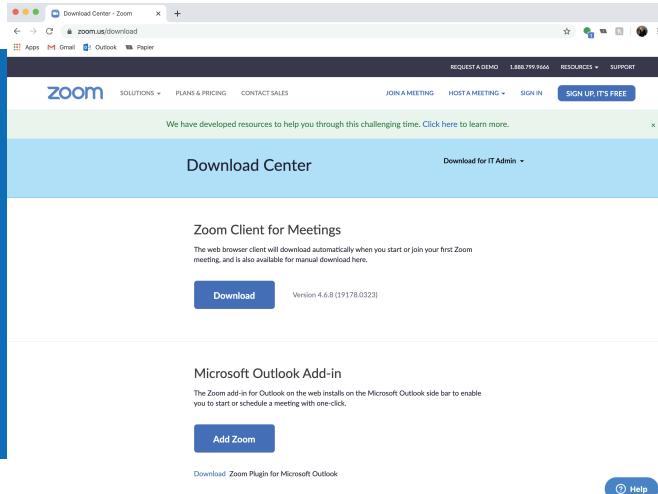


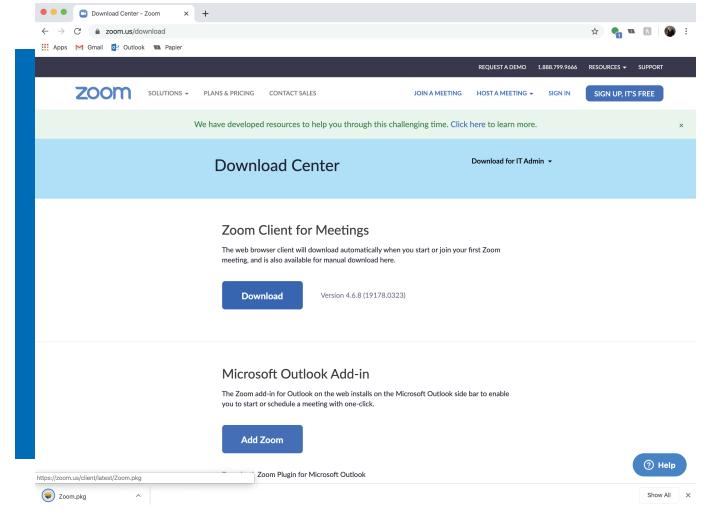
YOUR GUIDE TO

zoom

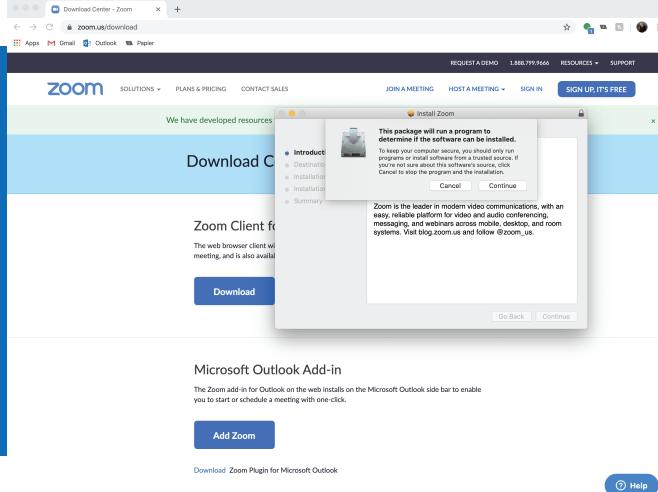
HOW TO DOWNLOAD ZOOM



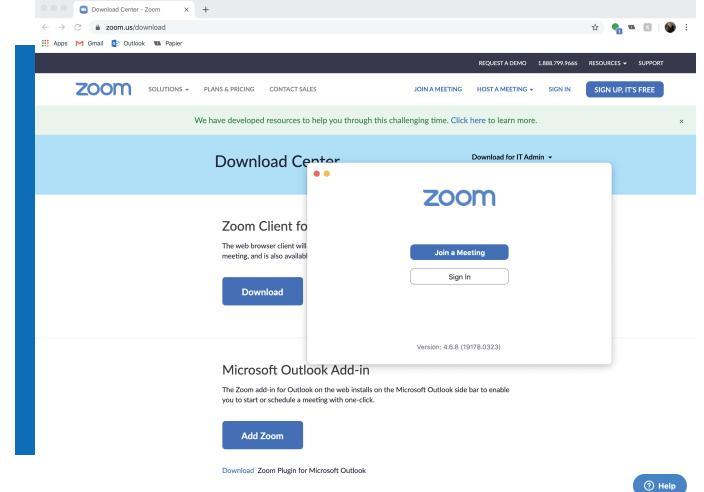
1 Go to zoom.us/download and click on the first Download button under "Zoom Client for Meetings."



