HOW TO PARTICIPATE IN AN SCI CHAPTER ZOOM MEETING

You may want to print this page and keep it handy.

All open chapter meetings held on ZOOM use the same meeting ID and pass code:

- Meeting ID   946 600 0942 (do not enter spaces)
- Pass code   702809

To join an SCI chapter meeting, **click here** or enter **https://tinyurl.com/zasx2ums** in your browser address bar.

The most important ZOOM controls you need to know:

- **Mute/unmute** - in the lower left corner of the screen. Keep this toggle control set to Mute until you want to speak. That will avoid interrupting the speaker with a cough, dog bark or other background noise.

- **Start/Stop video** – next to the Mute/unmute control. Start video turns your device camera on and displays what the camera sees to the other meeting attendees.

- **View** – upper right hand corner of the screen.
  Gallery view – shows thumbnail images of all participants in a grid layout.
  Speaker view – fills your screen with the image from the speaker's camera

  Switch back and forth between Speaker and Gallery views as you like.

You may show other material (like photos, or a video, or a PowerPoint presentation) to the meeting attendees by using the **Share screen** option which is located at the bottom center of the Zoom screen. When you use this option your camera image will be replaced with the other material displayed on your own screen, and attendees can view it in **Speaker view**.

To schedule a ZOOM meeting, or for additional information, contact either

- Joann Ellis (920-319-6694, sci2015secretary@gmail.com) or

- Celia Clark (936-828-6539, crro26@gmail.com).

Login credentials for *closed* chapter meetings will be distributed by invitation from the host chapter.