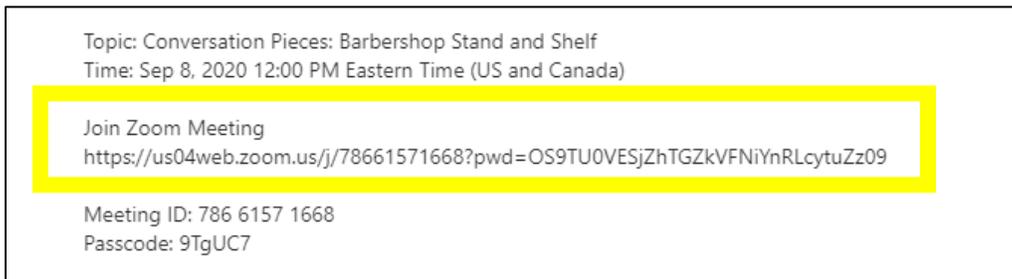
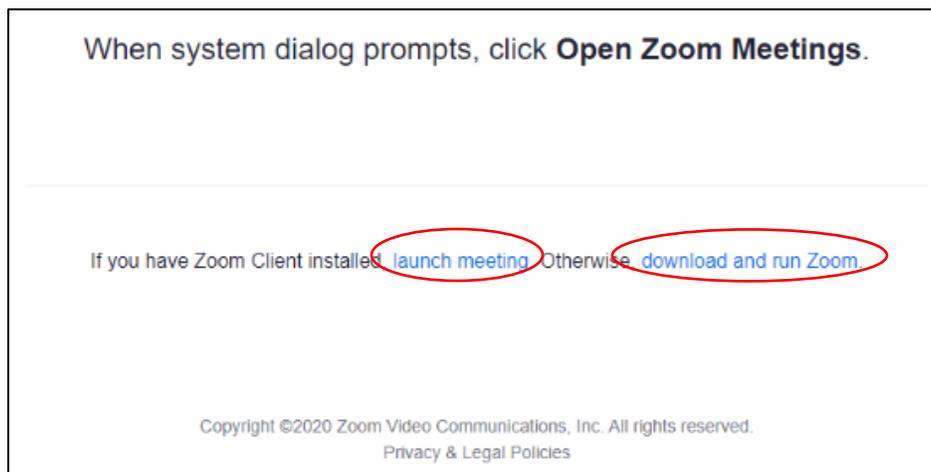


## Directions for Accessing Zoom Meetings

- 1) Click the **Join Zoom Meeting** link in the email invitation that was sent to you. If the application link does not work in the browser Safari, try to log into your email through another browser, such as Google Chrome.

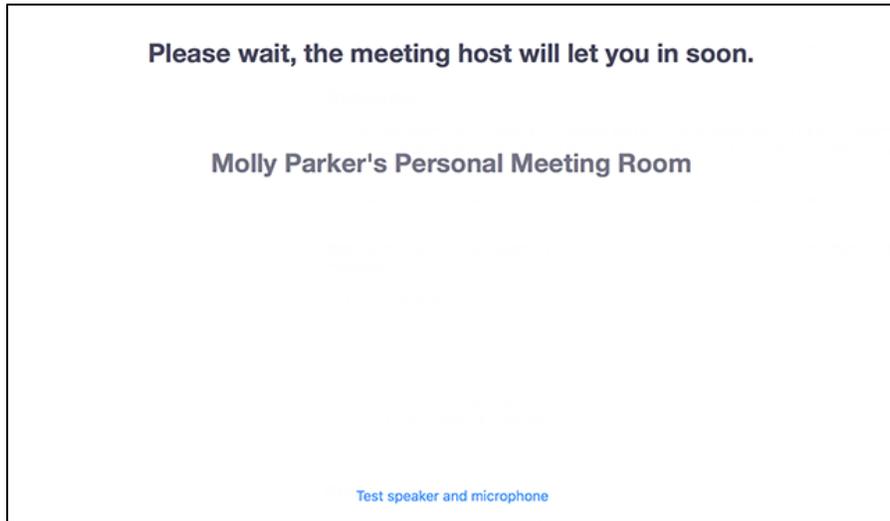


- 2) If you have not used Zoom before, the link will prompt you to **download the Zoom application**. Follow the prompts until the program has downloaded successfully. If you are not asked to download Zoom you may also click “download and run Zoom”. If you already have Zoom installed, click “launch meeting”.



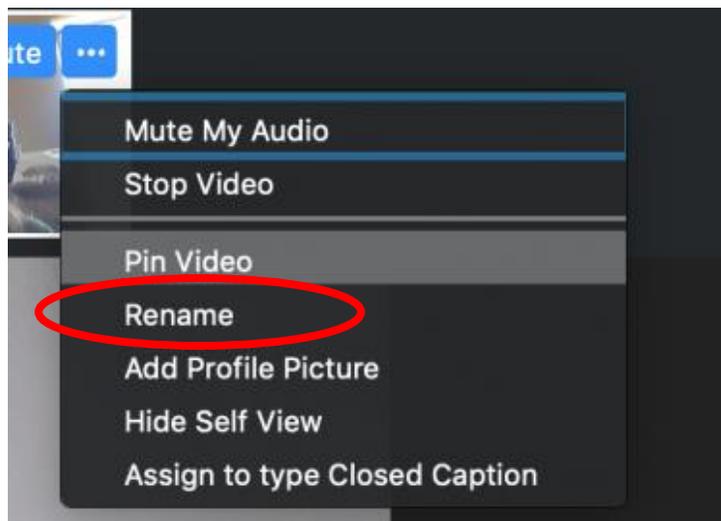
- 3) Click in the Zoom app and click **Join Meeting**.
- 4) If prompted enter the **Meeting ID #** given to you in the invitation email.
- 5) If prompted enter the **Password** given to you in the invitation email. Keep in mind that the password is case sensitive.

6) You will be directed to the **Waiting Room**, until you are admitted to the meeting by the host.



7) Once admitted, please **mute your microphone** in the bottom left of your screen. This will help keep feedback and background noise to a minimum.

8) Please make sure your name is correct. This will allow us to track attendance accurately and address you properly. You can change your name by clicking on the blue three dots at the top right of your video.

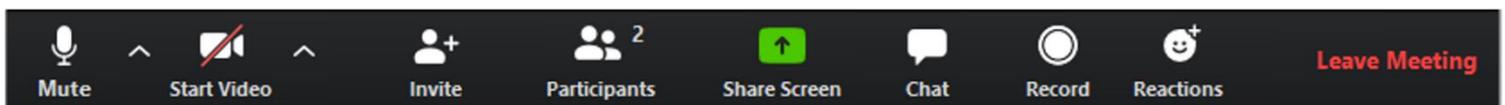




9) If you choose to not be visible to the other meeting members, you may turn off your video feed, click the video camera next to the microphone in the bottom left corner of the screen that says, “Stop Video”.

10) Make sure to unmute yourself by clicking the microphone before you begin speaking.

11) You can also ask questions or make statements in the chat icon in the middle of the dock at the bottom of your screen. The chat board will pop up on the right side of your screen when clicked.



12) If your dock disappears, just move your mouse across your screen.

13) To leave the meeting, click the red **Leave Meeting** button at the bottom right hand side of your dock.

If you would like to schedule a test meeting or have a tutorial over the phone, please reach out to,  
Evelyn Newsome, Office Coordinator  
[evelyn.newsome@high.org](mailto:evelyn.newsome@high.org)  
c: 678-525-8490