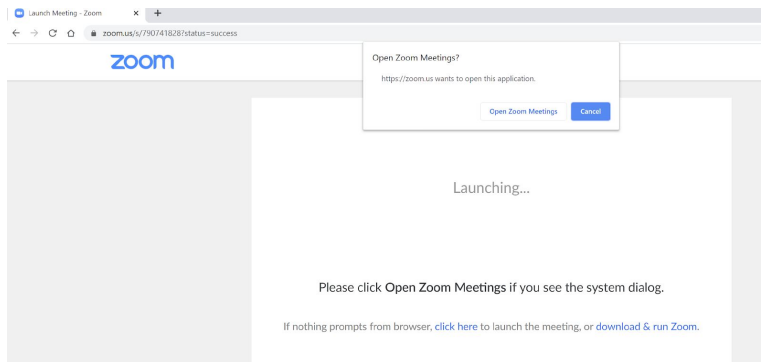


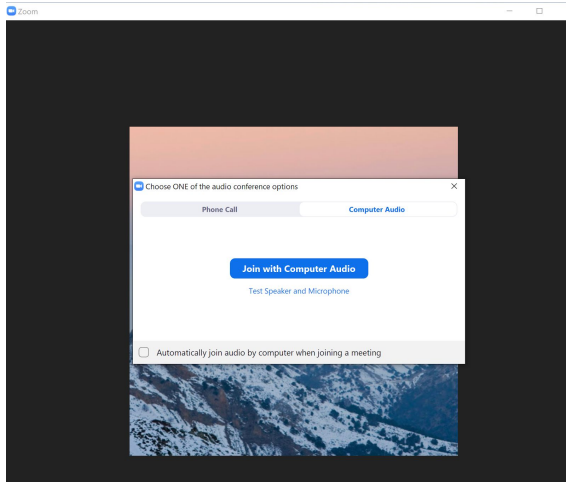
Tips on Joining a Meeting using Zoom

Note: The following directions are for a Windows PC using Google Chrome as the web browser. Directions for other operating systems are very similar, a link with details is provided at the end of the document..

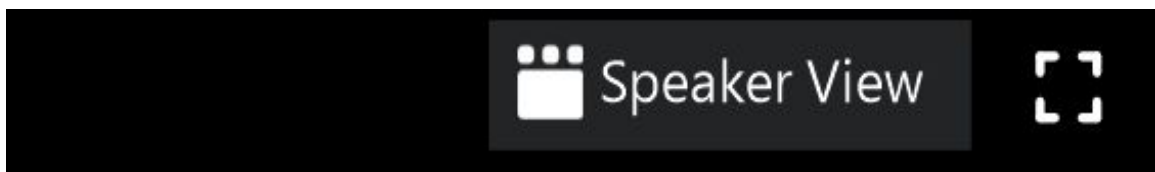
- 1) If this is your first time using Zoom, you should download the app and install it onto your computer. The app can be found at <https://zoom.us/support/download>. A file called ZoomInstaller.exe should download automatically depending on your browser settings or you may need to approve the download through a prompt. Run this file to install Zoom on your PC, accept the default prompts for the installation.
- 2) There are two ways to join a Zoom meeting
 - a. Click the Zoom meeting URL (<https://zoom.us/j/123456789>) in the meeting invitation email sent by the Host. Ensure that you use the Google Chrome browser.
 - b. Open Google Chrome and navigate to <https://zoom.us/join> Enter the 9 digit meeting #, this can be found in the Zoom meeting invitation sent by the host. It is the same 9 digit number at the end of the Zoom meeting URL
- 3) You may receive a prompt to Open Zoom Meetings? Click Open Zoom Meetings



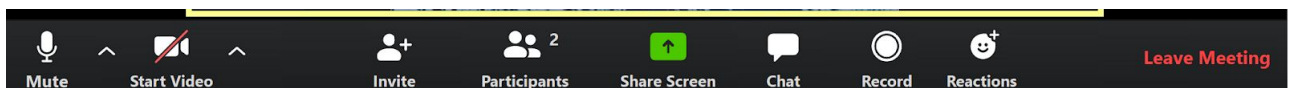
- 4) Zoom meeting window with Audio prompt, click Join with Computer Audio



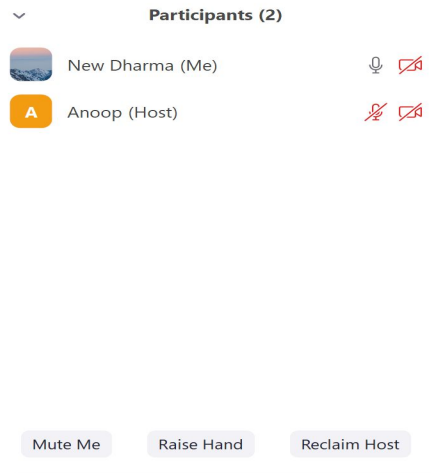
- 5) Familiarize yourself with the Gallery View/Speaker View and the Full Screen icons at the top right of the screen



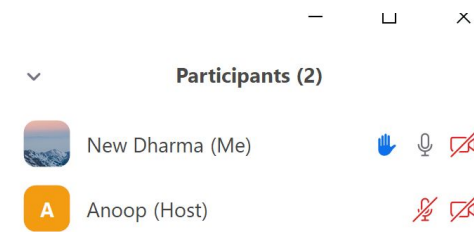
- a) Speaker View will display whoever is speaking at the moment in the main body of the Zoom window with all other participants appearing in smaller tiles at the top of the window.
- b) Gallery View will display all participants in equally sized tiles in the Zoom window.
- c) You may also display the Zoom window in Full Screen mode by clicking the icon at the far right on the top.
- 6) Familiarize yourself with the Mute, Start Video, Chat and Participants icons at the bottom of the Zoom window



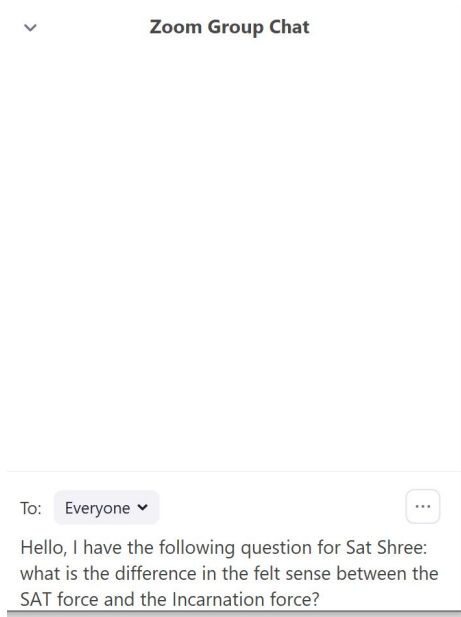
7) Click the Participants icon, the Participants panel will open at the right side of the Zoom window



8) For those events that offer interaction between Sat Shree and Participants, click the Raise Hand icon at the bottom of the Participants window if you wish to come on screen and interact directly with Sat Shree. This will alert the host that you wish to ask a question by showing a blue hand next to your name. Please click the Lower Hand icon once you have finished interacting with Sat Shree.



9) If you wish to ask a question to Sat Shree without direct interaction, use the Chat feature. Click the Chat icon at the bottom. Type a message with a question for Sat Shree and hit Enter



10) Additional details for other devices and operating systems can be found at the following link:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>