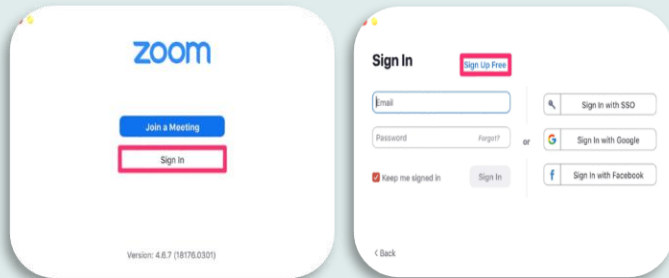
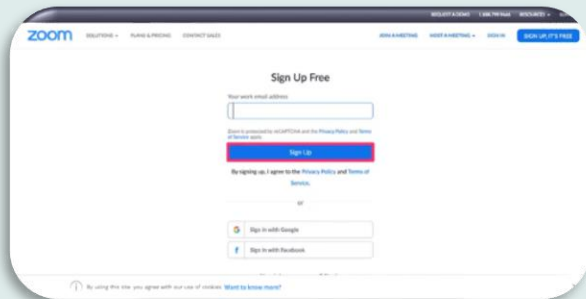


HOW TO MAKE A ZOOM ACCOUNT

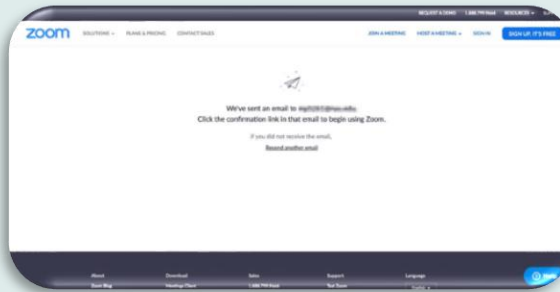
1. After downloading the zoom client from https://zoom.us/download#client_4meeting
2. Install the application on your computer, Click to open the Zoom app on your Mac or PC.
3. Click "Sign In then Click "Sign Up Free



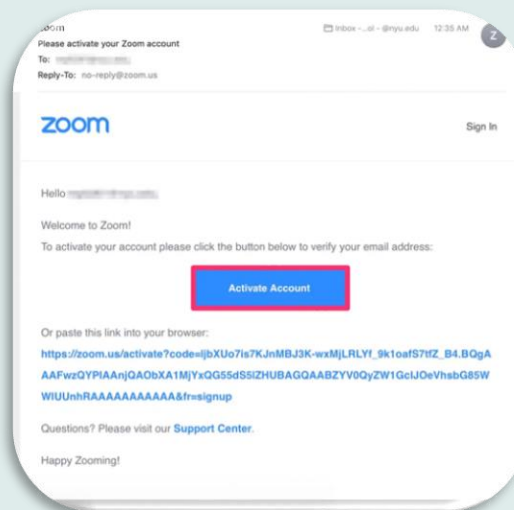
4. This will automatically open the Zoom website on your default browser.
5. Enter your email.
6. Click the blue "Sign Up" button.



7. The next page will include a note on how to access your activation email (and resend it if you did not receive it).



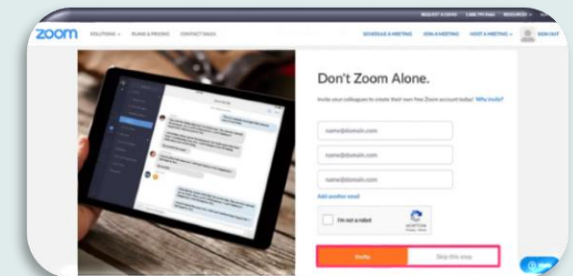
8. Open your mailbox and locate the activation email.
9. Click "Activate Account" button.



