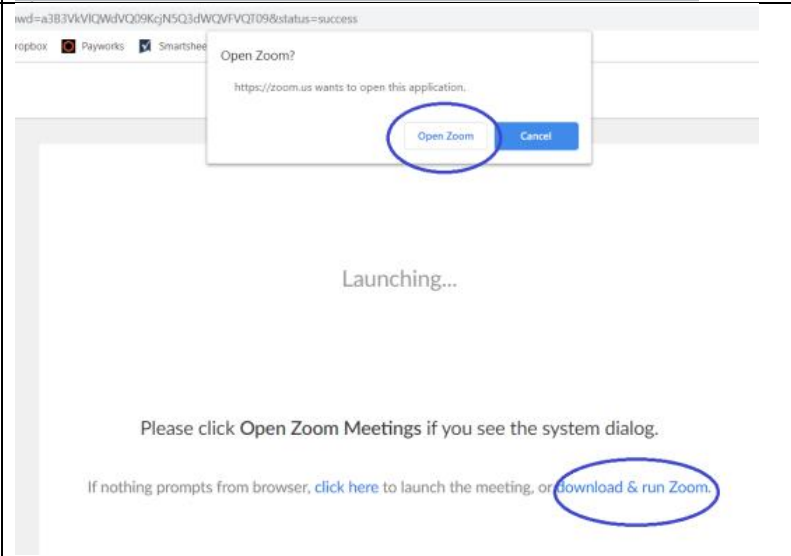
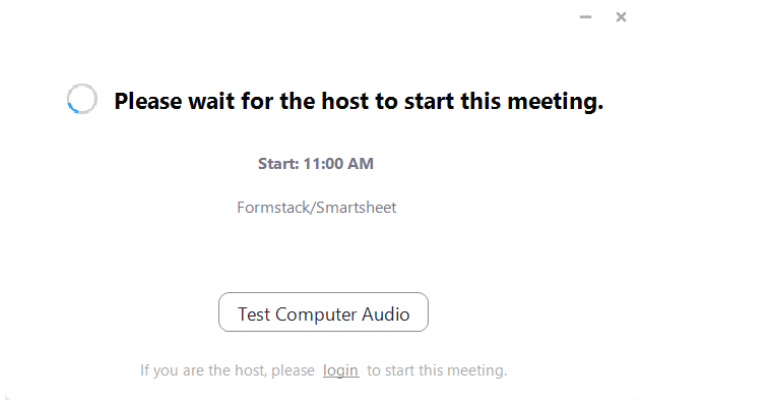
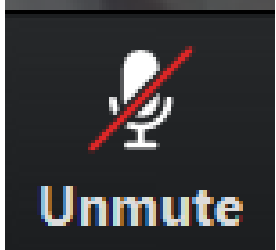
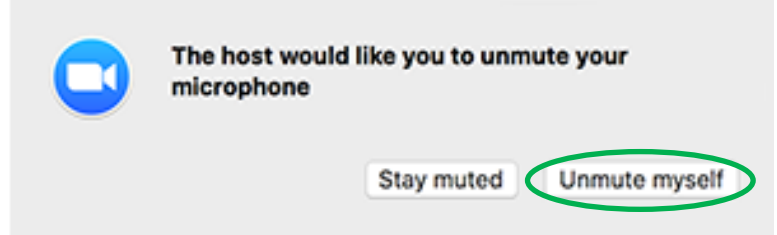
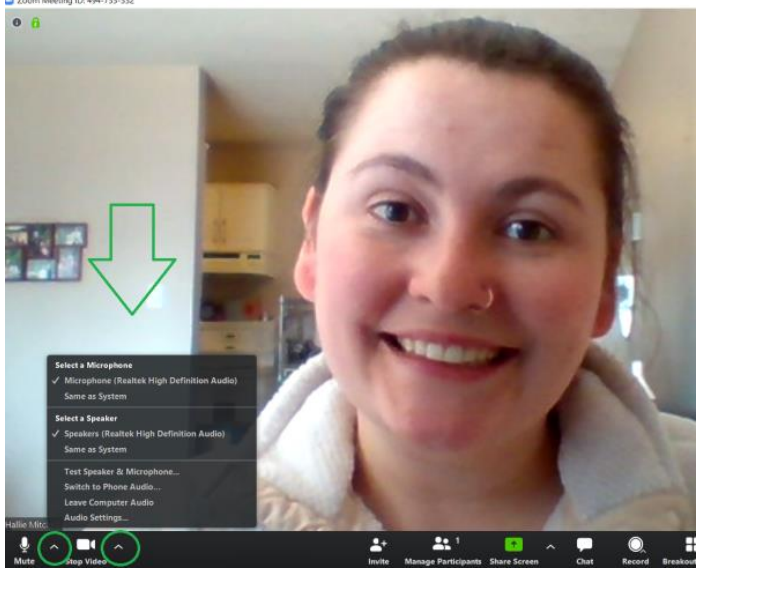
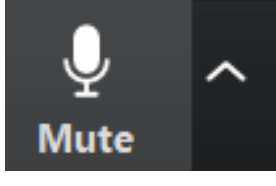
