

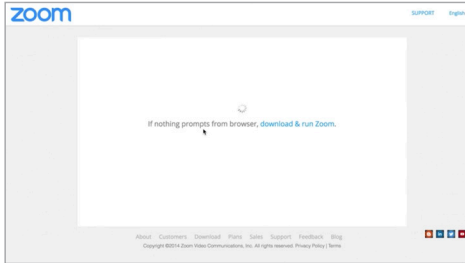


**PORCH
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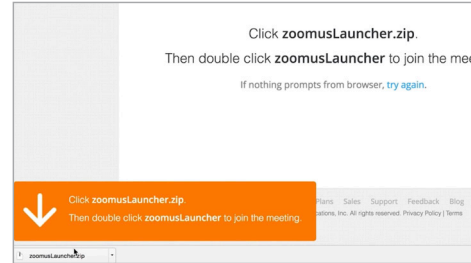
HOW TO JOIN A ZOOM MEETING

VIDEO CALLS TO JOIN A CLASS OR MEETING

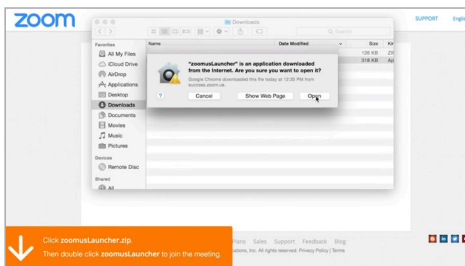
For the time being, we will be using Zoom for our classes and meetings. Below are the steps to set up Zoom. Once you've set up the Zoom program, you'll be able to simply click on Zoom links to join future meetings.



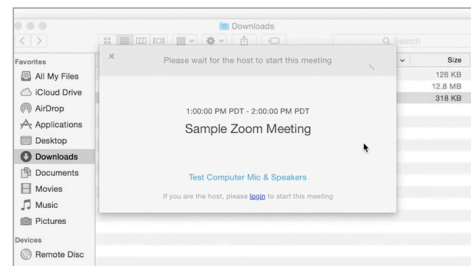
1. Click on the Zoom link and you'll be prompted to download and run Zoom.



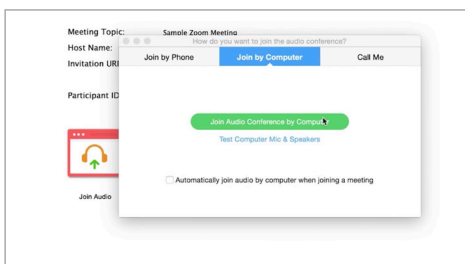
2. A zoomuslauncher.zip file will download.



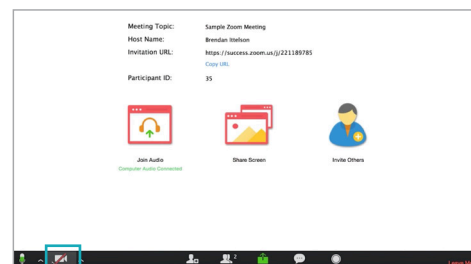
3. Simply click on the file to install the launcher.



4. If the host hasn't started the meeting you will see a message stating "Please wait for the host to start this meeting".



5. Once the host starts the meeting, a window will appear—to join, select Join Audio Conference by Computer. In meetings, please stay muted until you're ready to ask a question to avoid excess background noise.



6. To connect your video, select the video camera icon in the bottom left hand corner of the meeting window. In a meeting, you can share your screen with other participants or disable your webcam.

If you're on a smartphone, you can download the app for Android or iOS. If you're still having trouble with Zoom, please reach out to your Operations Leader. Hopefully, we can start meeting up in person again soon, but in the meantime, this will be a great way to stay connected and educated! A video of these steps can be viewed by visiting bit.ly/plzoom.