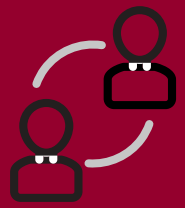


Virtual Meeting Getting Started



1 What you need



- Computer, tablet, or smartphone
- Speaker or headphones
- WiFi Connection
- Quiet space with little distraction

2 Join the Meeting

2



- Copy and paste or click the link on the agenda to join the meeting.
- You can choose to use audio only or audio and video.

OR



- Only use your phone or your computer. Using both disrupts the audio for all attendees.

3 Smart phone or tablet



If you join by computer you can

- download the app from the app store
- join the meeting from your web browser



4 Computer

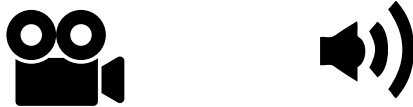
4

If you join by computer you can

- download the extension (like an app) on your browser
- join the meeting in a new browser tab



5 Click "Allow"



After you join the meeting you will be asked to allow access to your camera and microphone. Click "Allow".



Check your background. It will be on camera for all attendees to see.

6 Helpful Hints

6



- Use the chat feature if you want to speak or have a question.



- Mute your microphone when you are not speaking.



- Say your name before speaking.