

Using Zoom

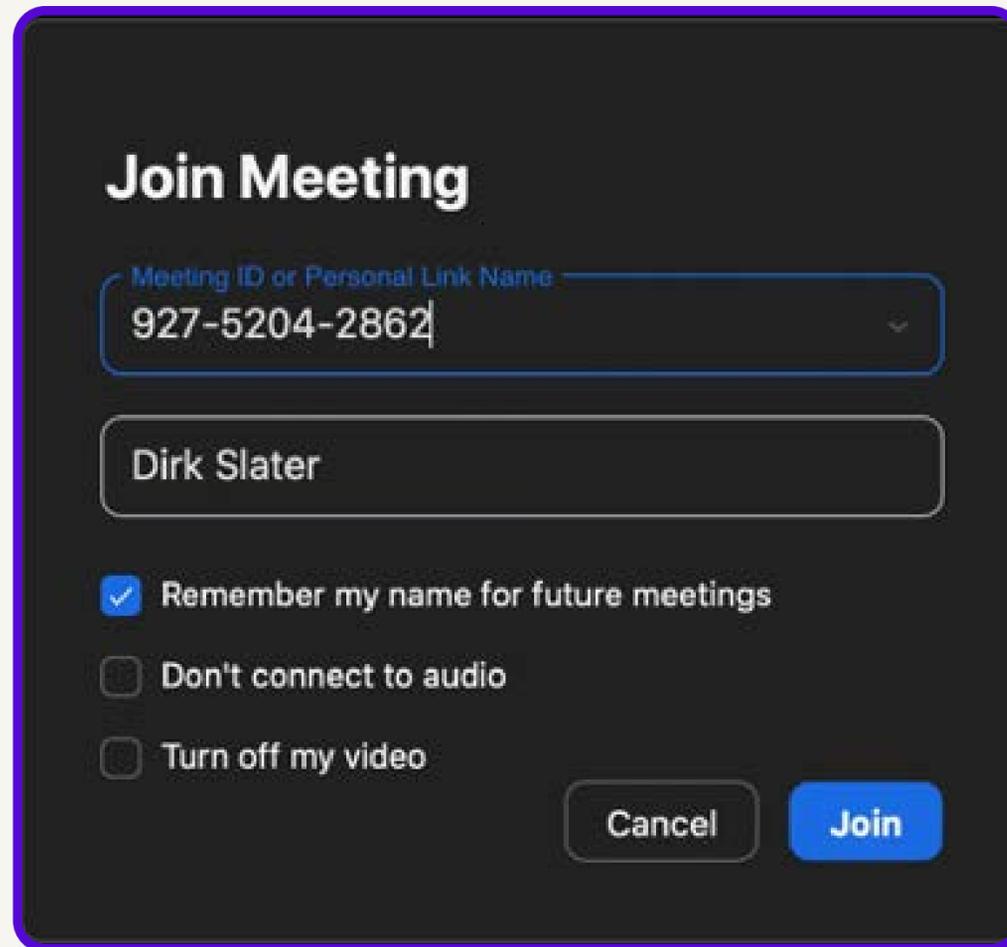
We will use **Zoom software** for this meeting. You will need to use the Zoom meeting app.

YOU CAN DOWNLOAD THE ZOOM MEETING APP HERE:

[HTTPS://ZOOM.US/DOWNLOAD#CLIENT_4MEETING](https://zoom.us/download#client_4meeting)

Once the Zoom app is installed, it should start automatically when you click a zoom link.

Please fill in your real name when joining the meeting, so we can identify you.

A screenshot of the Zoom 'Join Meeting' dialog box. The dialog has a dark background with white text. At the top, it says 'Join Meeting'. Below that is a text input field with the placeholder 'Meeting ID or Personal Link Name' and the value '927-5204-2862'. Underneath is another text input field with the name 'Dirk Slater'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom right are two buttons: 'Cancel' and 'Join'.

To operate in Zoom, move your cursor to the bottom of the screen on your desktop and phone, or to the top on a tablet, and **a menu bar** will appear.



