

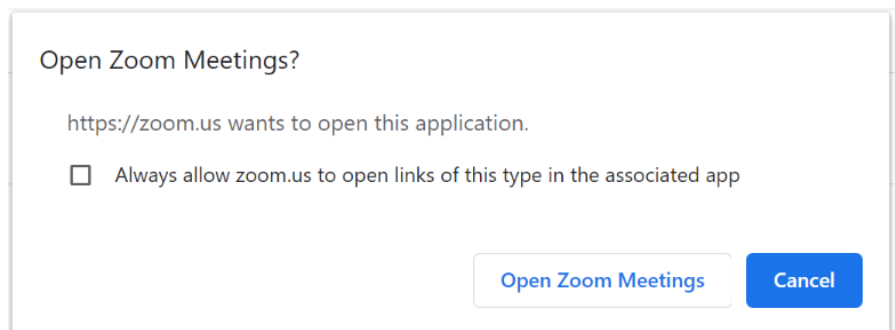
# ZOOM GUIDE

## Zoom basics to help with virtual events

### STEP 1.

At the time of the event, click "Link to Zoom Event" on the website or the event link on the Facebook event. You should then see this message. Continue by clicking "Open Zoom Meetings".

Note: If you do not see this message, click the "launch meeting" link at the bottom of the page.



 Join Audio

[Join with Computer Audio](#)

[Test Speaker and Microphone](#)

### STEP 2.

A "Join with Computer Audio" message will appear once when you enter the event. You will need to click on "Join with Computer Audio" before you are able to hear what's going on.

Note: Click on the "Test Speak and Microphone" link below if you need to check if your sound is working.

### STEP 3.

Before you are able to fully participate in the event, you will be asked to join with or without your video. This choice is up to you, either option will allow you to join the event.

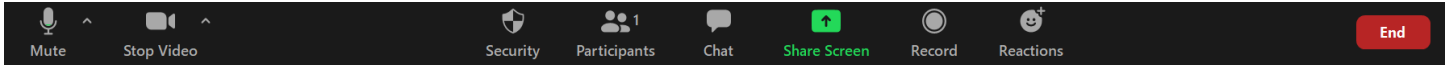
Note: You will be able to change this setting at any time throughout the event.

[Join with Video](#)

[Join without Video](#)

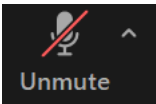
# ADDITIONAL TIPS

◀ This is what you will see at the bottom of your screen.



## MICROPHONE:

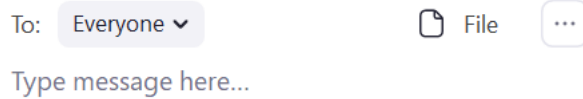
Each person will be muted when they enter the event. To unmute yourself, click on the microphone icon. A red line will appear through the microphone



Please leave yourself muted unless you are the one speaking.

## CHAT:

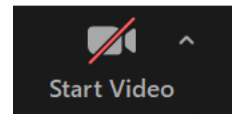
To chat with the presenters or other participants, click on the chat icon and type your message.



Click on “Everyone” to choose who to send your message to if you’d prefer to not send it to everyone.

## VIDEO:

You may choose whether to join the event with your video on or off. If you would like to change that at any point throughout the event, click on the image of the camera. If your video is off, the camera will appear with a red line through it.



## LEAVING THE EVENT:

Click on “End” to leave the event at any time. You will be able to rejoin this event as long as it is happening.

**NOTE:** You may see the following message about a breakroom if your event uses them. If you would like to engage in this activity, choose “Join”, otherwise you are not required and can stay in the main room.

