

Joining the Zoom Call:

Participants can join via a computer, tablet, or phone. You will be provided with an option of turning on the camera or if you prefer you can attend only via audio. You are not required to have a Zoom account to log in, simply click on the link provided at the scheduled date and time and enter your name, the meeting ID and password provided in the confirmation email.

Adjusting Audio and Video:

You will begin the meeting in the “waiting room”. The event host will allow you access in to the meeting shortly. When the event starts your camera will be turned off for privacy, you are welcome to enable your video at any time to appear visible to the other attendees.

When you are not speaking, please mute your microphone to help eliminate background noise and allow those speaking to be heard. To mute and unmute you can hover over the microphone icon in the bottom left hand corner of your screen.



Microphone icon

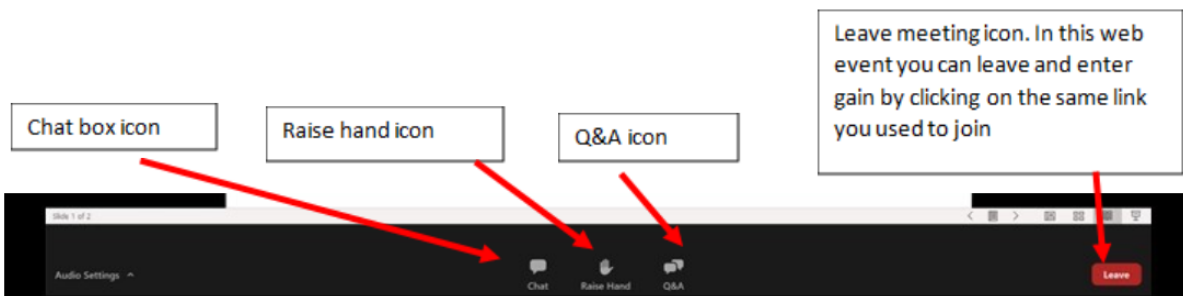
Camera icon

Participants – this is where you can see who else is attending the meeting

Reactions icon – this is where you can let people know how you feel

Additional Features to Communicate on the Call:

Once the meeting starts, you can move your cursor across the bottom of the screen to access the tool bar. Additional options will be available to raise your hand or ask a question. You will also have the option to send text messages in the group chat feature if you prefer to type vs talk. These messages will appear on the right hand section of the screen.



Chat box icon

Raise hand icon

Q&A icon

Leave meeting icon. In this web event you can leave and enter again by clicking on the same link you used to join