HOW TO CONNECT TO A ZOOM MEETING

Zoom has become an essential way to connect with each other, whether it is virtual event, round-table discussion or music education seminar.
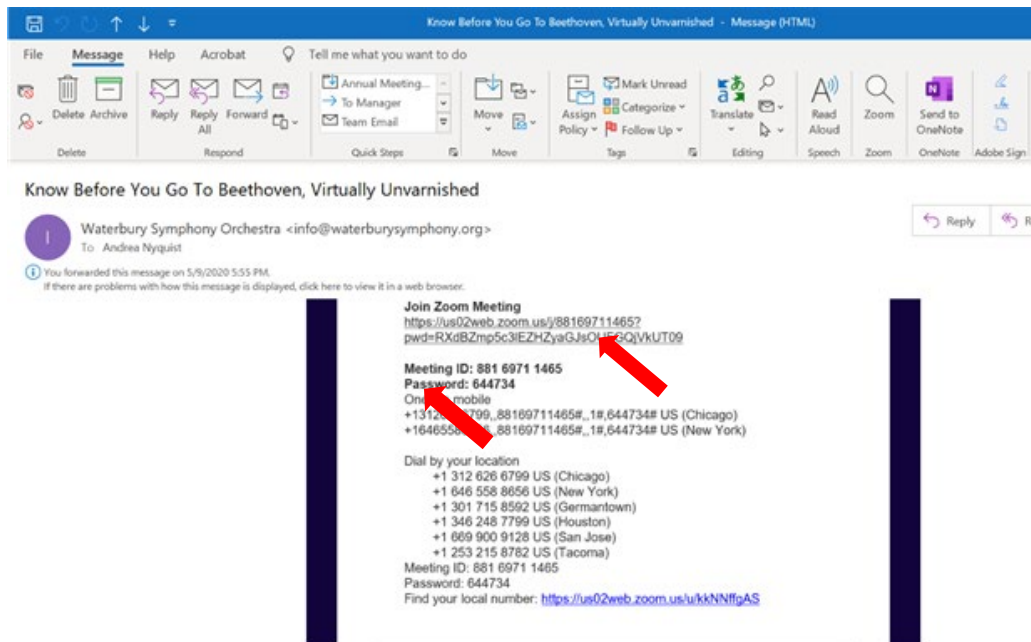
If you are new to virtual events, as many of us are, the step-by-step instructions below will help you participate in Waterbury Symphony Orchestra events that are hosted on Zoom.

Easy Steps to Connect:

1. You only need a computer, tablet, or smartphone with speaker or headphones.

2. You will receive notice for a videoconference by email from the Waterbury Symphony Orchestra. The notification will include a link, a password (if needed) at the time of the event.
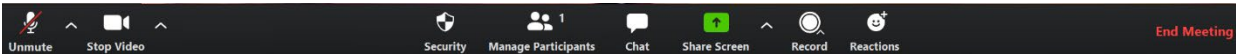
To join the videoconference:

1. At the start time of the meeting, just click on the link in your invitation to join Zoom. A box will open asking "Open Zoom?" Click "**Open Zoom.**"

2. Click on "**Join with video**," then click on "**Join computer audio.**" You're in!

3. If you're in a "waiting room", the host will see you've arrived and admit you.

Note: Zoom has new security measures. You may be asked to enter a password. If there is a password, you will see it in the email by the meeting invitation.

Participant controls at the bottom of the ZOOM screen:

Using the icons in the lower left corner of the ZOOM screen, you can:

• Mute/Unmute your microphone (far left)

• Turn on/off camera ("Start/Stop Video")

• View Participant list – opens a screen on the right that includes everyone's names and a "**Raise Hand**" icon that you may use to raise a virtual hand

On the upper right side of on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

That's it! Now you're a pro!

If you need further assistance, these short and easy to understand videos on YouTube about **how to join a Zoom meeting from your computer** may be helpful.

Joining by computer: https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

Joining byphone: https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone