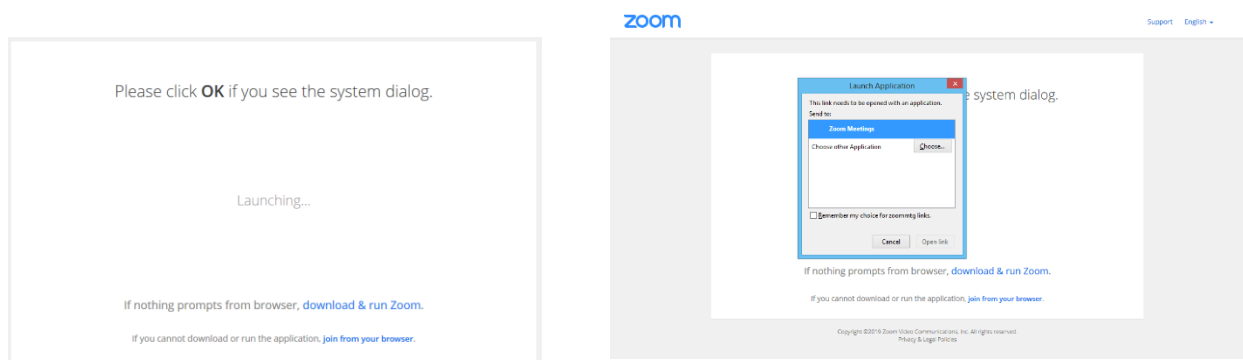


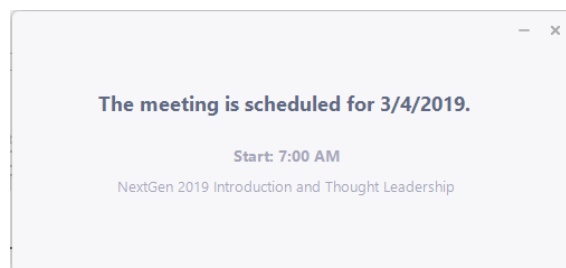
## ZOOM INSTRUCTIONS

### Joining a meeting using your web browser

1. If you have successfully connected to a Zoom meeting before, and you have been able to see video and hear audio, skip to Step 3.
2. You can test your connection to Zoom at this URL: <https://zoom.us/test>. By participating in a test meeting, you may be prompted to install any additional browser plug-ins necessary to run Zoom.



3. Click on the links in the email you received to join the sessions. This will launch the meeting information page. Click on **“Join”** button on this page.
4. If the meeting does not load, this may mean that the meeting has not started yet. Make sure that you're not joining too early, and pay attention to any time-zone differences. You can also refresh the page you're on to see the latest meeting status. So, if you join the meeting a few minutes early, refresh the page once the meeting time has begun, and you should be able to connect.



### Audio Options

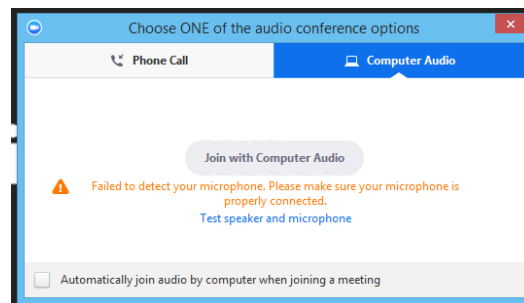
To successfully use Zoom, you will need the capacity to speak and hear through your computer or the phone. We encourage you to test your settings before the meeting begins. Once you have clicked the

"Join" link and are taken to the meeting page, you will be prompted to choose your Audio Conference options. You can test your speakers and microphone before the meeting begins. Please be sure to use headphones to eliminate distracting background noise, as well as microphonic feedback during the meeting.

### Computer speakers

The easiest method for listening to a Zoom meeting and speaking to participants is to use the audio on your computer. You must have speakers (or headphones) and a microphone on or attached to your computer in order to do this. Most new computers have both by default.

1. If you are in a private location, you can simply turn on your computer's speakers. On a PC, click on the audio icon in the bottom right of the task bar and slide the volume control up, or click the "speakers on/volume up" button on the keyboard (usually, this is one of the function (F1, F2, F3, etc.) keys at the top of the keyboard). Keep clicking the function key to increase the loudness of the speakers. On a Mac, click the audio icon on the right of the top bar. If you have external speakers plugged into your computer, they may need to be turned on manually as well.
2. For the best audio, or if you are in an environment that is loud, or has background noise, you should use a headset.

