

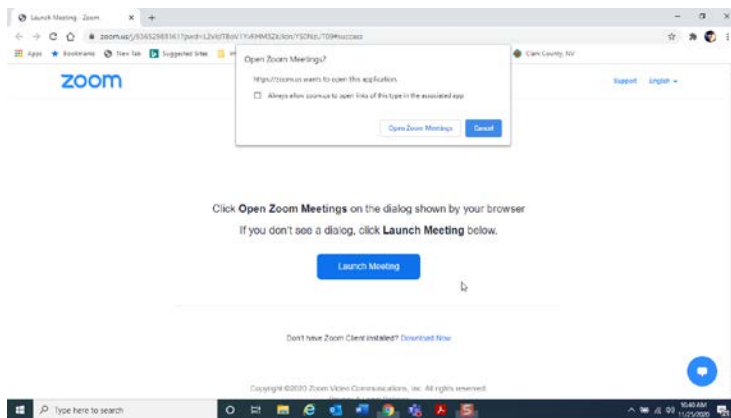


Zoom Quick Reference Guide

for Public meetings.

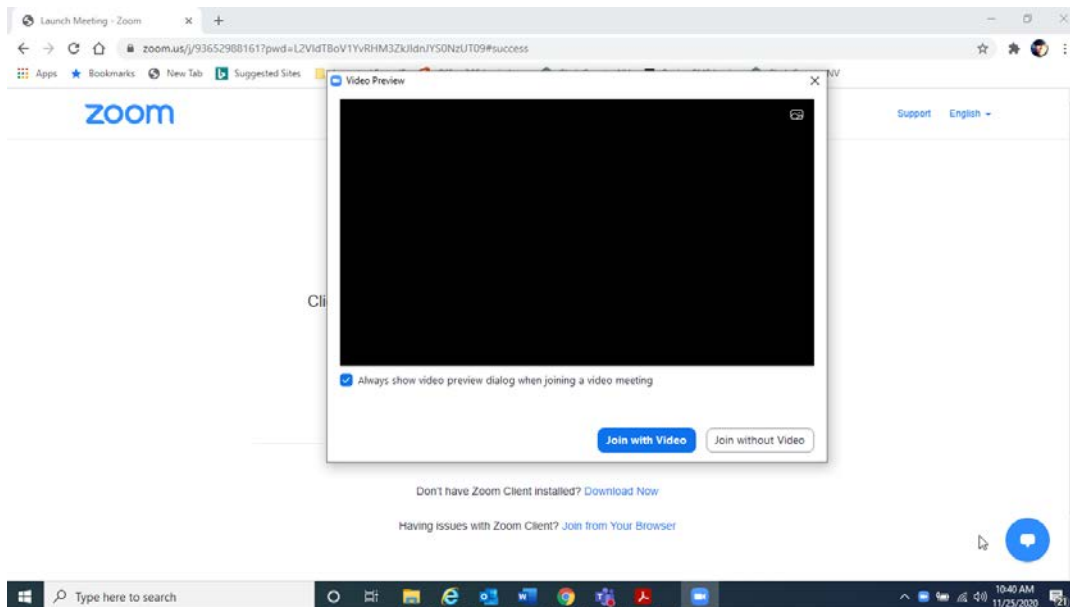
Before the Meeting:

Before joining a Zoom meeting on a computer or a mobile device, you can download the Zoom app at www.zoom.com or on the Apple/Google Play app store. Pre-downloading the Zoom app beforehand will save time.



Joining the Meeting:

