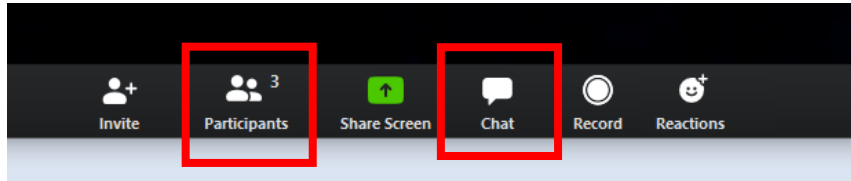


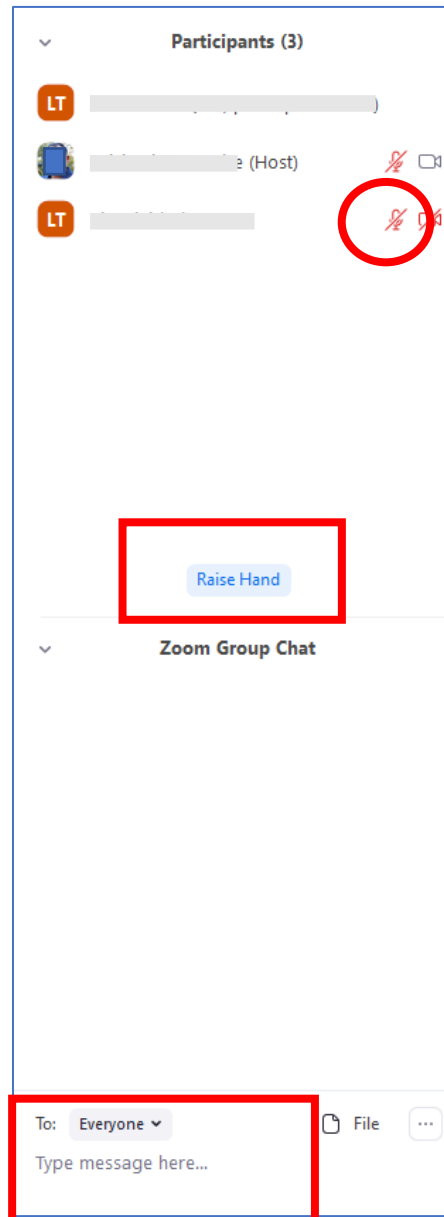
Zoom Meeting Instructions

Desktop Computer or Laptop

1. Upon entering the meeting, click on the 'Participants' tab and the 'Chat' tab on your Meeting Controls ribbon to enable them on the right side of your meeting screen.



2. Please mute yourself using the microphone icon next to your name. Although you are not speaking, background noise and feedback may occur during the meeting.

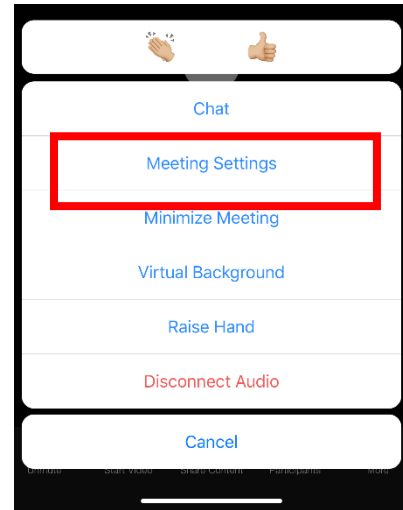
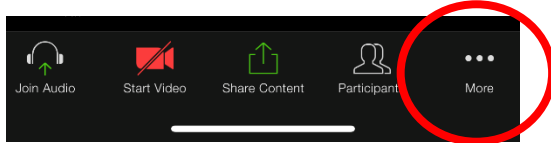


3. If you have a question or would like to speak, please use the 'Raise Hand' button and wait for your name to be called.
4. On your desktop computer/laptop, hold down the 'Space Bar' to temporarily unmute your microphone to speak. Once you release the Space Bar, it will automatically mute your microphone.
5. The Chat is shown below the participants panel to send questions or messages to Everyone or Other Participants.

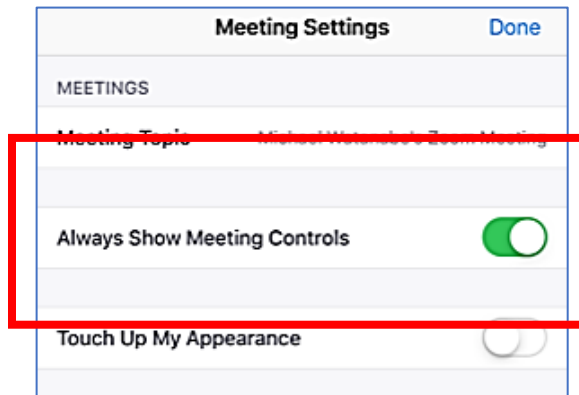
Zoom Meeting Instructions

Mobile Device Zoom App

1. Upon entering the meeting, tap on the screen to show the Meeting Controls ribbon at the bottom of your device.
2. Click 'More' then select 'Meeting Settings.'

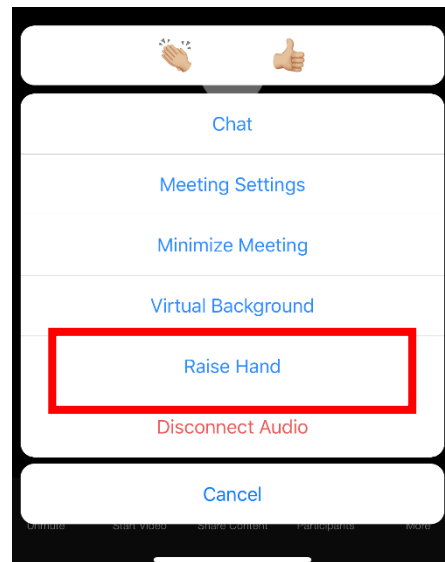


3. Under the General section, toggle on 'Always Show Meeting Controls.'



4. Please mute yourself. Although you are not speaking, background noise and feedback may occur during the meeting.

5. If you have a question or would like to speak, please use the 'Raise Hand' button at the 'More' option on the Settings ribbon and wait for your name to be called.



Zoom Meeting Instructions

6. Swipe to the left screen and tap the '*Tap to Speak*' button to unmute your microphone. Tap again to mute your microphone when finished.

