

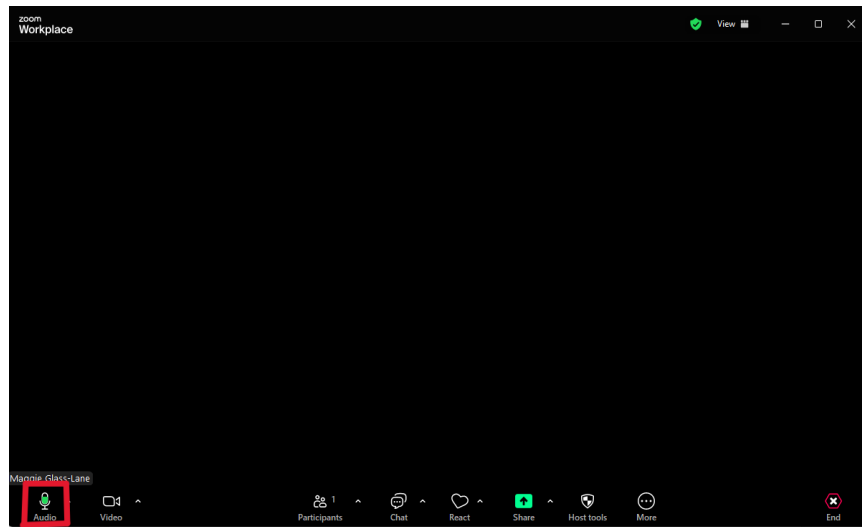
Here are some helpful tips for using Zoom.

1. Click on the blue link in the email that you received.
 - a. **Example:** Join Zoom Meeting (DO NOT CLICK THIS LINK)
<https://jhjhm.zoom.us/j/96564368287?pwd=M1OYulYlqZF74O3R6En5oHhfUJjGLK.1>

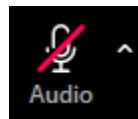
2. Once you are in the meeting here are a few of the functions that will be used.

a. **Mute/Unmute**

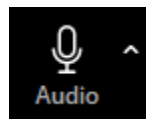
- i. At the bottom of your screen on the left side there will be a Microphone.



1. When you are muted it will have a red slash through it.

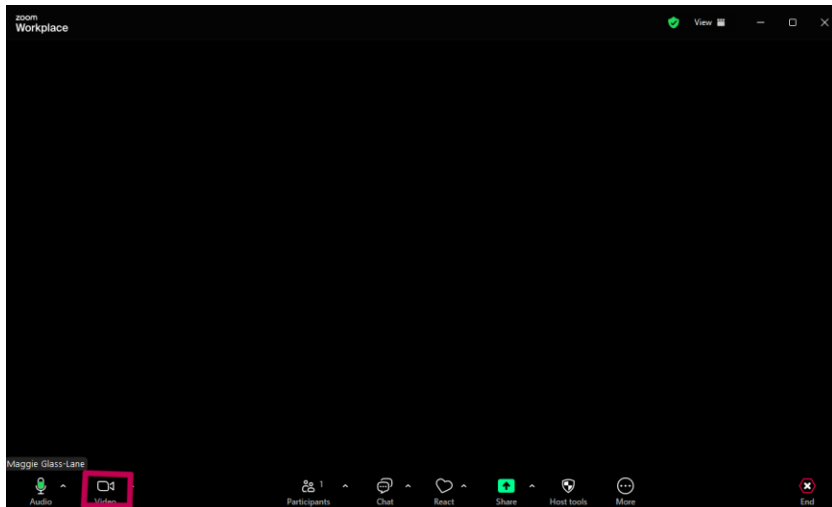


1. When it is unmuted, it will not have the slash.



b. **Turn Camera on and off**

- i. Next to the microphone is the camera symbol at the bottom of the screen



1.

ii. Your video is off when there is a slash through the camera



1.

