



**Video Conference
Attendee Instructions
(Updated 7/1/2020)**



Zoom is used for video conferencing.

You can participate in a video conference on a laptop, desktop, or smartphone. You can also participate with or without a camera on your computer. If you do not have a camera connected participants will not be able to see you but you will be able to see and hear everyone if they have their devices turned on. If you do not have a microphone connected you will not be able to be heard but still able to hear everyone.

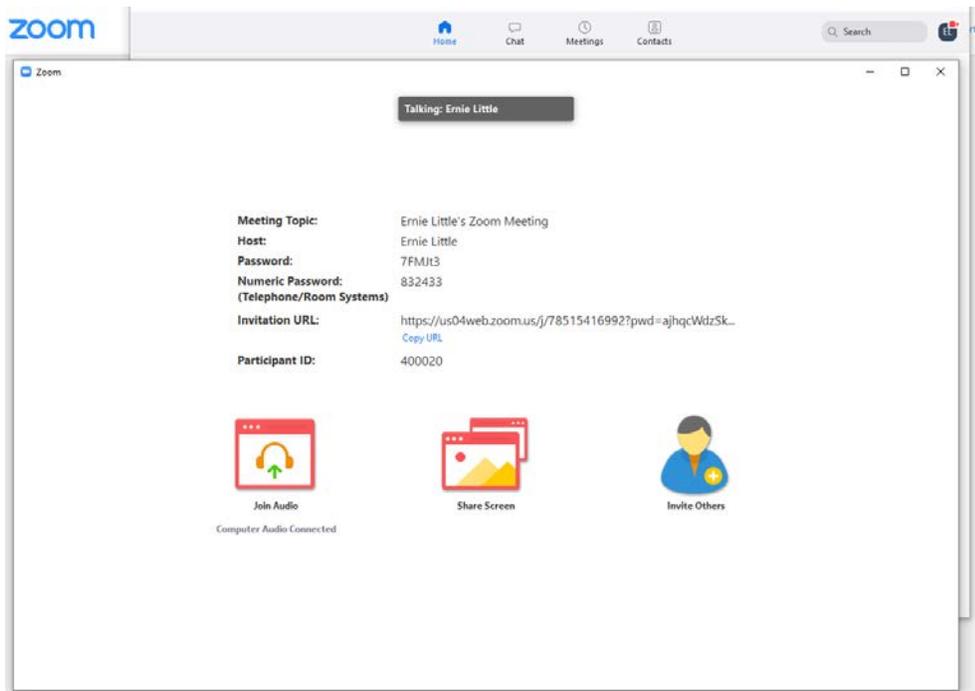
The video conference has an ability for you to “raise your hand” which the host should be able to see you do and then you can type in a message that can be sent to all participants or just the one you select.

If you want to you can go to zoom.com and download the program to your laptop, desktop, or smartphone. You do not need the app to participate but using the app allows more features for you to access. If you have an account sign in with your credentials. If you do not have an account download the application, sign up for one, then sign in. There is NO COST for a basic account.

How to get into the meeting:

You should have received a meeting invitation in an email that was sent to you by the host. Open the email and you should see content similar to that below:

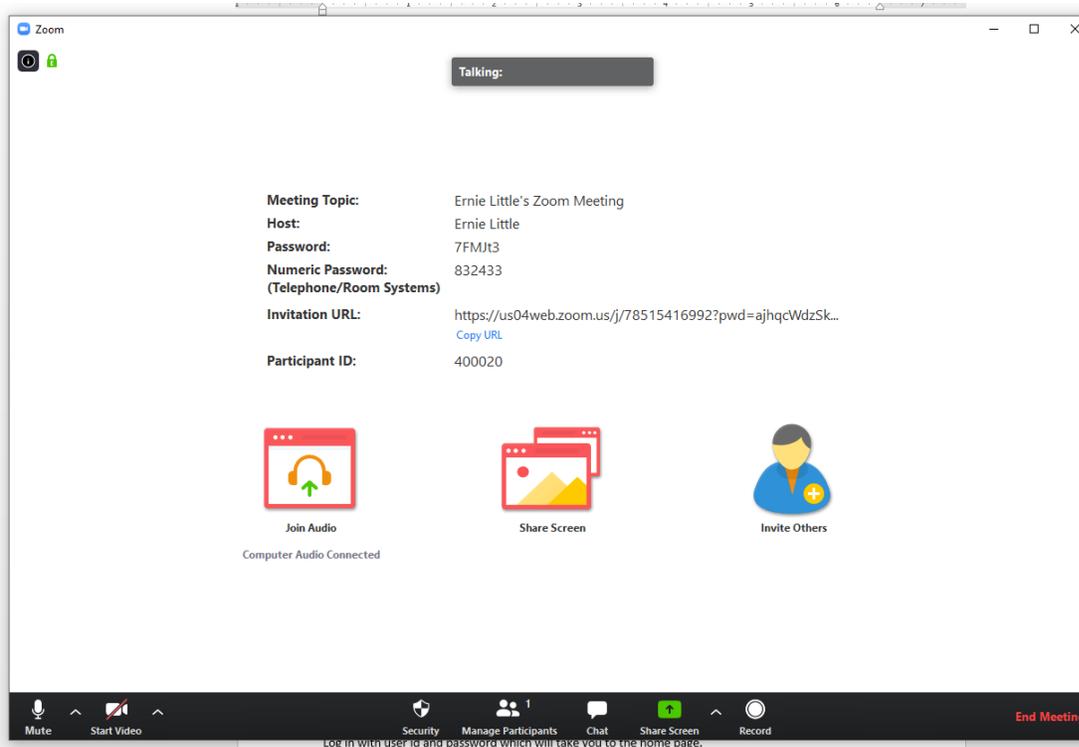
Click on the Join Zoom Meeting link.



If you don't have camera you will see this screen. Click on the join audio button. You will be prompted to test your microphone and just follow the prompts. Same with your speakers.

Then click the appropriate button.

 Tunisia	+216 ***** (Fee-based Toll)	—
 Turkey	+90 216 900 2606 +90 216 900 1866	—
 Turks and Caicos Islands	—	—
 Uganda	+256 ***** (Fee-based Toll)	—
 Ukraine	—	—
 United Arab Emirates	—	—
 United Kingdom	+44 330 088 5830 +44 131 460 1196 +44 203 481 5237 +44 203 481 5240 +44 208 080 6591 +44 208 080 6592	—
 United States of America	+1 646 558 8656 +1 312 626 6799 +1 669 900 6833 +1 253 215 8782 +1 301 715 8592 +1 346 248 7799	—
 Uruguay	—	—
 Uzbekistan	—	—
 Venezuela (Bolivarian Republic of)	—	—
 Viet Nam	+84 ***** (Fee-based Toll)	—
 Virgin Islands (British)	—	—
 Zimbabwe	+263 ***** (Fee-based Toll)	—



Log in with user id and password which will take you to the home page.

Chose the icon that

represents what you want to do.

After completing these steps and sending the invites the meeting is set up and scheduled.

You will be able to see the meeting on the meeting screen.

You can now log out.