10. This will open the Zoom signup page in your browser. Enter your first and last name, along with your password.



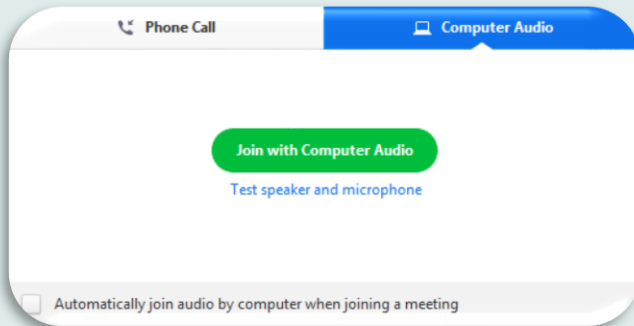
11. Retype your password.
12. The second step will prompt you to add colleagues at this time. Click "Skip this step" to move on to the final step.



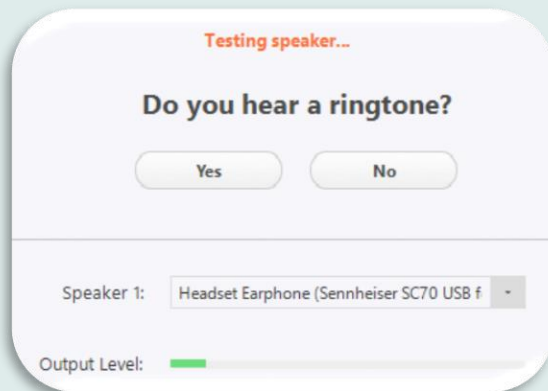
13. The final step will prompt you to start a test meeting. Instead, click on "Go to My Account." You should already be signed in on your browser.

TESTING AUDIO BEFORE JOINING A MEETING:

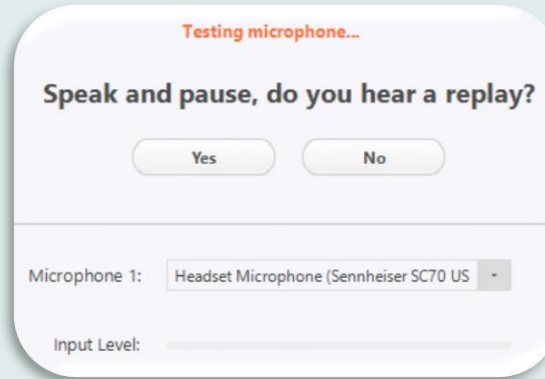
1. After joining a meeting, click on Test speaker and microphone.



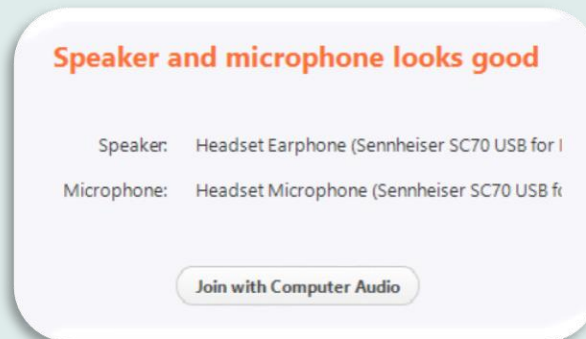
2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or press No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.



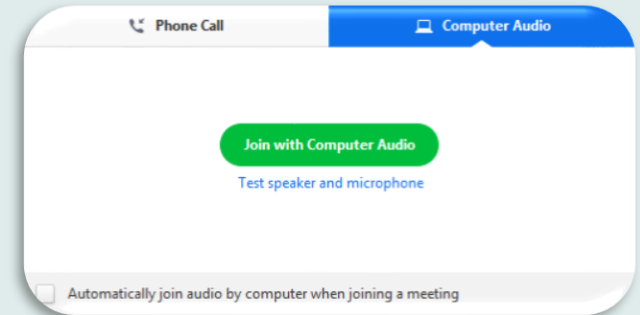
3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the replay. Then click **Yes** when you hear the replay.



4. Click **Join with Computer Audio**.



5. Click Join with Computer Audio to join the test meeting with the selected microphone and speakers.

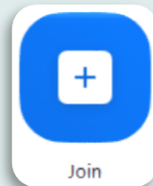


HOW TO JOIN ZOOM MEETING

1. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from ZOOM Download Center
2. Open the Zoom desktop client.