1. You will be given the option to enable your camera for video conferencing.

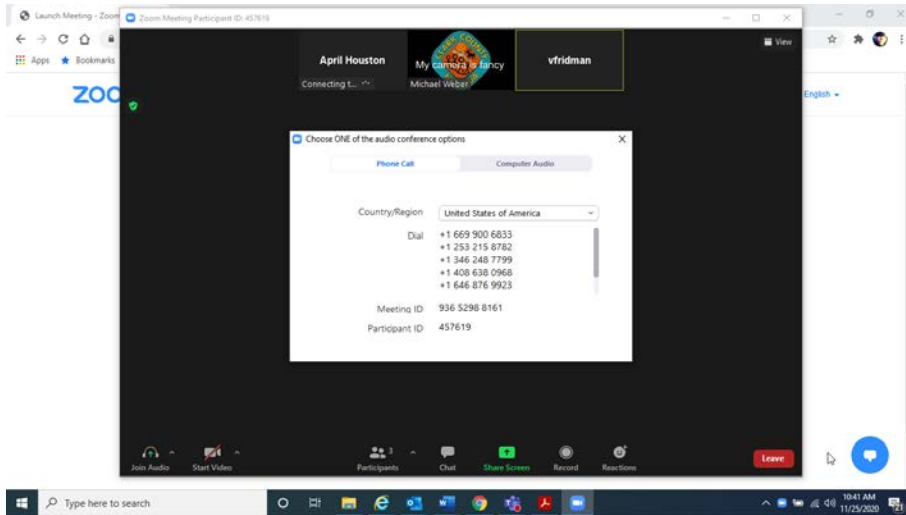




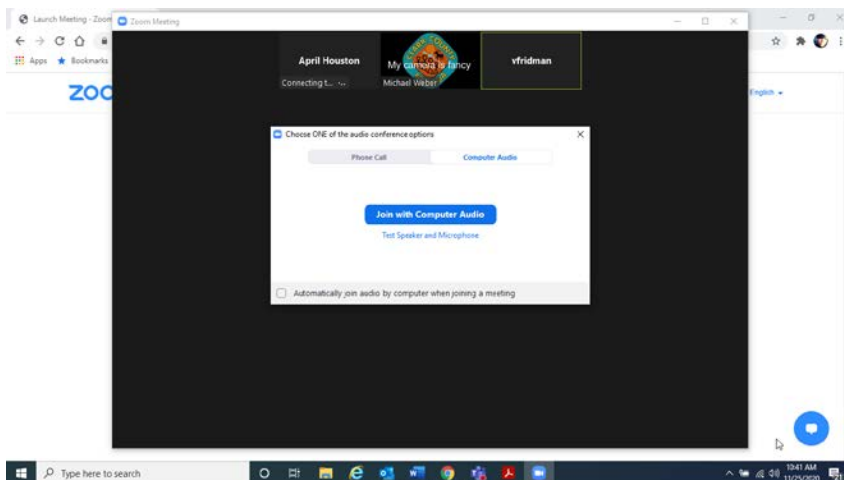
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2. If you call in, follow the automated instructions
 - a. Enter Meeting ID
 - b. Enter Participant ID or (pound) #



3. If you use computer audio, you will be connected to the meeting through your device.



Waiting for the Host to Start the Meeting:

- If you are not able to join, then the meeting hasn't started yet.

