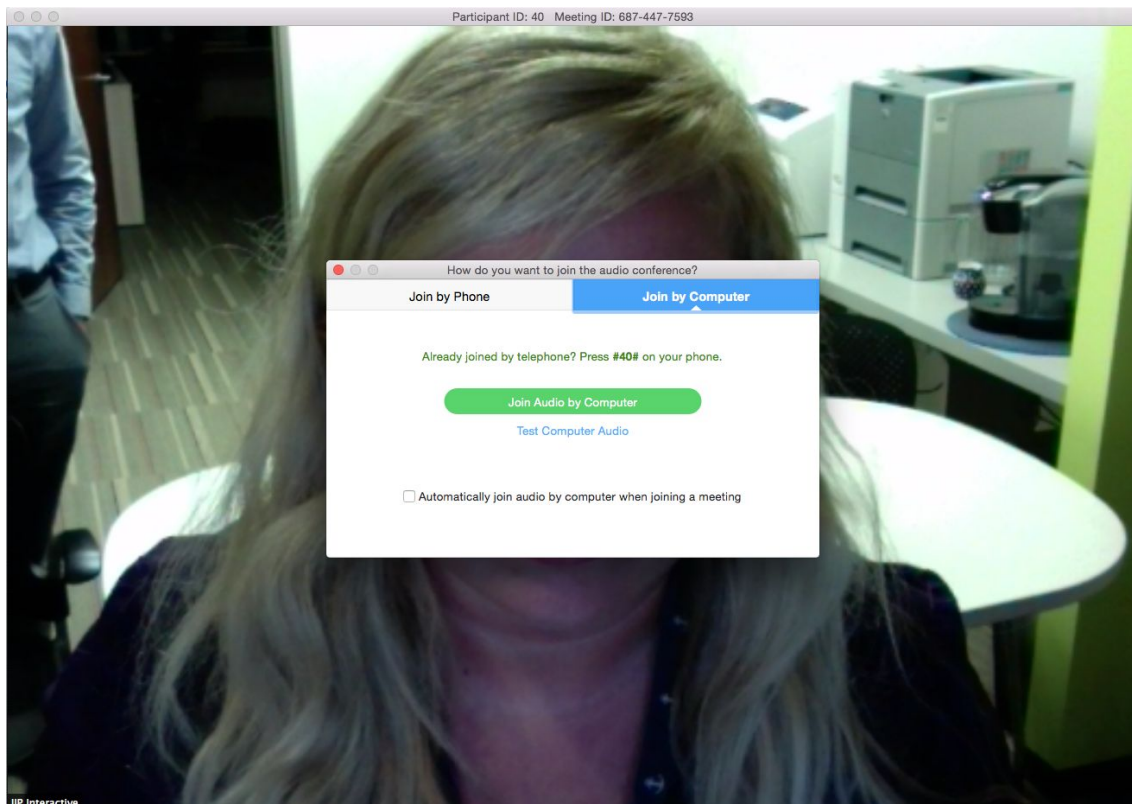## How to Join a Zoom Meeting

- Go to the link provided to you, type in your name and join your Zoom meeting.
    - ***If this is your first time using zoom, you will be asked to download a plugin.** The download should start automatically and should only take a minute.
- Click start with video. The Meeting window will appear and it will ask you how you would like to join by computer or phone. Select:
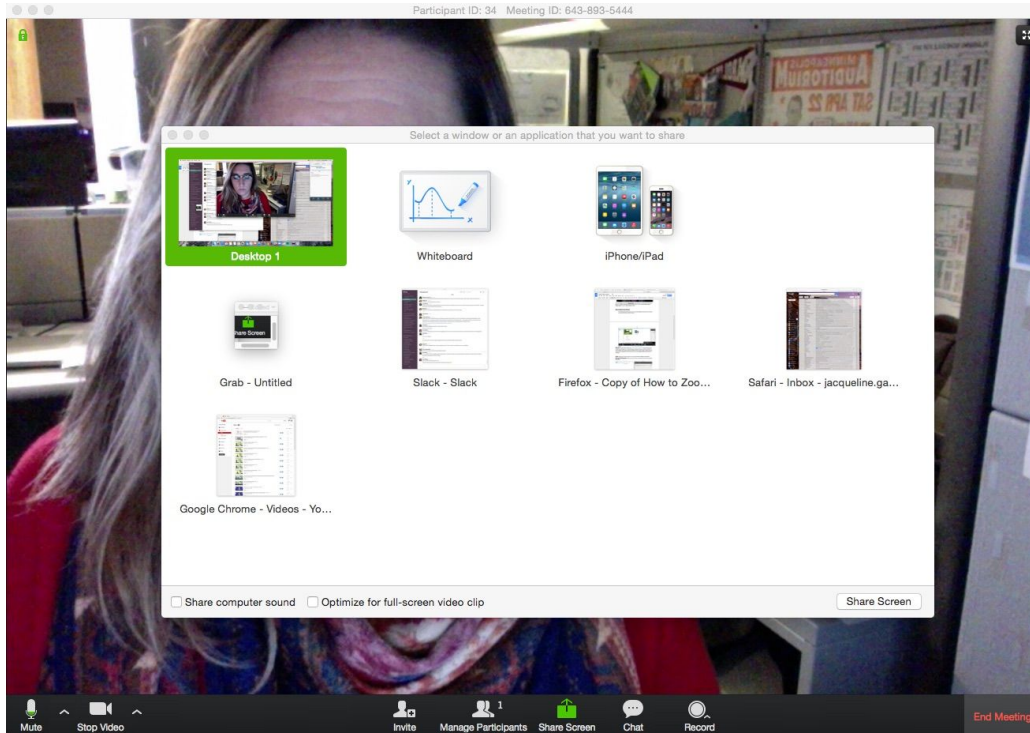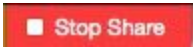

How to Share Your Screen:

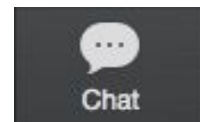- Click the "Screen Share" icon at the bottom of the screen:

- The following options will come up. You can choose specific windows of your computer or you can try to sync an iPad or iPhone as well.

- Choose which window you would like to share and click "share screen"
- Once you are done with your presentation, click the red "stop sharing" button at the top of the screen: ■ Stop Share

How to Chat in Zoom:

- You can have a private chat or a group chat in Zoom by clicking the chat icon at the bottom of the screen:

- Once you open the chat box, you can choose to send a message to "everyone" or to just one user listed down the left side: