








- **HOW TO ZOOM** When you put the URL into your internet <https://us04web.zoom.us/j/4627492892> and the Meeting ID: 462 749 2892, click “Using internet audio”. The screen will come up (these pictures are on an iPad, other devices may have the icons in different places).
- There is a camera.  **To be seen** you need to click on it. If it is red and has a slash across it  you will not be seen in the group.
- **To be heard** click on the microphone button.  If it has a slash across it and is red, your microphone is off. 
- There are **2 gallery views**: “Switch to Active speaker (only shows the speaker and you),  or “Switch to Gallery View” (shows everyone attending the meeting)  Notice that below the Microphone is red with a slash which means they can't hear you if you speak but the camera is on  so they could see you. To the right notice that the video camera has a slash across it and it is red, that is why you don't see the person's face but their names are there. The color around the square shows the person who is talking.
- Click on **Leave Meeting** to leave the meeting!