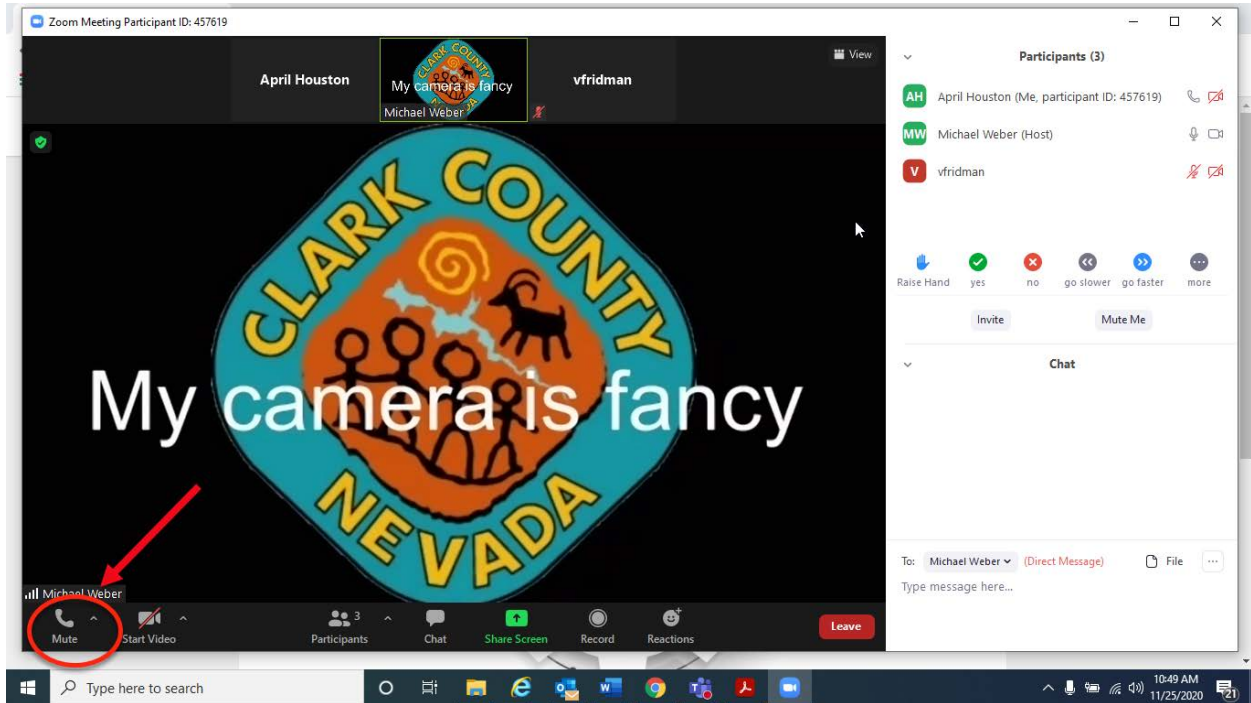


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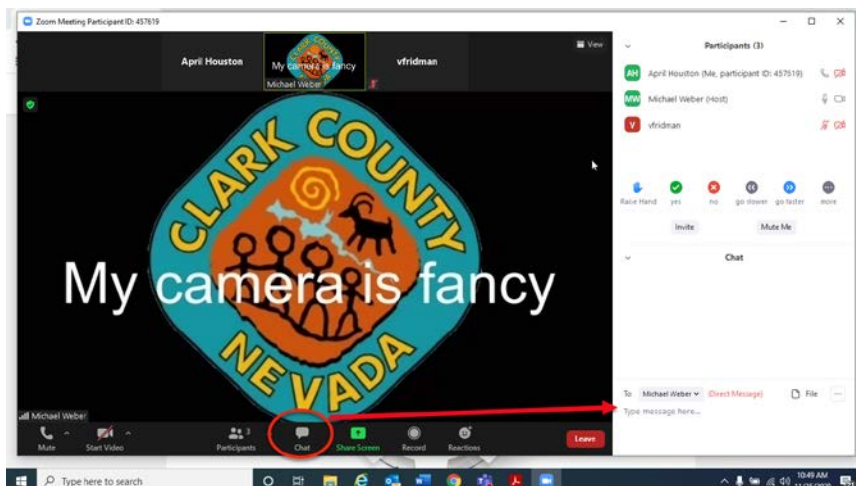
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During the Meeting:

- **MUTE or UNMUTE:** Select phone/Mute icon in the lower left corner



- **CHAT:** to communicate with the host and participants. Select the chat button at the bottom center. The chat panel will open to the right

