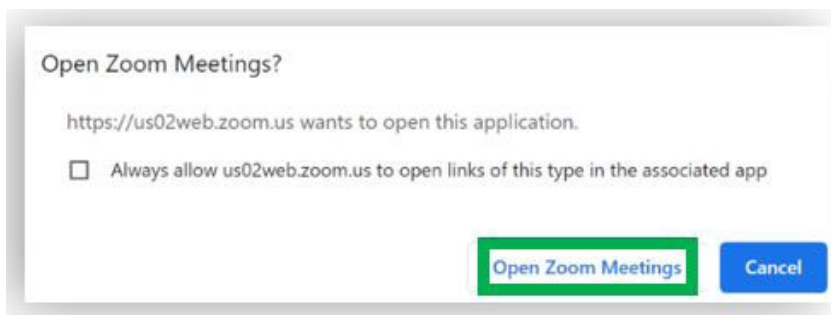


# JOINING A ZOOM MEETING SESSION

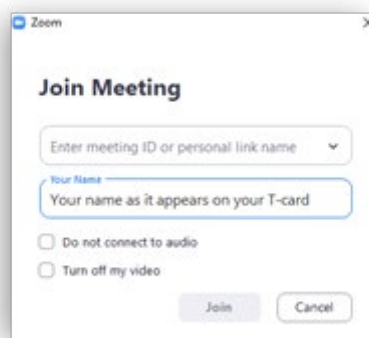
It is recommended that you complete the following steps 10 minutes before the Zoom meeting begins.

## Join the Zoom Meeting

From your email, click on the link provided. This will launch the **Open Zoom Meetings?** dialog in your web browser. Click **Open Zoom Meetings** this will launch the Zoom meeting in your application.



When logging in please ensure Your Name is changed to your name as it appears on your T-card for attendance and to be admitted into the session. NOTE: When you are admitted into the Zoom Meeting you can change your name to your preferred name.



## During the Zoom Meeting

1. To **turn off** your microphone, click on **Mute**. When it is turned off, there will be a red diagonal line across the microphone icon and the word **Unmute** underneath.

Click the ^ arrow next to **Unmute/Mute** to adjust your speaker and microphone volume in **Audio Settings**.



2. To **turn on** your microphone to speak, click on **Unmute**. Your microphone is on when the red diagonal line disappears, and the word underneath is **Mute**.



3. To **turn off** your camera, click on **Stop Video**. When it is turned off, there will be a red diagonal line across the video icon and the word **Start Video** underneath.

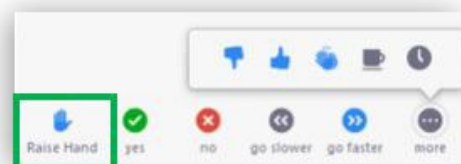
Click the ^ arrow next to **Start Video/Stop Video** to adjust your camera view in **Video Settings**.



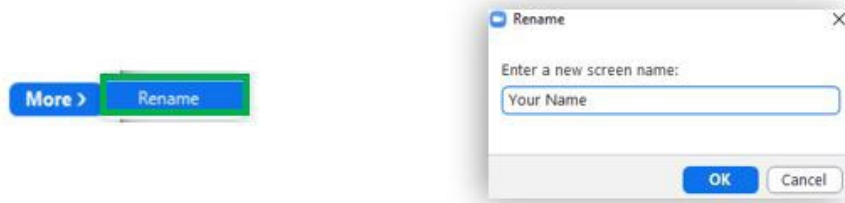
4. To **turn on** your camera to show yourself, click on **Start Video**. Your video is on when the red diagonal disappears, and the word underneath is **Stop Video**.



5. It is recommended to use the **Raise Hand icon** before speaking. To do so, click **Participants**. This will open a menu on the top left corner, click **Raise Hand** and you will be in queue.



6. You can also rename yourself by hovering your cursor over to your name on the **Participants** list and clicking **more** and **Rename**. This will open a dialog box for you to enter in your name. Click **OK** once you are done.



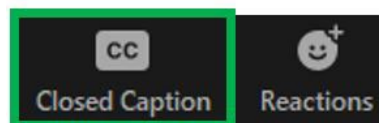
7. To send a chat message, click the **Chat** icon. This will open a chat menu at the bottom left corner. Click **Everyone** to chat.



8. To privately message a staff member, toggle to the **v** and select the staff's name you would like to message. You will know it is a private message if there is a red **(Privately)** message next to the staff's name.



9. To turn on subtitles, click **Closed Captions** and click **Show Subtitles**.



## Ending the Zoom Meeting

To **leave the zoom meeting**, close the zoom application. Alternatively, you can click **leave** at the bottom right side of the screen.

