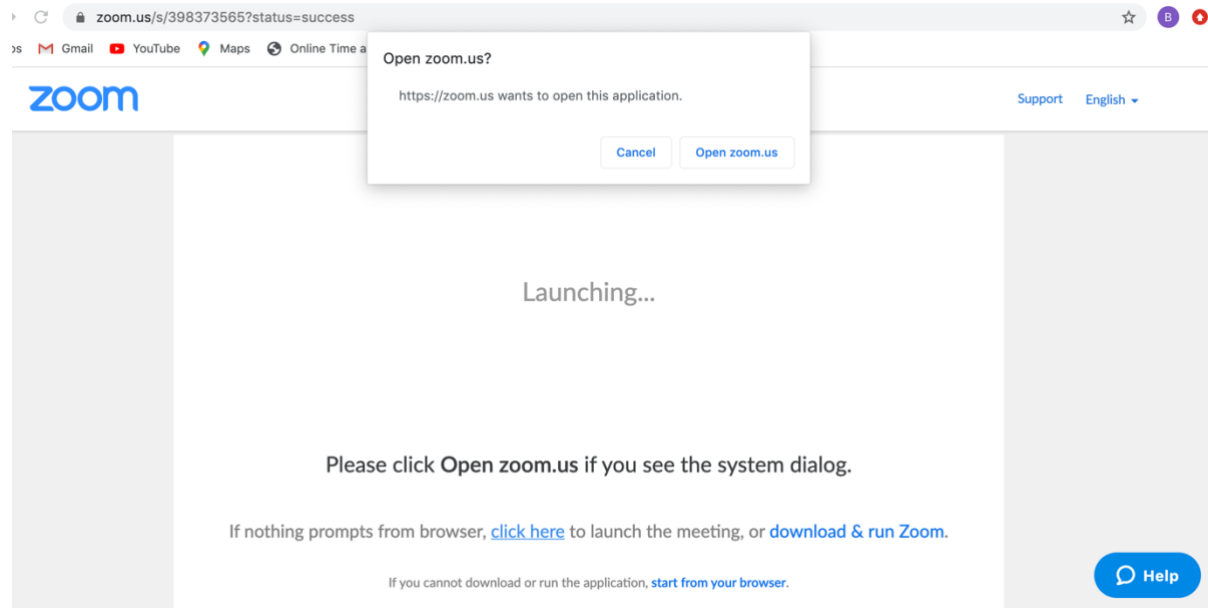


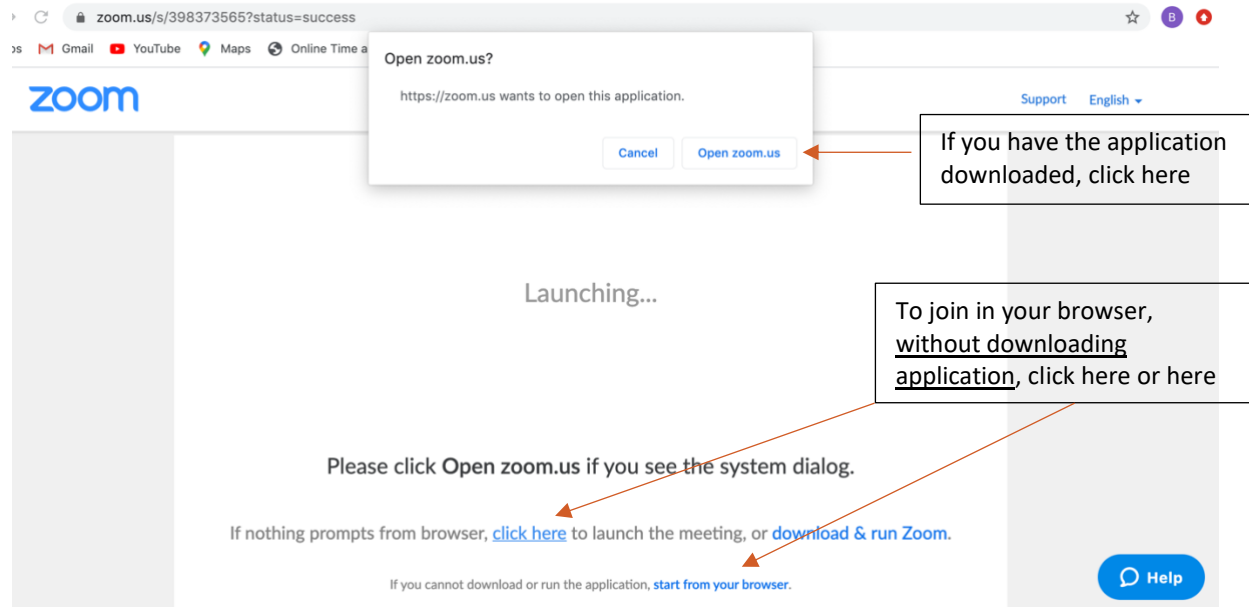
Zoom-How to join a video conference

Here is a step by step guide for how to join a Zoom video conference using a video enabled computer or tablet.