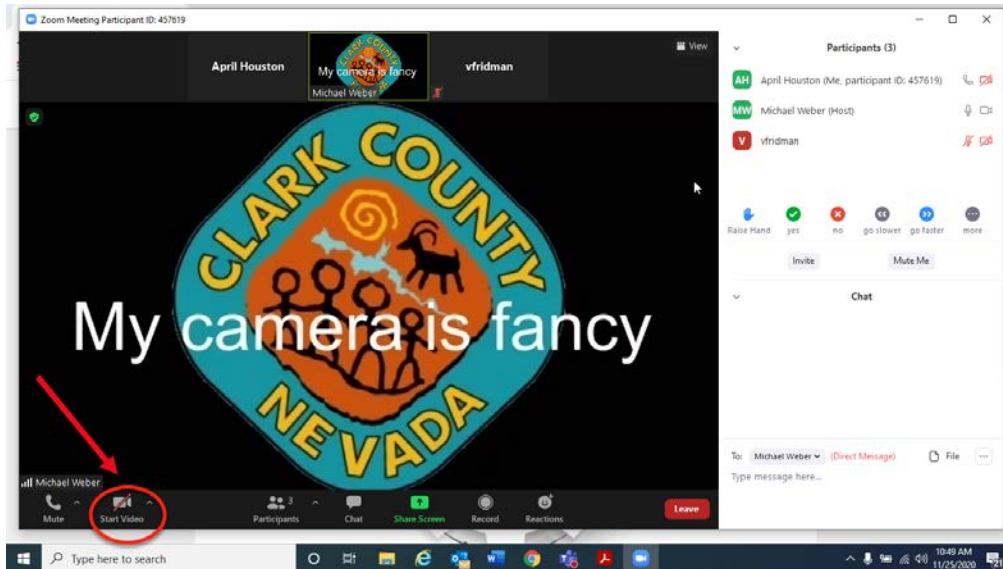




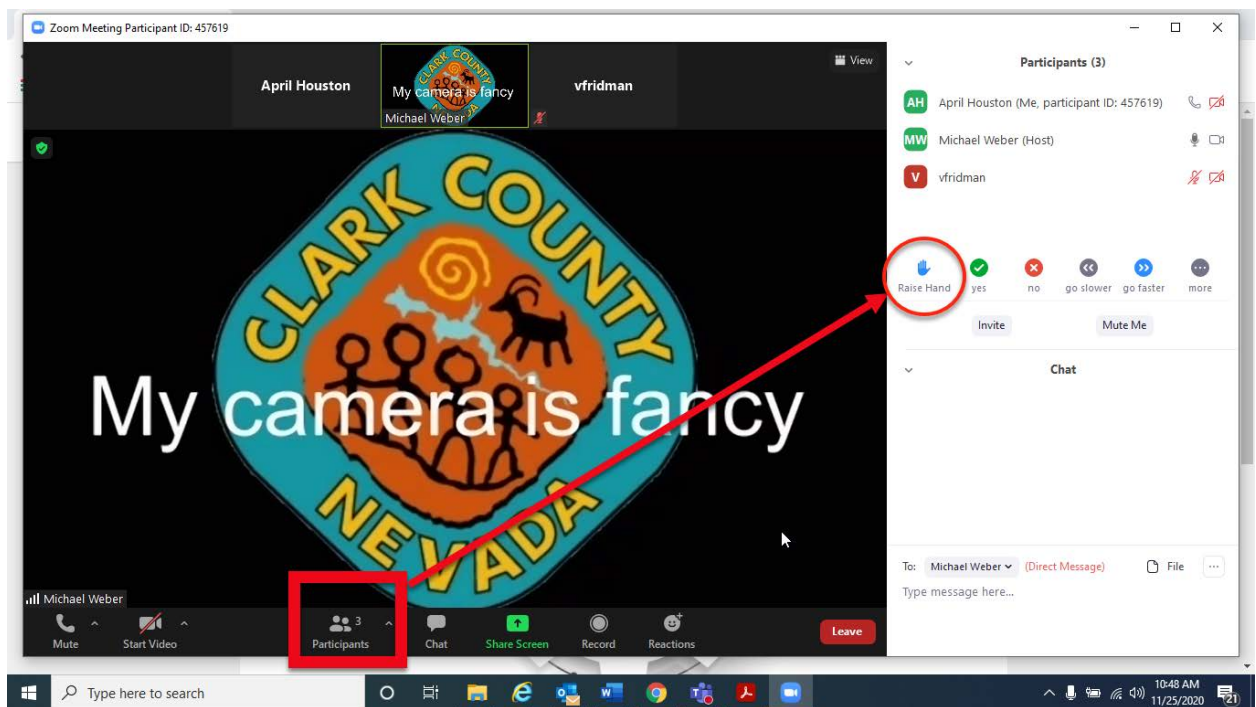
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- **VIDEO:** If you would like to enable your camera video conferencing, select the “Start Video” button in the lower right corner.



- **RAISE HAND:** If you need to get the Host’s attention. Open the participants list and select the “Raise Hand” button.



