

## Technology Mini-Meeting Jan. 23: Zoom Instructions

### Instructions for Entering a Breakout Room

1. You will be invited to join a breakout room through a pop-up.
2. Another way to get into the breakout room if you don't see a pop-up is to click on "Breakout Rooms" icon, which is a picture of 4 small boxes, on the bottom right corner of the screen.
3. A list of the available breakout rooms will pop up. Without clicking on anything, hover your mouse over the appropriate title of the breakout room you want to join.
4. You should see the number of participants in the breakout room to the right of the title of the breakout room. Hover your mouse over the number of participants and a "Join" icon will appear. Click this icon and you will be able to join the breakout room.

### Instructions for Downloading Zoom Application onto your Computer

\*In order to have all of the functions to communicate with other meeting members, you should make sure Zoom is downloaded to your computer (instead of using the web browser to access Zoom).

1. Open up your web browser and go to <https://zoom.us/download>
2. Once the webpage opens, the first option shown is "Zoom Client for Meetings". There will be a button under this title that says "Download". Click this button.
3. The application will download onto your computer.
4. You need to proceed to install Zoom. Your computer will display a pop-up which will prompt you with a set of instructions to install.
5. Once the application is downloaded, there will be a blue "Zoom" icon on your desktop. Click on this icon to open the Zoom app.

### Instructions for Updating Zoom

\*It is important to update Zoom to the most recent version in order to have all of the functions available to communicate with other members on the meeting.

1. When you open the Zoom application on your computer, make sure you are on the home screen which shows four icons: "New Meeting", "Join", "Schedule", and "Share Screen".
2. If you need to update to the newest Zoom version there will be a banner at the top of the screen to "Update". Make sure to click this button if you see it. If you have installed the latest version of Zoom, you will not see this "Update" option.

### Raising Hand

1. Make sure you have the latest update of Zoom downloaded (see Instructions for Updating Zoom). Once you have the latest version of Zoom updated and are in the main meeting, you will see a row of square icons/buttons on the bottom of your screen. Navigate to the farthest icon on the right of the screen, "Reactions".

2. Click on “Reactions” and you will see a number of reaction icons as well as an option to “Raise Hand”. Click on the “Raise Hand” option.