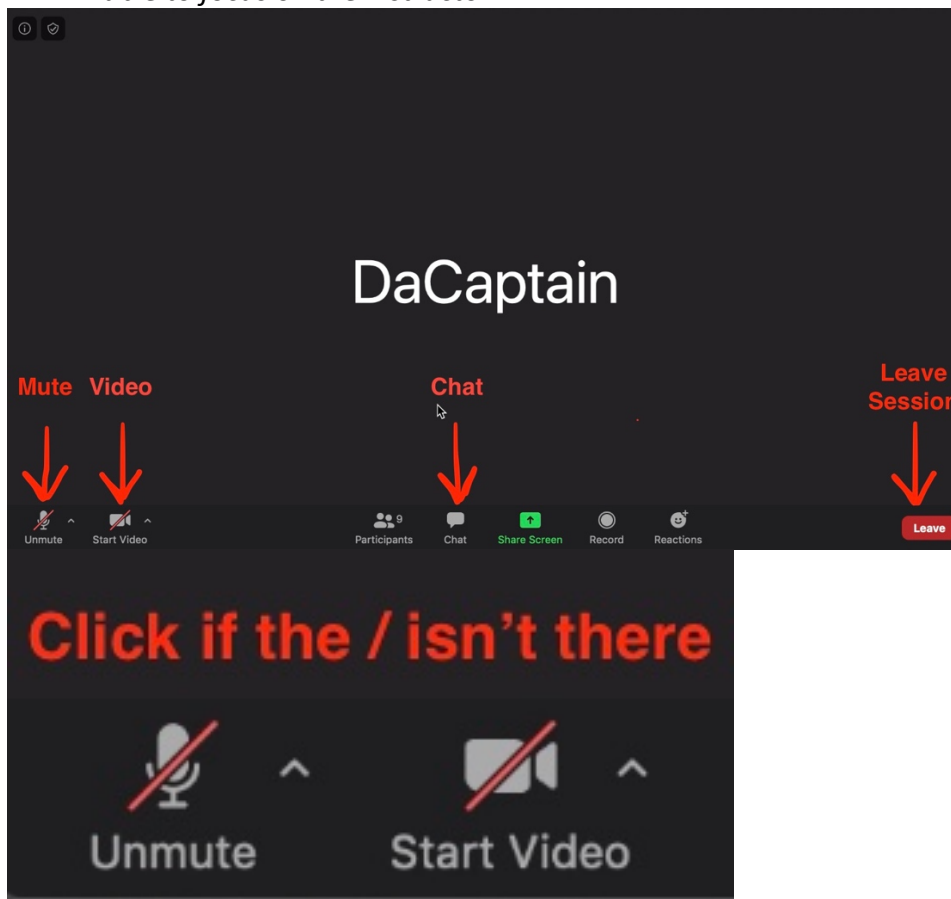
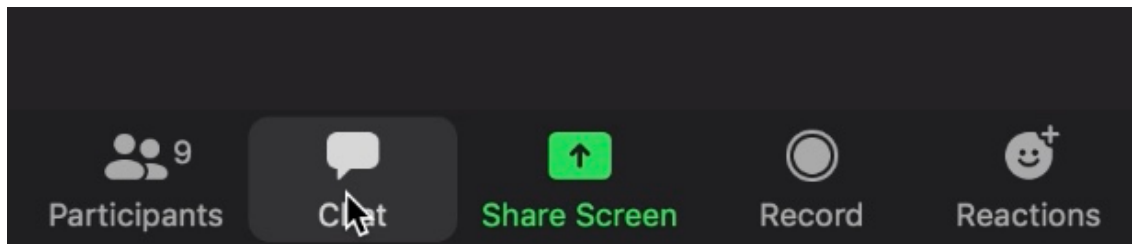


Your computer should already be muted and the video should be turned off so you can focus on the instructor. Confirm this by looking in the bottom left hand corner of the screen. Both the camera and the microphone should have a red \ going through them. If they do not then click the icon to turn it off.

*Note: We ask that these remain off during the class to allow for all participants to be able to focus on the instructor.*

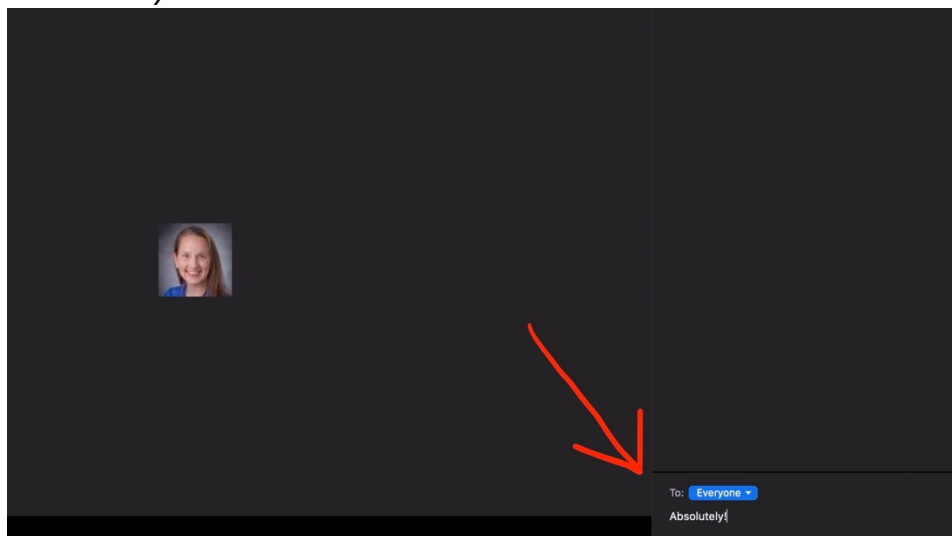


If you need to communicate with the instructor for any help, questions or comments then click the “chat” button on the bottom of the screen.

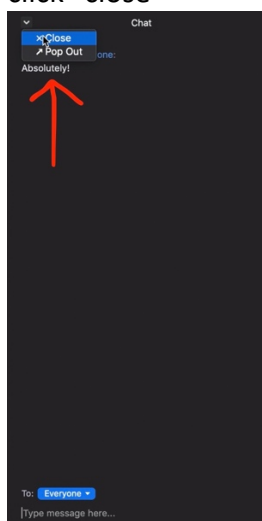


This will open up the chat box on the left hand side of the screen. Type in the bottom comment box and click enter to send text to the instructor.

*Note: Change the blue box from “everyone” to “host” if you only want the instructor to see your text.*



To close the chat box, find the small v in the top left corner of the chat box. Click that and then click “close”



The Zoom call will automatically close once the Host ends the session, but if you would like to leave before that find the leave button in the bottom right hand corner. Click that and then click leave meeting. This will close Zoom. You may reconnect by beginning at step 1.

