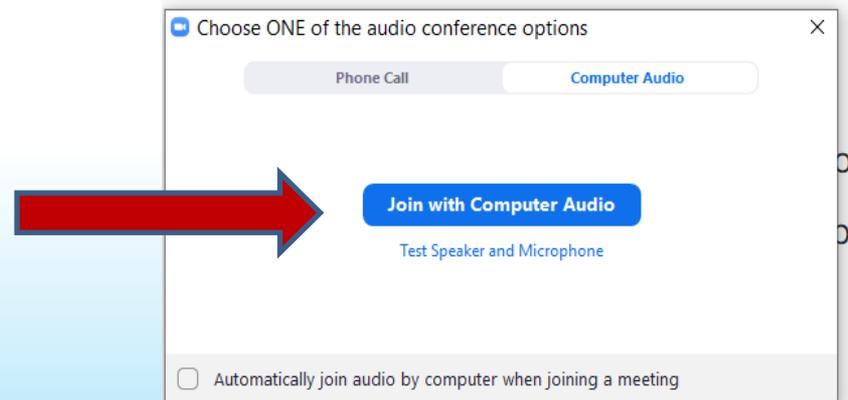




## Connecting Via Computer with Speakers & Microphone:

1

- Click or Type the Zoom meeting link provided into your browser.
- If you do not have Zoom on your computer, you will be prompted to download Zoom. You do not need to create an account to attend the meeting.
- Once your computer connects to the meeting, you will be asked if you want to use your computer for audio.
- If your computer has speakers and a microphone, Click “Join with Computer Audio”



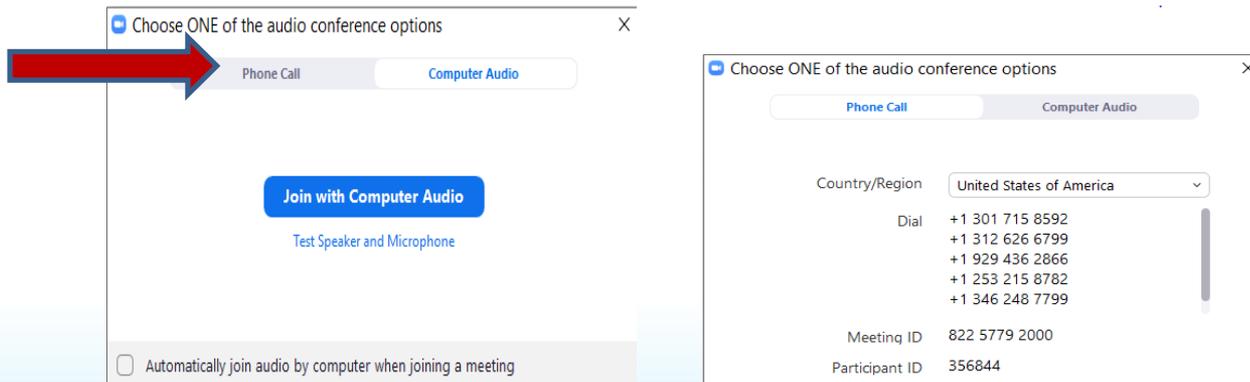
You are now connected!



## Connecting Via Computer without Speakers & Microphone:

2

- Click or Type the Zoom meeting link provided into your browser.
- You may be prompted to download Zoom. You do not need to create an account to attend the meeting.
- If your computer does not have speakers or a microphone, click on “Phone Call.” You will be given a number to dial, the meeting ID and a Participant ID.



On your landline or smartphone, dial one of the numbers provided and enter the Meeting ID and Participant ID when prompted. You are connected!



## Connecting Via Phone Only:

3

- Dial One of the access telephone numbers below on your landline or cellular telephone;
- When prompted, enter the Meeting ID which is the 11-digit number in the meeting ID link press #;
- Press # again to confirm that you are a Participant.

You will be able to listen to the Meeting now! Please note, you are muted by default.

Unfortunately, you will not be able to view the slides via your landline telephone.

Meeting ID: 822 5779 2000  
One tap mobile  
+13017158592,,82257792000# US (Washington D.C)  
+13126266799,,82257792000# US (Chicago)

Dial by your location  
+1 301 715 8592 US (Washington D.C)  
+1 312 626 6799 US (Chicago)  
+1 929 436 2866 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)

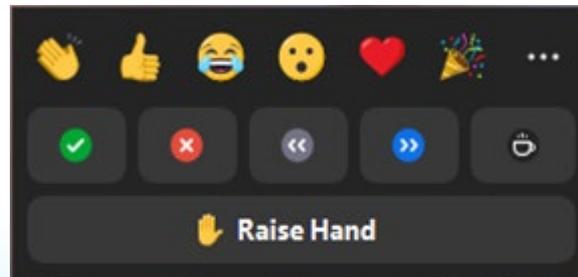
Meeting ID: 822 5779 2000  
Find your local number: <https://us02web.zoom.us/j/82257792000>



# Meeting Controls Using your Computer

4

All participants will be muted during the presentation. You will not be able to unmute yourself. Following the presentation, we will hold a question-and-answer session. To request that you be unmuted to ask a question, please raise your hand by hovering over the “Reactions” icon on the menu at the bottom of your screen and clicking “Raise Hand.” Our moderator will call on you and ask you to unmute.



You are also welcome to type your question or comment in the chat box, the icon for which will also be found at the bottom of your screen. The chat box will open in a window at the bottom right of your screen.



# Meeting Controls Using your Phone

5

All participants will be muted during the presentation. You will not be able to unmute yourself. Following the presentation, we will hold a Question & Answer Session. The following commands on your keypad will enable the following functions:

## **Raise Your Hand \*9**

When the facilitator calls your name or the last 4-digits of your telephone number, you will still need to unmute yourself:

## **Unmute \*6**

Thank you for allowing us this quick orientation.