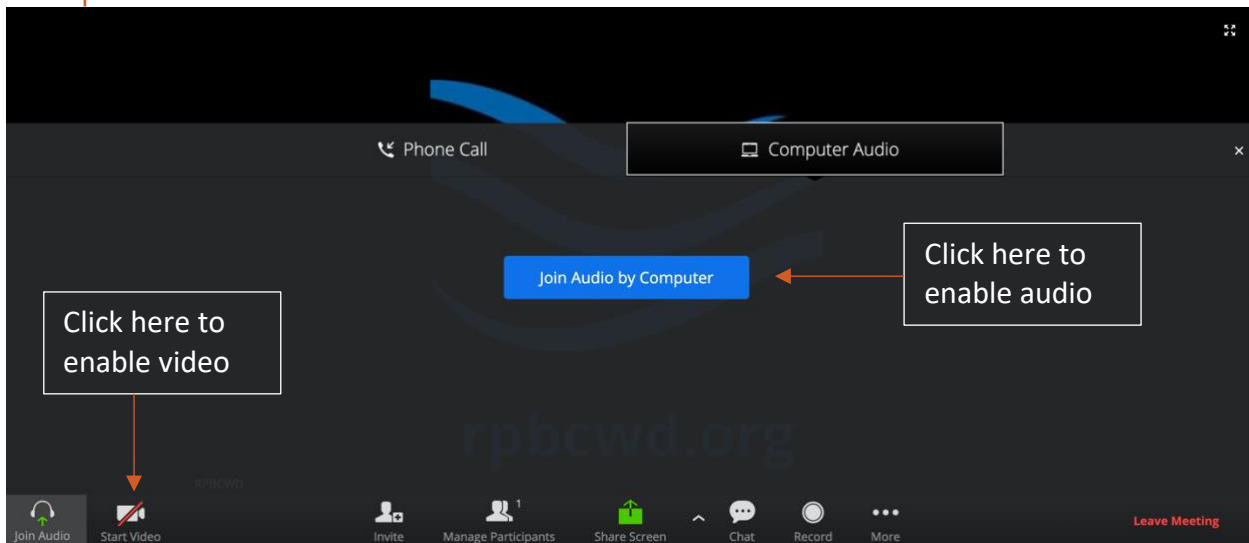
1. Click on the link in the Zoom invitation that was sent to you via email. This will launch Zoom in your browser (an internet window). It will look like this:



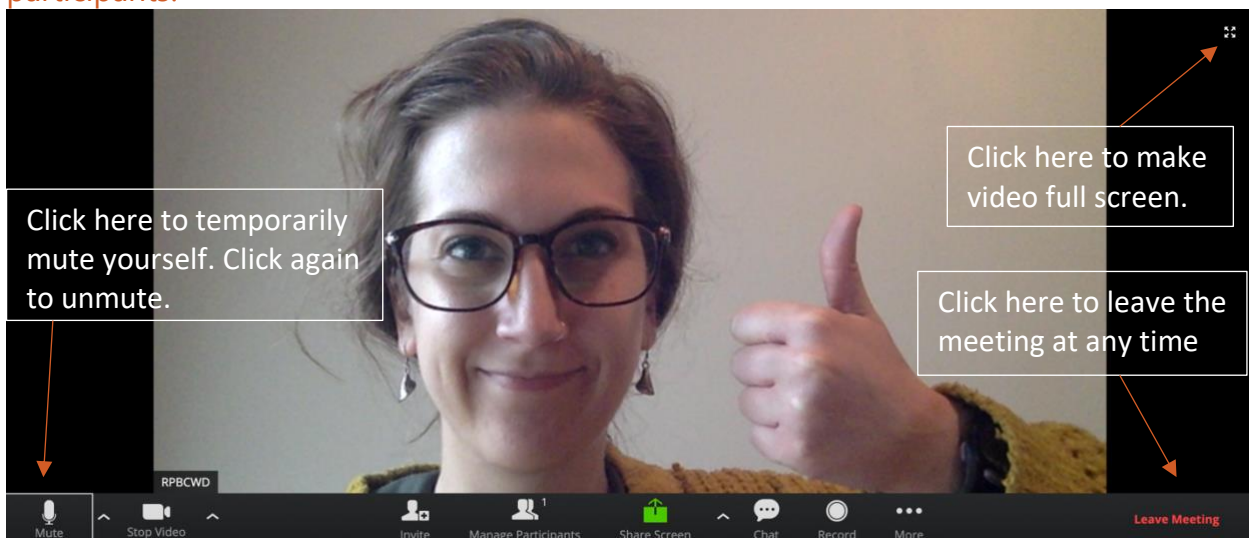
2. Launch the video conference in browser or in downloaded application:



