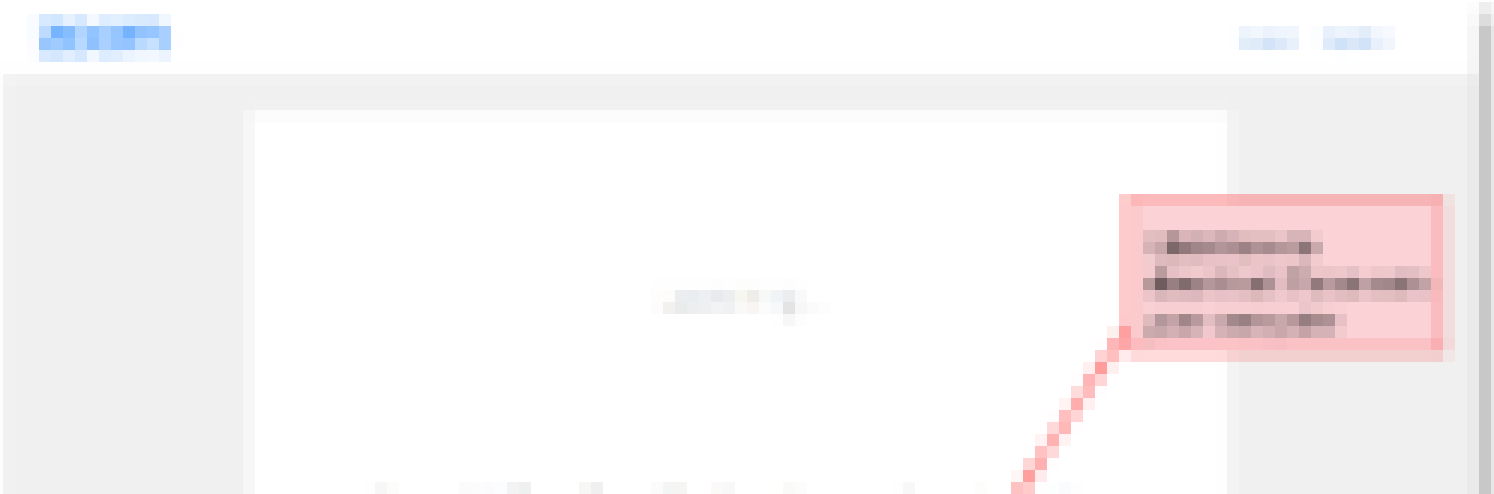
Zoom: First Time User's Guide

[redacted] Meeting uses a program called Zoom to host the majority of our meeting sessions. Zoom is a useful resource with video, audio, messaging, screen sharing, recording and whiteboard capabilities. Each meeting date is set in advance in Outlook. Meeting invites allow you and be able to join with the others in your video.

This document will take you through how to use Zoom and introduce you to the tools to you would be most part of [redacted] meeting.

GETTING STARTED

[redacted] At the time of your meeting session, click on the Zoom meeting room link.

[redacted] You will be directed to the Zoom meeting launch page. **Click on download & run Zoom.**

[redacted] If you prefer not to download the Zoom app onto your computer, or are having trouble opening Zoom, you can join the meeting directly from your browser by clicking on **Join from your browser.**