

HOW TO ZOOM: STEP-BY-STEP DIRECTIONS

1. If you have never used Zoom, download 'Zoom Client for Meetings' here: <https://zoom.us/download>
2. Find the email from your district leader (subject line: _____)
3. Click the zoom link included in that email
4. You will be prompted to 'launch the meeting'
5. You will then be asked to

enter a passcode, which you can find under the link in your email

Join Zoom Meeting

<https://us02web.zoom.us/j/87603596863>

Meeting ID: 876 0359 6863

Passcode: 970129

One tap mobile

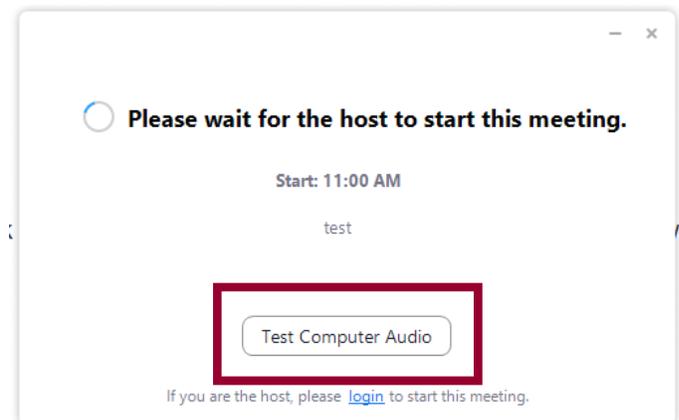
+16465588656,,87603596863# US (New York)

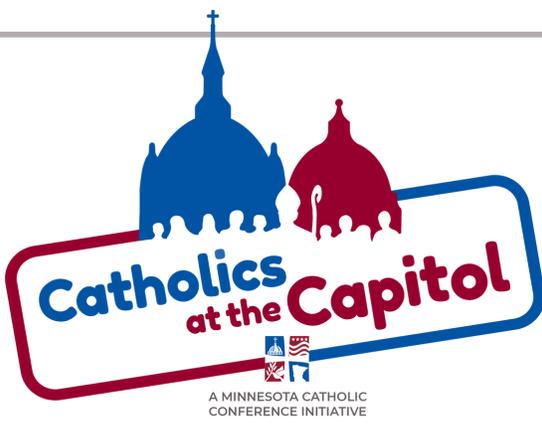
+13017158592,,87603596863# US (Washington DC)

6. When you join the meeting, you will likely have to wait for the host to let you in.

This will be reflected by a prompt on the screen

- a. If you have time while waiting, you can click the 'test computer audio' button to ensure everything is functioning correctly





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7. Once you are in the meeting, turn your video on and keep your microphone on mute unless you are going to speak

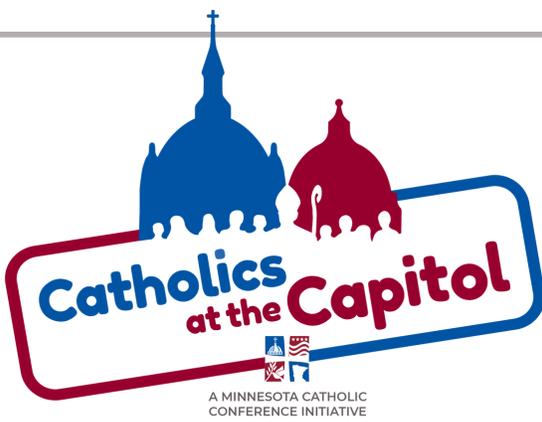


8. If you did not have a chance to test your audio prior to getting let in, you can do so now by clicking the small arrow next to your microphone, and choosing the option 'test speaker and microphone'. This will not disrupt the others in the meeting.

a. Once you choose this, if your audio is working, you will hear music. If you don't hear music, you can try selecting another speaker option from the dropdown menu

b. Next, you will be asked to speak. If you hear the replay, you are set. If not, then you can choose another microphone option from the dropdown and test it again.

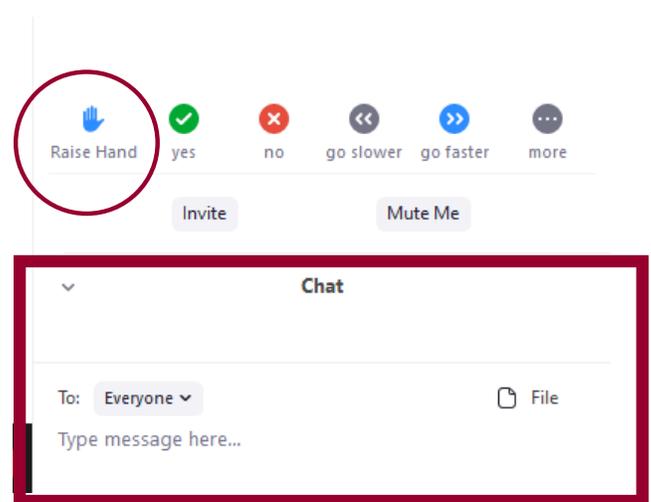
c. Please note: it is important that we don't take up our legislator's time by troubleshooting technology. If you are unable to get something to work, please simply listen to the meeting.



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9. If you would like to talk during the meeting, you have two options:

- Use the 'raise hand' feature, which you can find by clicking on the participants tab, and then selecting, 'raise hand',
- Put your comment in the chat box, which you can find by clicking 'chat'



**If raising your hand, please speak when called on

*If using chat, please ensure you send your message to everyone so that it is seen by the whole group.

10. Ensure you're muted, your video is on, and you are set!