

You will need:

- A computer, iPad, Chromebook, Smartphone, etc.
- An internet connection – broadband wired or wireless

How to Enter the Zoom Meeting

- Your meeting host will provide the URL to the Zoom room.
- Simply click the URL or paste into your browser of choice to open the meeting.
- You may be asked to provide your name and email address.
- If you have never used zoom before, you may be asked to download some software.

Audio and Video Setup

After launching the Zoom meeting from the meeting URL, you may be prompted to join the room's audio. Click "join audio by computer." Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. You will need audio to hear the presenters only. Since we have such a large group we will have all participants muted.

PLEASE KEEP YOURSELF MUTED AND DO NOT TURN ON YOUR VIDEO/WEBCAM



View the participants List

The participants list shows all the active members in the meeting. To open the participants list, click "Participants" in the bottom menu. This will open a list on the right-hand side of the meeting screen. If you want to change your name, hover your mouse over your name and click the rename button to make changes.

Use the Chat box to ask questions!

Chats may be sent either to all members of the meeting or privately to specific individuals. Choose the appropriate person for private chat using the dropdown menu next to the "To:" field.

NOTE: If you enter a Zoom room after the meeting has begun, the chats received prior to that time will NOT be available in the chat window.

Additional Resources

Getting Started on PC and Mac Guide

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

Getting Started Videos

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1ld3N_Xl77fKDzSXe