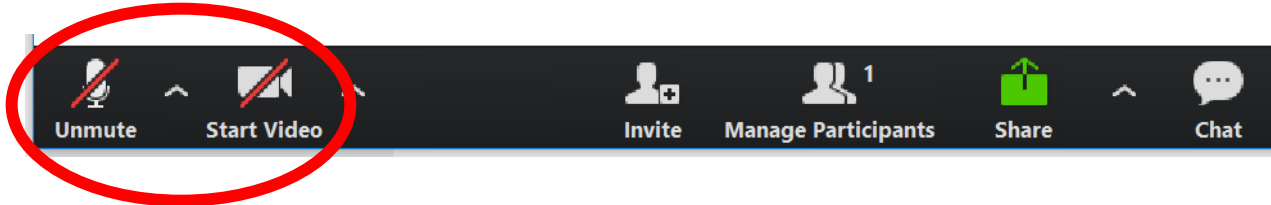
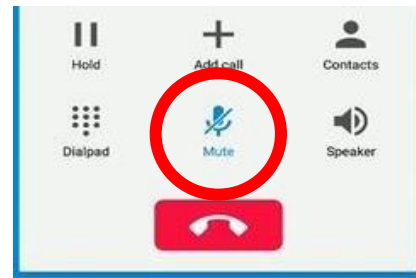


Zoom Tip Sheet

- If joining the meeting by computer, please make sure your audio and video are turned OFF.



- If you are joining the meeting by phone, please make sure your phone speaker is MUTED.



Here are some helpful links if you are not familiar with how ZOOM works:

- How to join the meeting using computer audio or phone:
<https://www.youtube.com/watch?v=jAnWjJTwhU0>
- How to configure audio settings if joining by computer:
<https://www.youtube.com/watch?v=HqncX7RE0wM>
- How to mute and un-mute yourself:
https://www.youtube.com/watch?v=4w_pRMBEALE