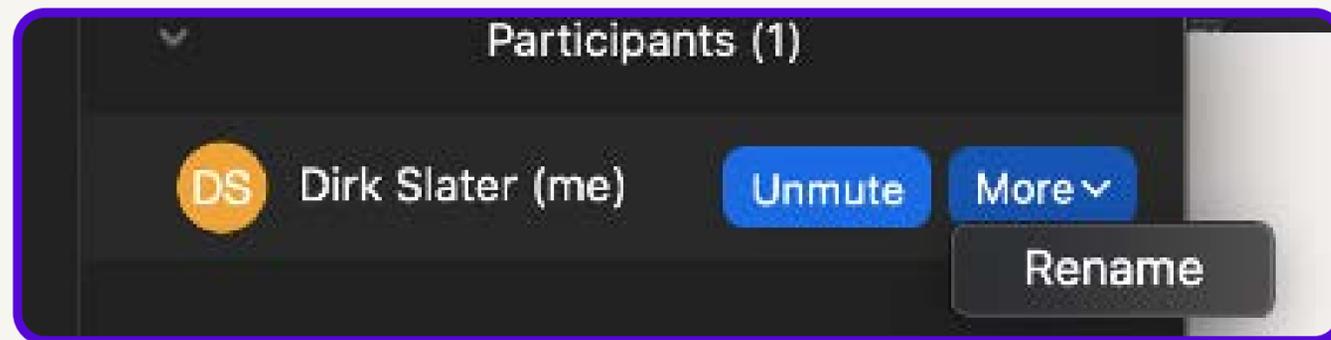
Use the mic icon to mute and unmute yourself. We request that you stay on Mute, until you are invited to come off Mute to speak.



You can turn your video on and off – please keep your **video off as it impacts people's bandwidth.**

