



Always show video preview dialog when joining a video meeting

Join with Video

Join without Video

### Start with:

1. Click on the Zoom link that is sent from the organizer.

Note: If this is your first time using Zoom, the link may request you to download the free & safe app. You do NOT have to purchase a Zoom account to use Zoom.

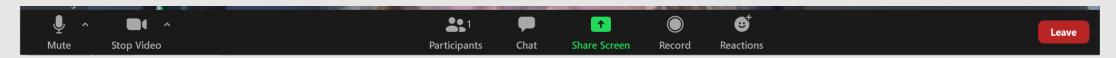
When the picture appears, click on the blue button, "Join with Video".

The next page shows what you can control.

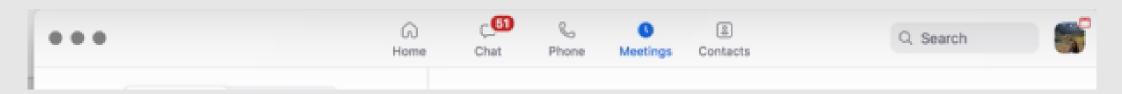
## Windows Zoom Toolbar

### **Tool Bar Controls**

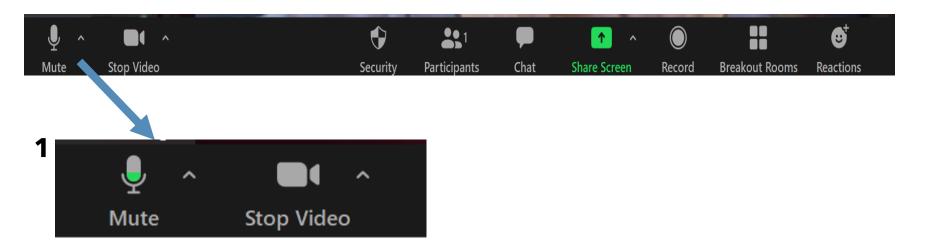
• When you hover your mouse pointer over the bottom of your screen in Windows.

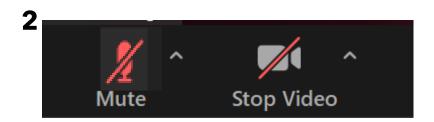


• On the top of your screen on an iPad, this is what you will see:



# Controlling the Microphone and Video (Windows and Mac)





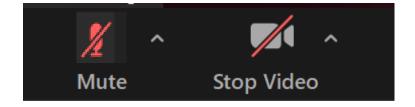
When you come into a meeting, you should have your microphone and video on.

- 1. You can mute your microphone by clicking it once. You can turn off your video by clicking it once.
- 2. You get a red slash through the icons when you are muted and not showing video.
- 3. Click the icon again if you want to speak or show your video.

## Controlling the Microphone and Video (iPad)

When in a Zoom meeting on an iPad, you have a black bar at the top of the screen with Zoom controls. The audio and video controls are there.





When you come into a meeting, you should have your microphone and video on.

- 1. You can mute your microphone by clicking it once. You can turn off your video by clicking it once.
- 2. You get a red slash through the icons when you are muted and not showing video.
- 3. Click the icon again if you want to speak or show your video.



### Happy Virtual Meeting!

Contact MIWC Zoom Co-chairs

Debbic Conger,

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Linda Jack, jacknishida@comcast.net if you have questions.

We can help you on a scheduled basis a few days before your meeting. I can't guarantee that I will be available on an on-call basis.