1 REQUIREMENTS
- Internet connection
- Device with webcam and speakers
- Headset (optional but recommended)

2 JOINING A MEETING
VIA URL
Click on the meeting URL in the invitation (Zoom account not required).

VIA ZOOM APP
Open the app (Zoom account required). Enter the meeting ID# and password.

3 AUDIO & VIDEO
Select Join with Video.
Click Test Speaker and Microphone (optional).

ADDITIONAL RESOURCES & SUPPORT
Click the URL, copy and paste the address into your web browser, or scan the QR code with your phone to access the resources below.

Support for Mobile Users

Support for Desktop Users

Troubleshooting Audio & Video
The Zoom menu bar is located at the bottom of the Zoom window. It will disappear after a few seconds when you are in full-screen mode. Move your mouse slightly to make the menu bar visible again.

**ZOOM MENU BAR**

- **Unmute**
- **Start Video**
- **Invite**
- **Participants**
- **Share Screen**
- **Chat**
- **Record**
- **Reactions**
- **Leave Meeting**

**MIC**

Click the microphone to mute yourself when you're not speaking. Click the microphone again to unmute yourself.

**VIDEO**

Click the camera to start video when the meeting begins. Click the camera again to stop video (if necessary).

**CHAT**

In the chat box, post comments and/or questions to be viewed by all participants.

**RAISE HAND**

Click Participants and select Raise Hand in the bottom right corner. Wait to be called on, then unmute yourself to speak.

**PARTICIPATING IN A BREAKOUT ROOM**

When prompted, click Join. When the host ends the breakout room, select Return to Main Session.

**ADDITIONAL RESOURCES & SUPPORT**

Click the URL, copy and paste the address into your web browser, or scan the QR code with your phone to access the resources below.

- **Zoom Video Tutorials**
  - [https://bit.ly/2BH0NT9](https://bit.ly/2BH0NT9)

- **Zoom Help Center**

- **Frequently Asked Questions**