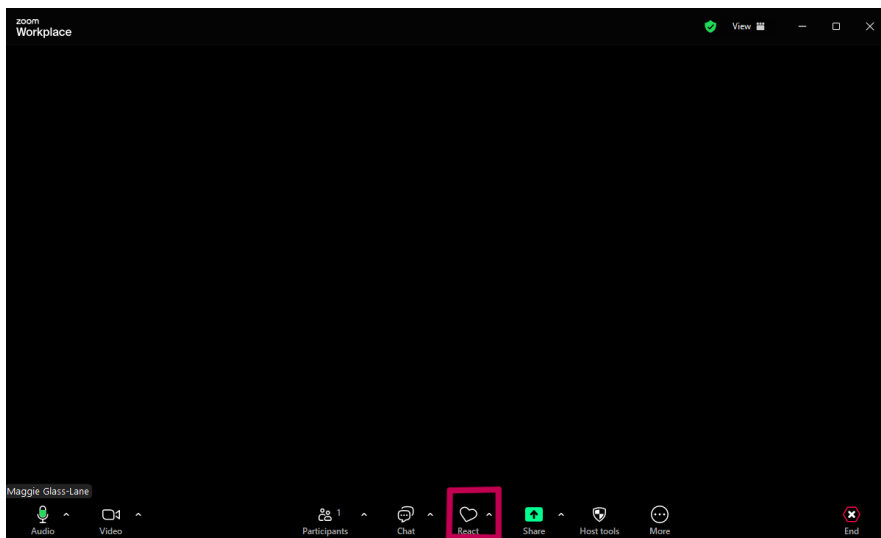
iii. Your video is on when there is no slash



1.

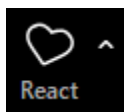
c. Reactions

i. These are found at the bottom of the screen in the middle.



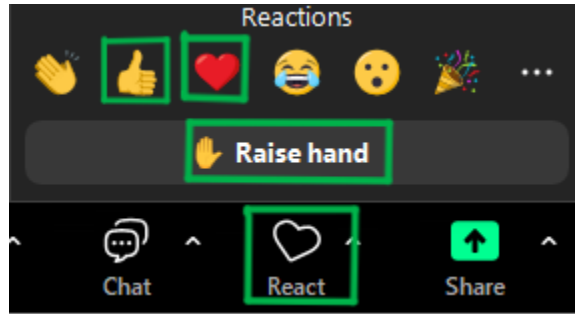
1.

ii. The icon is a heart



1.

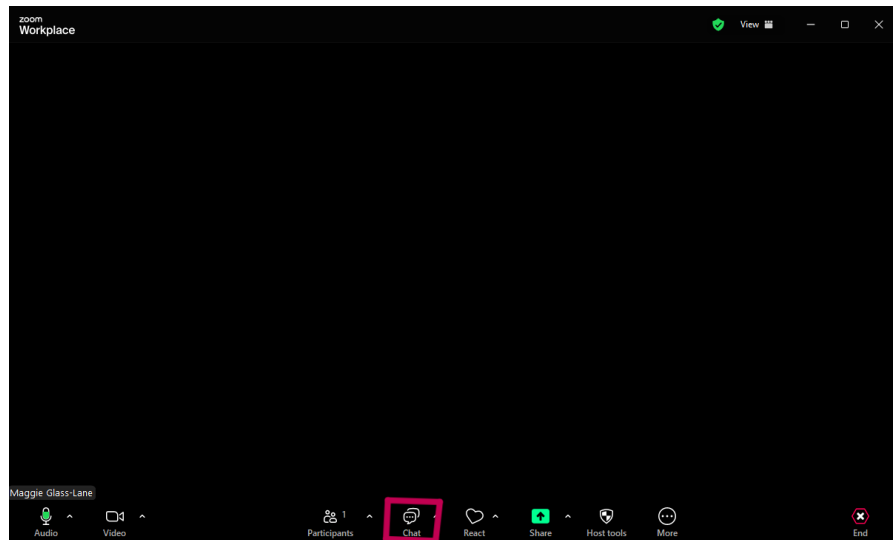
- iii. Here you will find the Raise hand function, thumbs up and the heart reaction



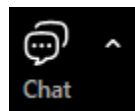
- 1.
- iv. Raise Hand
 - 1. Will be used throughout the meeting to share
- v. Heart reaction
 - 1. Will be used at the end of the meeting for an activity
- vi. Thumbs Up Reaction
 - 1. Will be used at the beginning of the meeting for an activity

d. **Access to the chat**

- i. Also located at the bottom of your screen



- 1.
- ii. If you must leave early, you can access the chat here to let the leader know that you are leaving



- 1.
- iii. Once you click on the chat another spot will open on your screen to the right of the main screen

- a. Where the blue arrow points is where you will type your message and hit {enter} on your keyboard to send the message.

