your telephone enter *6 again.

If you want to get the attention of the Host without speaking over other participants, you can “raise your hand” by entering *9. When the Host sees your raised hand notification, they will call on you to speak. If you previously muted your telephone, be sure to enter *6 to unmute.