

Instructions for Zoom meeting attendees:

- 1. If this is your first Zoom meeting, click download and make a Zoom account on your device. Our suggestion is to do this well in advance of your scheduled meeting;**
- 2. Join a meeting by clicking on the Zoom link provided by the meeting host;**
- 3. Please wait for the host to admit you from the waiting room into the live session;**
- 4. Select JOIN AUDIO at the left bottom of your screen to be able to hear the presentation;**
- 5. UNMUTE your microphone by clicking the microphone icon at the bottom left of the control bar.**
- 8. You can ask participants questions or make comments by using the CHAT feature.**