Using Zoom

1. The Digital Navigator will give you a Meeting ID and a Passcode.
2. Open Zoom.
3. Click Join a Meeting.

4. Type the Meeting ID on the top. Type your name on the bottom. Then, click Join.
5. Type the password. Then, click Join Meeting.
6. Click **Join with Computer Audio**.

7. You are now in the Zoom meeting! Use the buttons at the bottom of your screen to turn on the **camera** and **microphone**.

### Guide to Zoom Buttons at the Bottom of the Screen

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Unmute" /></td>
<td>Sound is <strong>off</strong>. Click to <strong>turn on sound</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Start Video" /></td>
<td>Video is <strong>off</strong>. Click to <strong>turn on video</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Mute" /></td>
<td>Sound is <strong>on</strong>. Click to <strong>turn off sound</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Stop Video" /></td>
<td>Video is <strong>on</strong>. Click to <strong>turn off video</strong>.</td>
</tr>
</tbody>
</table>

- **Turn video on/off**
- **Type a message**
- **Finish call**
- **Turn sound on/off**
- **Show your screen**

[Diagram of Zoom buttons at the bottom of the screen]