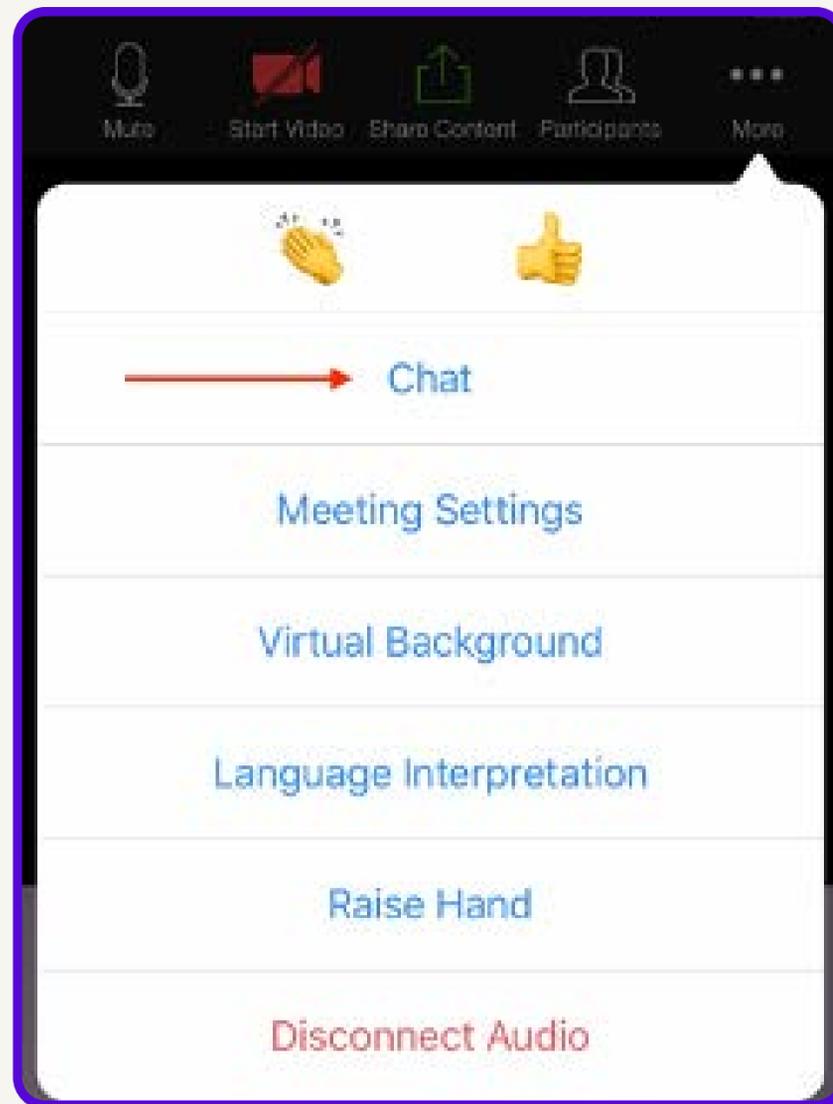


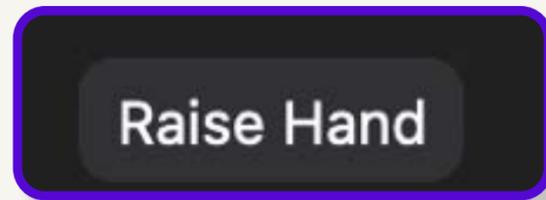
Use '**Participants**' icon to see a list of participants. You can double-check that your name appears properly here and use '**rename**' if you want to change it.



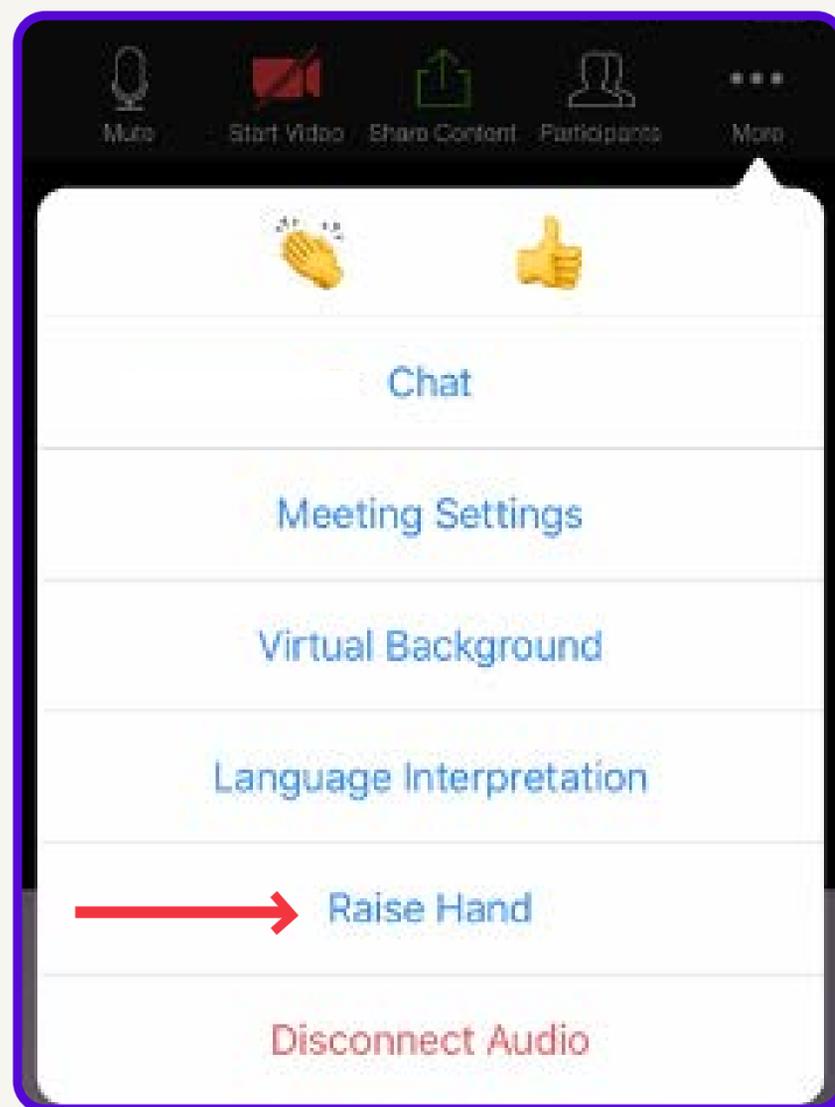


You can use the '**Chat**' to contribute questions and comments during the meeting.





'Raise Hand' button: use it to get **our attention** if you have a question or a comment you would like to contribute to the discussion. On the desktop – find it when you click participants – on iPad here:



Again, if you have questions, either **raise your hand** or write in the **chat section**.

Thank you