2 Open the package file and follow the on-screen instructions to download Zoom.

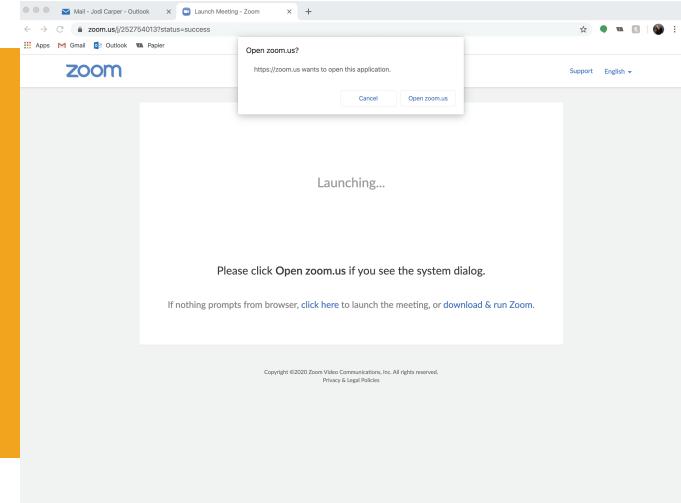
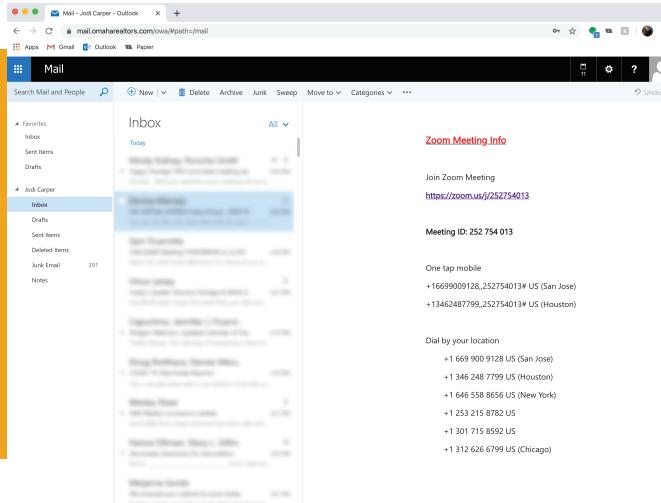


3 NOTE: Your download instructions may look different as this tutorial is done on a Mac. Proceed with your on-screen instructions.



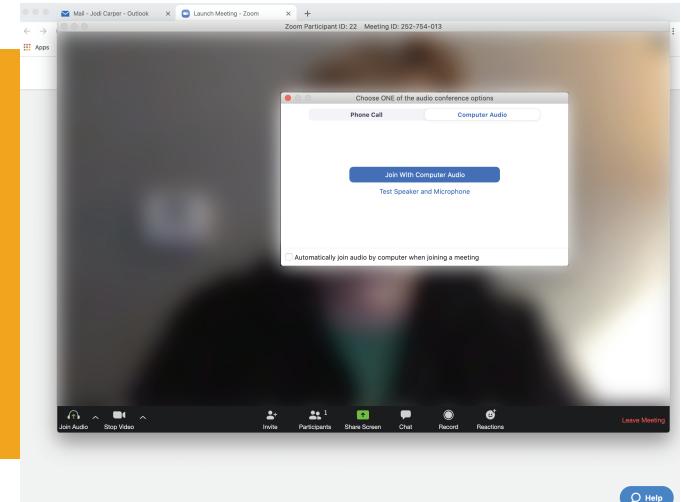
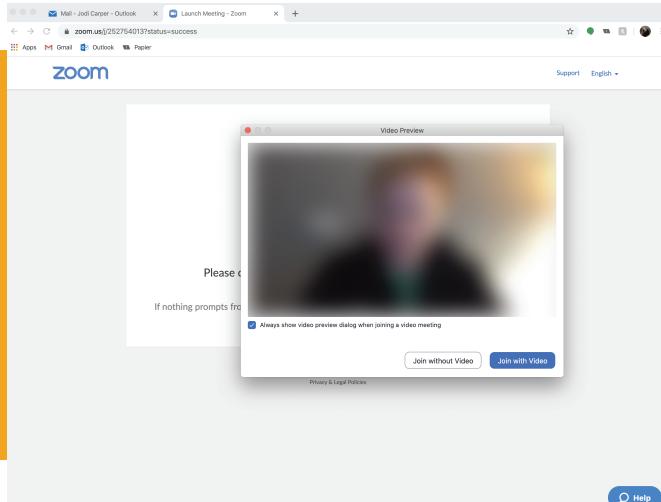
4 When you see the above window with the buttons to either "Join a Meeting" or "Sign In", you have completed the installation.

HOW TO JOIN YOUR ORIENTATION COURSES



1 After registering for your courses, you will receive an email with a personalized link to join the Zoom meeting.

2 After clicking on your personalized link, click "Open zoom.us".



3 Click the blue "Join with Video" button.

4 Choose between either joining the call with computer audio or by dialing in from your phone. And you're in!

ORIENTATION COURSE GUIDELINES

1 MUTE YOURSELF

Mute yourself when you are not actively speaking. Side conversations are distracting and potentially embarrassing.

2 USE THE CHAT FUNCTION

Don't interrupt other speakers. Consider posting questions or comments in the instant message feature. You can post publicly or privately to one other person using Zoom's chat function.

3 BE COURTEOUS

Your focus should always be on the person or people at the other end of the video conference. Avoid typing on your keyboard, turn off all sounds on your phone, and choose a room with no or minimal background noise. And absolutely no texting!

4 TEST YOUR AUDIO & VISUAL

You can test your audio and visual settings before your meeting. Use Zoom's test feature at www.zoom.us/test to make sure there are no problems or delays from your end when the meeting starts. You must have video in order to receive credit for your courses.

5 BE PREPARED

Skim through your New Member Packet before your meetings and make sure you have it easily accessible during the meeting.