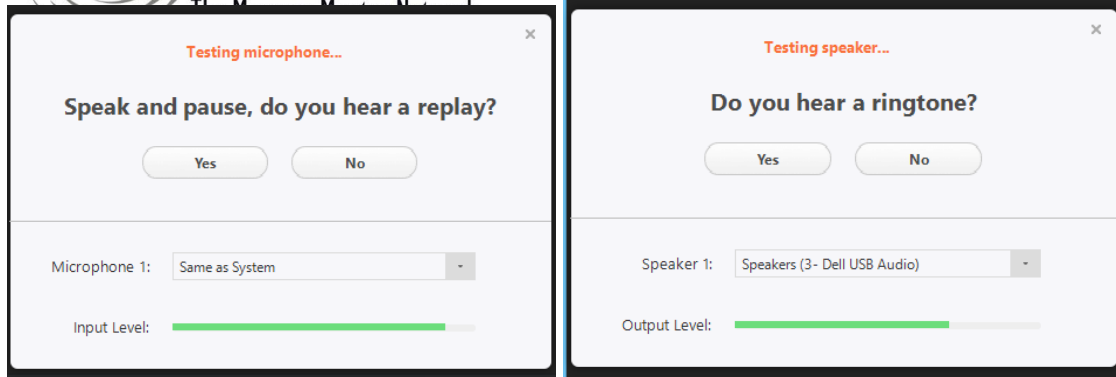


### Computer Microphone

Most new computers have an integrated microphone. If you're using a headset, this may also have a microphone attached to it

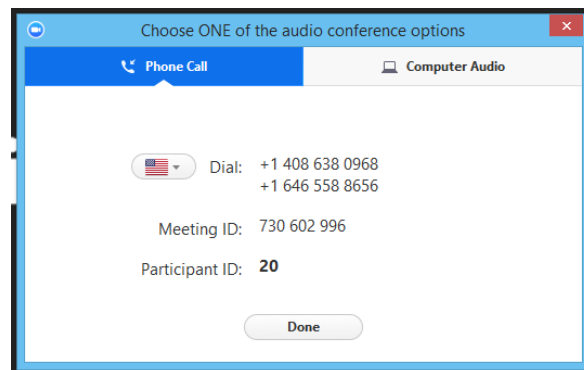
### Testing Your Speakers/Microphone

When prompted for the "audio conference" method (see above), click the button **Test speaker and microphone**. Answer the questions that follow.



### Phone/Call-In

While we encourage you to use your computer's audio options, if you are having difficulty or have a slow/weak internet connection, you may want to use the number provided. If this is the case, you will need a phone that is accessible to you while you are sitting at your computer. Keep in mind that using speakerphone may cause your audio to cut in and out in a problematic fashion. Choose the **Phone Call** option in the Audio Connection box.

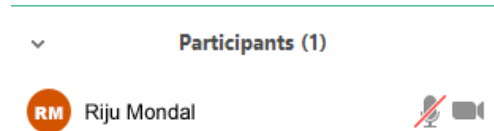


\*example

### Using Your Webcam

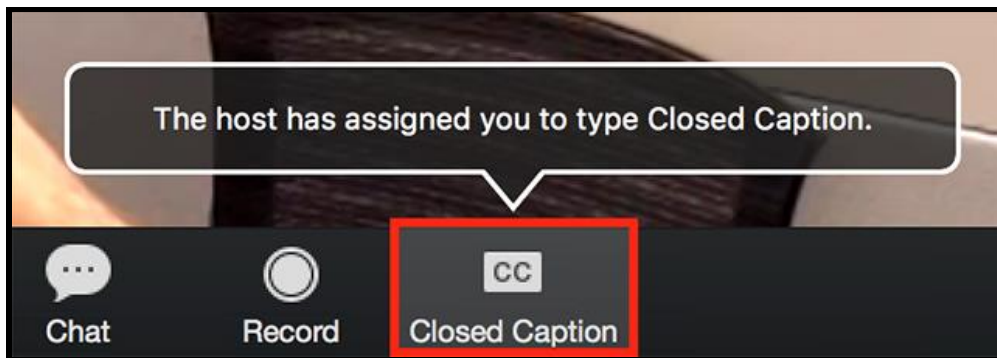
While in a Zoom meeting, you also have the option of using your webcam to show yourself speaking to the other participants.

1. Once you have joined the meeting, you can click the **camera icon** next to your name to turn on your webcam. If you don't see a camera icon, you do not have a webcam available to you. This view is available from the main Meeting Window.



2. You can switch between the list view of participants and the webcam view of participants by clicking the **participant list icon** at the top of the **Participants** window.
3. The "active speaker" will appear as the largest webcam image. Your webcam image will appear as a frame-within-a-frame at the lower right of the active speaker's webcam image.
4. You can make the webcam view full screen by clicking on the **Full-Screen Mode** icon in the upper right corner of the active speaker's webcam image.
5. You can turn off your webcam by clicking the green camera icon next to your name.

### Viewing Closed Captions as a Participant



Click Closed Caption . This will open up the closed caption box.

### How to Change your Name and Add Personal Pronouns in Zoom

1. To change your name after entering a Zoom meeting, click on the **"Participants"** button at the top of the Zoom window.



2. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.



3. Enter your full name and personal pronouns you’d like to appear in the Zoom meeting and click on “OK”.

