Click on the Zoom link that was emailed to you. It will take you to the following screen and will begin a download. Click on the download (below the orange square).

1. The following screen will appear letting you know that the meeting will appear on your screen soon.

2. Once the meeting is finished loading, this will be the next screen you see. Enter your name and hit “Join Meeting”.

3. This will be the next screen you see. Select whether you would like to choose with computer audio or not.
The meeting will then appear. You will be able to see other participants. Your screen will look like one of the following images. You can switch from one view to the other depending on how you would prefer to see participants.

Use this button in the top right corner to switch between views. The top image shows speaker view, where the person speaking is large and everyone else is small. The bottom view, called gallery view, shows everyone as an equal size regardless of who is speaking.
In the bottom left hand corner of your screen you will see both a microphone and video button. You can use these buttons to change what microphone and video option you are using.

If you hover over the top right corner of your own picture, you will see two blue buttons appear. One says “mute” where you can mute your microphone. The other has three dots. If you click on the three dots, a list of other options appears which you will likely not need to use. If you click on this area of someone else’s picture and click on the three dots there will be an option to direct message them privately if you would like to.

At the bottom of your screen you will see the following bar of options. Everyone who has registered for the group will receive a link to the group so you will not need to use the invite button.
9 The share screen button would allow you to share your screen with the group. You will likely not need to do this either.

10 The record button allows you to record the meeting. Please **do not** record the meeting. We will not be recording either. Clicking this button will notify the entire group that you are recording.

11 The reactions button allows you to select from two images, clapping hands and a thumbs up. If you click one of them, it will appear in the top right corner of your photo on screen for everyone to see.

12 Both the Participants button and the Chat button will open up a screen to the right. The image below shows the screen that opens on the right for the chat button. If someone sends a message to the whole group, the chat icon will turn orange like above. If you click on it, the white screen will open to the right and you will be able to see and respond to the message. In the drop down menu at the bottom of the screen, it says “everyone” which means you are messaging everyone. If you would like to message one person only, click that menu and select that person.
The Participants button will also open up a screen to the right, which you can see on the right here. It will show you who else is on the video conference. You can also mute yourself from this screen as well by hitting the “mute me” button at the bottom. The rest of the buttons at the bottom will likely not be used so don’t worry about them.

During your video group, you may break out into smaller groups for discussion. The group moderator will place you into smaller groups and you will receive the following message to join the “breakout room”. Click join and you will be placed into a video conference with just a few other people. You will only be able to hear and see those individuals. When the moderator would like you to return to the whole group, you will receive a similar message and will click return/join and you will be brought back into the larger group.