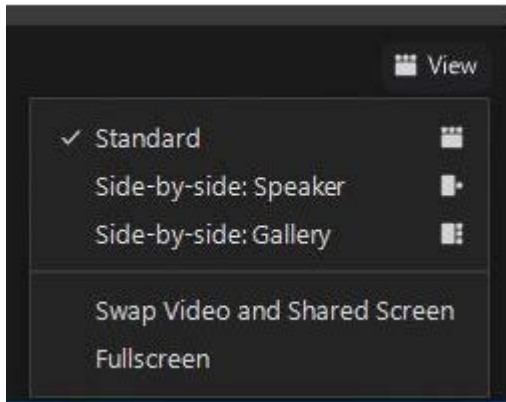
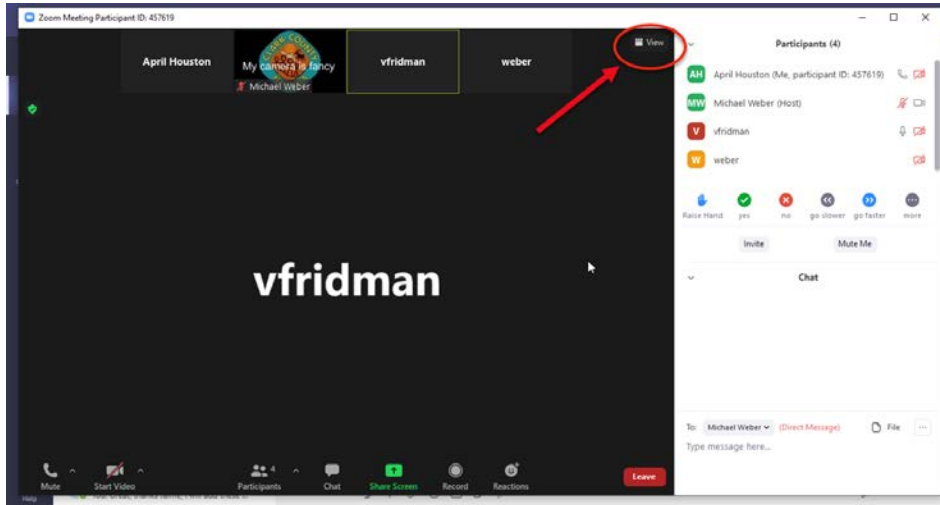


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View Options:

- Click on View Icon to select view

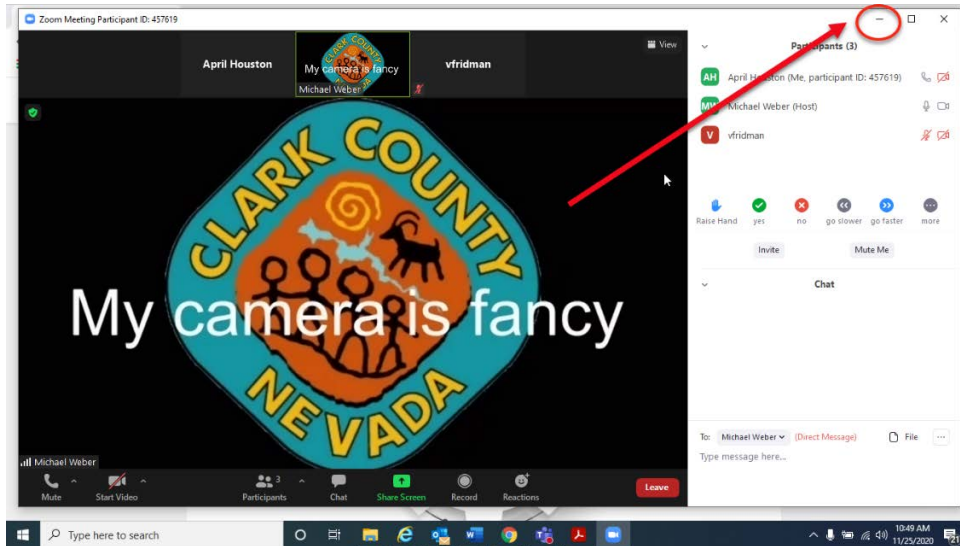




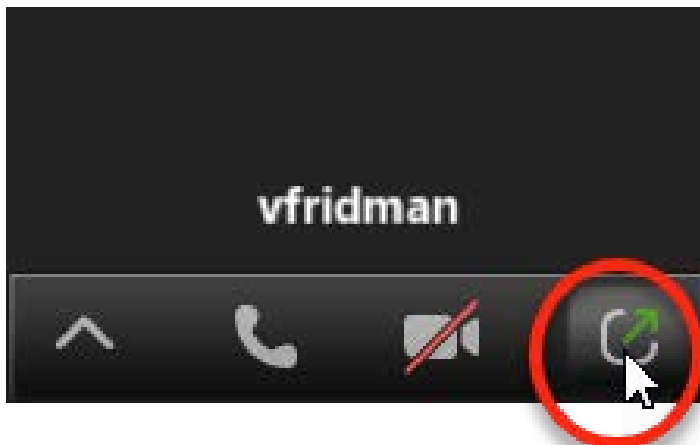
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- **Minimize Screen**



- **Maximize Screen**





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