3. Sign in to Zoom then click **Join**.



4. Enter the [meeting ID](#) number and your display name.

LISTENING TO LANGUAGE INTERPRETATION

1. In your meeting/webinar controls, click Interpretation.



2. Click the language that you would like to hear.



3. (Optional) To only hear the interpreted language, click Mute Original Audio.

HOW TO CHANGE THE VIDEO LAYOUT DURING THE MEETING?

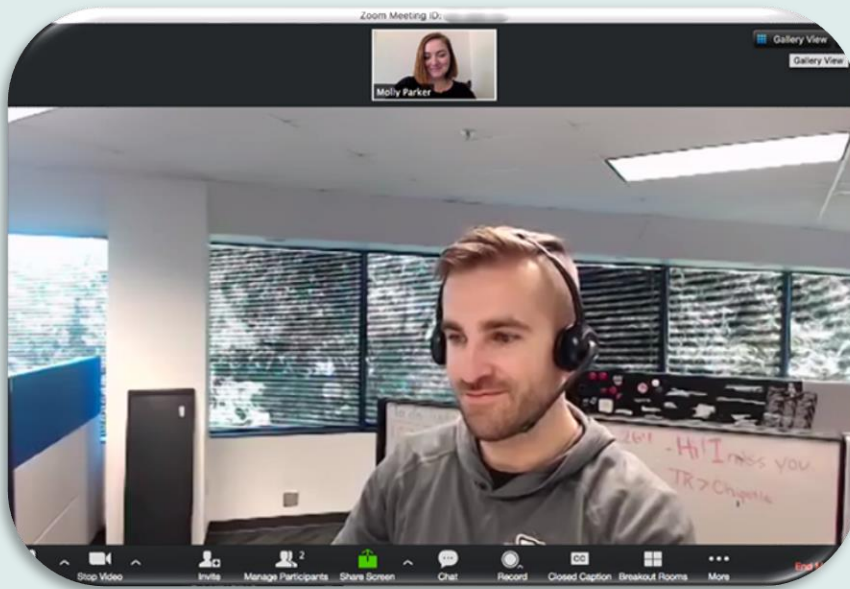
Changing the video layout (Active Speaker View and Gallery View)

Active Speaker View:

Active Speaker View will switch the large video window between who is speaking with 3 or more participants in the meeting.

Gallery View:

Gallery View lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting.

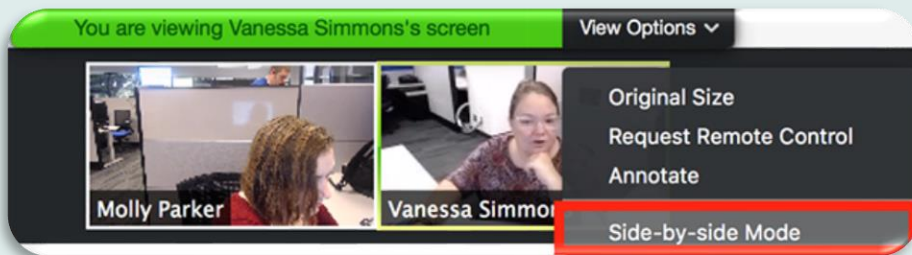


WHAT IS THE SIDE-BY-SIDE MODE FOR SCREEN SHARING?

Meeting and webinar participants who are viewing a shared screen can switch to Side-by-side Mode. This enables them to see the shared screen alongside either the Speaker View or Gallery View, depending on which view they choose.

Viewing a shared screen in Side-by-side Mode:

While viewing a shared screen click on View Options and choose Side-by-side Mod



The shared screen will appear on the left and the speaker will appear on the right.

HOW TO RAISE YOUR HAND IN ZOOM

1. During a meeting,
Click **Raise Hand** in the Webinar Controls at the bottom center of your PC or Mac screen.



2. The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.

3. Click **Lower Hand** to lower it if needed.
This will not mute yourself if you are unmuted



4. The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.