3. Once you launch the video conference in your browser, the video conference window will open:



4. You should now be in the meeting and can be both seen and heard by other participants.



Important reminders:

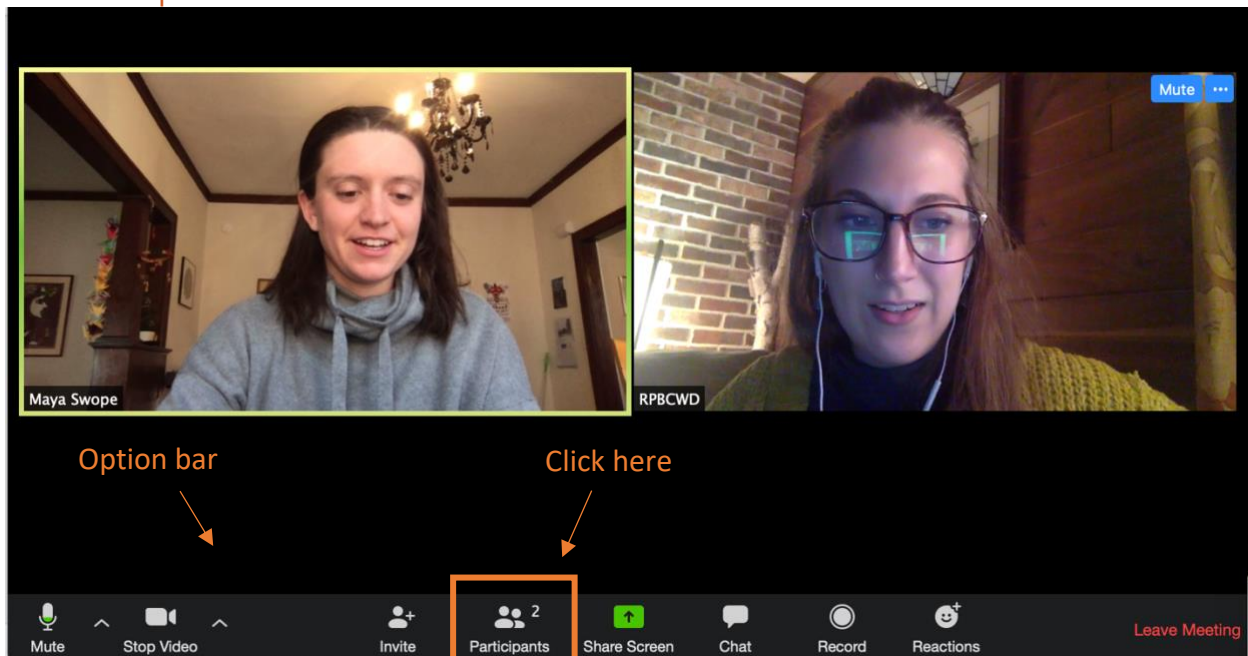
- Remember that if you are unmuted, everyone can hear everything happening around you. If you are in a noisy setting, please mute yourself when not speaking.
- If you are joining a public meeting, like a Board of Managers meeting or a CAC meeting, please set your screen name as your full name. In addition, please send the host (RPBCWD) your full name and city of residence.
- There may be lags and glitches based on internet connection. Please be patient and it should resolve itself.

- You may not be able to join a meeting before its scheduled start time.

How to “raise your hand” in a zoom meeting

In a meeting, you may be asked to “raise your hand”. The following are instructions regarding how to do that.

1. Your Zoom window should look something like below. Move your cursor to make the option panel at the bottom of the window appear. Once the option bar appears, select the “Participants” button.



2. A side bar will appear on the right side of your Zoom window, showing you the names of all the participants in the Zoom meeting. At the bottom of the side window, you will find a button that says “raise hand”. Click here to “Raise your and”.



3. Once you have raised your hand, a small blue and white hand will appear in your video pane. Click "lower hand" to lower your hand.

