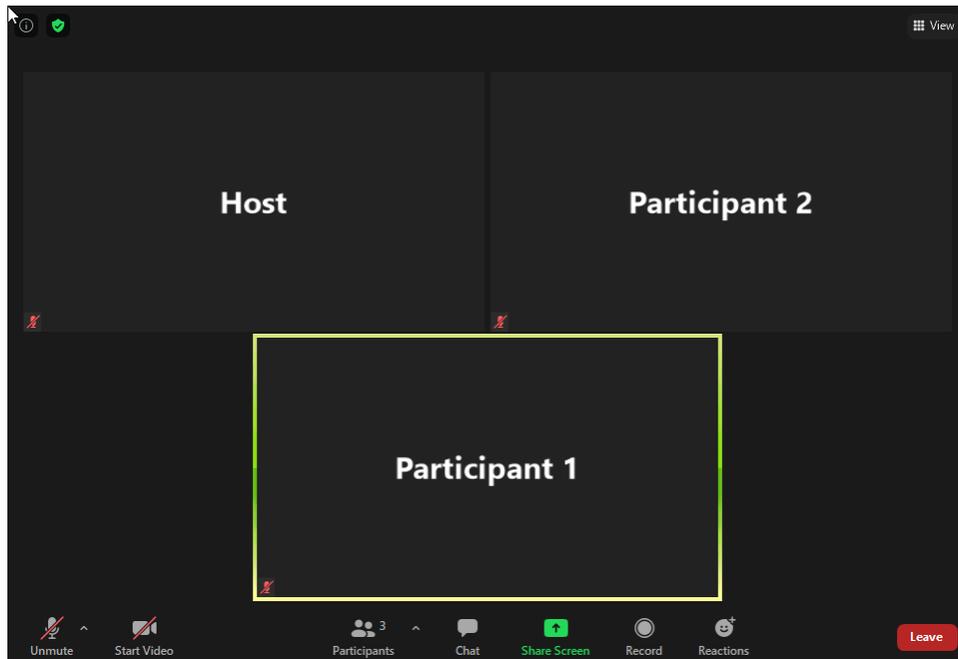


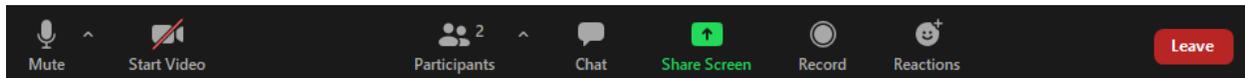
Joining a Zoom Meeting

1. Click on the “**Join Zoom Meeting**” link in your email invitation.
 - For more information on joining a meeting, [see this ZOOM FAQ](#).
2. You will be redirected to launch the meeting from your internet browser:
 - You can join without downloading the Zoom Client by clicking “**Join from your browser**”
 - If you have the Zoom desktop client installed on your computer, click “**Open zoom.us**” to launch Zoom.
3. If you will be using your phone for audio, dial the teleconferencing number provided in your meeting invite. Note that tolls may apply. You can refer to this [ZOOM FAQ for more information](#) on toll numbers.
 - Enter the meeting ID number when prompted using your phone's dial pad.
 - **Note:** If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to associate your phone call with your computer attendance.
4. Once you have joined the meeting, your screen should look something like this:



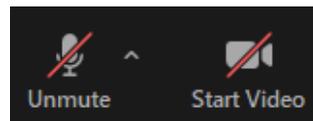
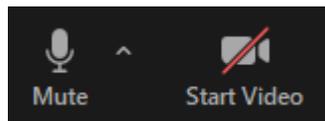
Zoom Controls

Once you have joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls). Zoom controls allow you to mute and unmute yourself, access the group chat, send reactions, and more.



How to mute and unmute yourself:

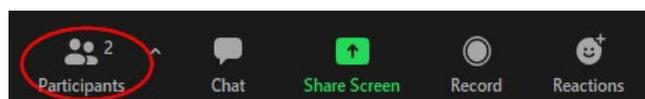
1. If you have joined the meeting **by phone**, press ***6** on your dial pad. Press ***6** to mute yourself again. **Note:** If you call into the meeting using your phone's audio, the mute and unmute feature on the desktop application will not work. You must use *6 to mute and unmute yourself.
2. If you have joined the meeting with your **computer's audio**, click on the Mute icon. If the icon does not have a red strike, you are not muted. If the icon has a red strike across it, you are muted.



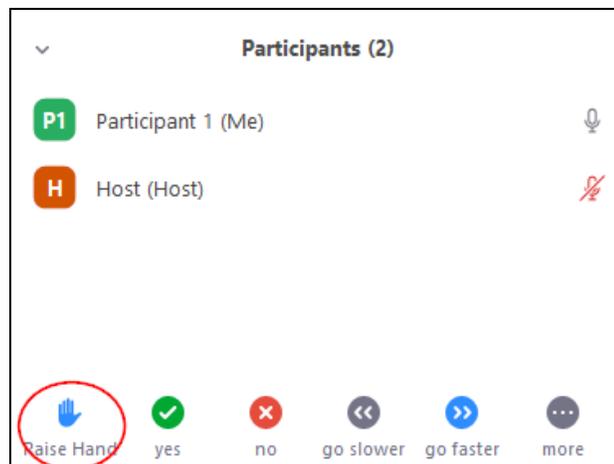
How to raise your hand:

If you have a question during the meeting, you can "raise your hand" to indicate to the Host that you have a question or comment.

1. Click on the Participants icon.

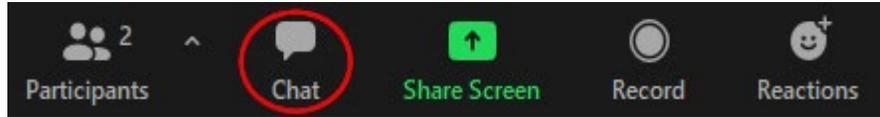


2. Once the Participants sidebar opens up, click the blue hand. This will send a notification to the Host.

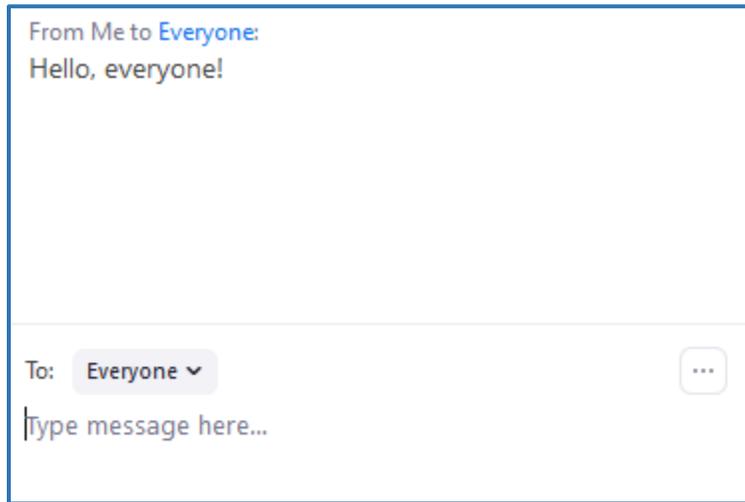


How to use the chat function:

1. Click on the Chat icon.



2. You can choose who the message goes to by clicking "To:" and selecting who you want the message to go to.
3. Type a message and hit enter.



How to change the meeting view:

1. In the top right corner of the Zoom meeting, toggle between Speaker View and Gallery View.
 - a. Gallery view will display a grid of all participants
 - b. Speaker view will display the speaker in the center of the screen.

