

New to Zoom? Please Read These Notes:

**Please note* We do not own any videos linked below. These are all public YouTube videos and we have tried to insert the simplest ones.*

- You will join the zoom meeting through the email sent to you after you register for the meeting. Here is a quick video on [how to join a zoom meeting.](#)
- Here are some handy tips [on how configure your audio and video settings.](#)
- When you join in, your microphone and video will be allowed on for a brief period of chatting before we get started.
- Once the meeting starts at 1:00 pm, we will mute everyone to ensure our presenters have the stage.
- If you have questions or comments during the meeting, please use the Chat feature in Zoom with the “everyone” designation. We will have someone monitoring the Chat to notify the Chair as questions and comments come up.
- Turn on the Chat by clicking on the icon at the bottom of the main Zoom window. The icons will appear when you hover your cursor at the bottom of the window. Please view this video for a quick how to: [In-meeting Zoom Chat](#)
- If you are using a PC you do not need to download Zoom to your computer, just click the link in the Zoom email and follow the instructions.
- If you are using a MAC you need to download Zoom to your computer and then enter the meeting ID. [Please follow these instructions.](#)
- Check out this page to learn how to customize your profile in Zoom: [How-to edit your name/ profile](#)