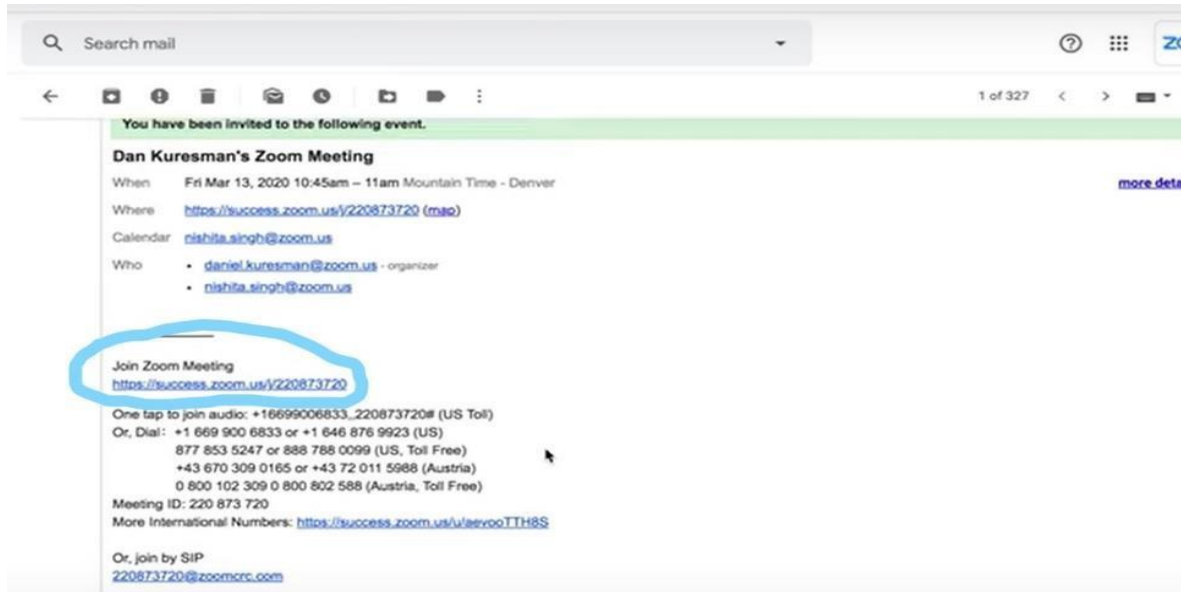


Participating in NAVRS Online Chapter Meetings via Zoom

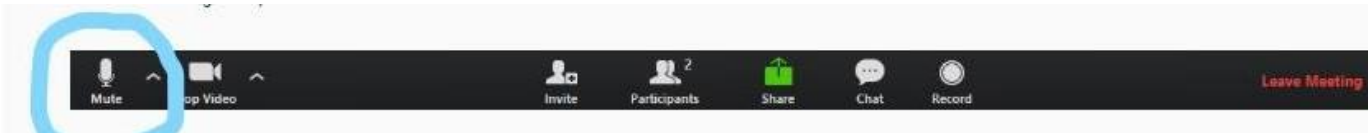
- You can download Zoom (free) onto your computer or get the Zoom app on your ipad or other tablet
 - o <https://zoom.us/support/download>
- You can still participate even if you don't download Zoom
- You do not need to sign up or make an account.
- You will **receive an e-mail** from NAVRS that will include an invitation to join a zoom meeting. **You can login in a half hour before the start time** by clicking on the link in the e-mail.



- The link will open Zoom on your computer and take you to a screen that reads "Join Meeting"
- You will see a dialogue box with a green or blue bar that reads "Join Audio by Computer" – click that bar.
- **NOTE:** If you leave the call for some reason, you can re-join by clicking on the original link you were sent.
- TO JOIN if you DON'T DOWNLOAD ZOOM: go to zoom.com; click on Join a Meeting in the menu bar at the top of the webpage; copy the meeting ID from the e-mailed Zoom invitation and paste it into the Join a Meeting box and click the blue Join box.

ZOOM FEATURES

- MUTE your Microphone. Your microphone will be muted for most of the meeting, at least while we're playing music. Here's how you do it:
 - o Move your cursor anywhere over the Zoom window during the meeting, or, if you are using a tablet, touch your screen.
 - o You will see a row of icons at the bottom of the Zoom window.



- o The one on the far left is the microphone icon. Click on it to mute (a diagonal red line will appear through the icon); click the icon again to unmute.

- If you want to ask a question during class, rather than unmuting your microphone, use the Chat function. The Chat button is the icon to the right of the green Share icon. You can type your question and the teacher will call on you or answer via Chat.