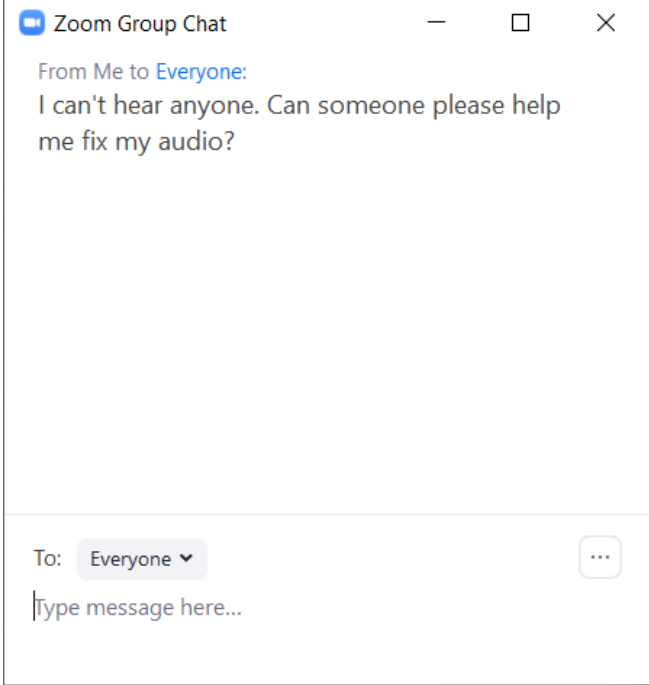
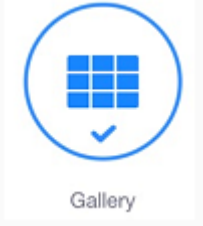
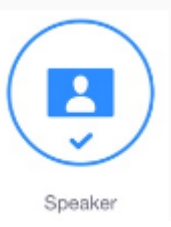


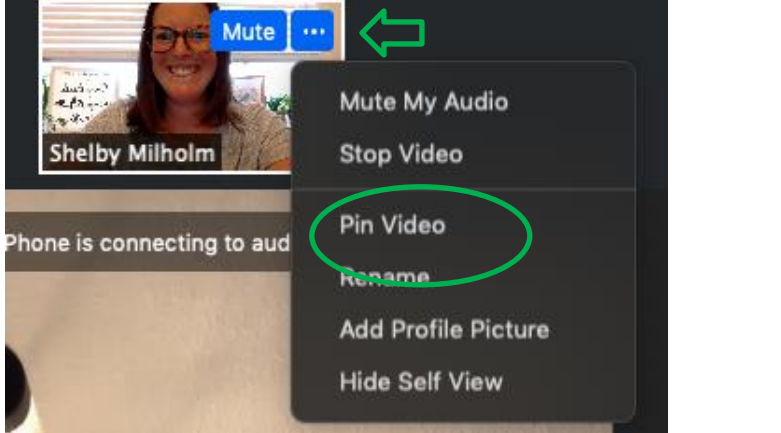
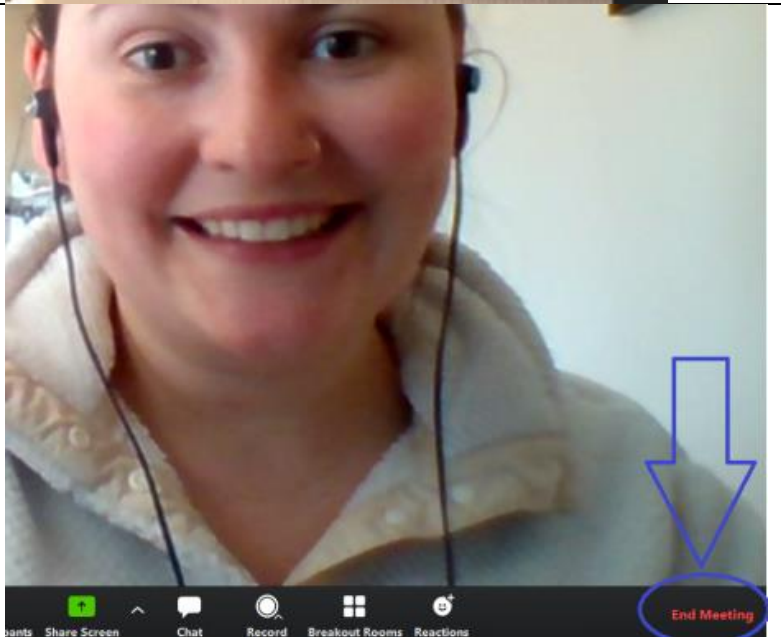
# A Zoom How-to Guide

## For computer users

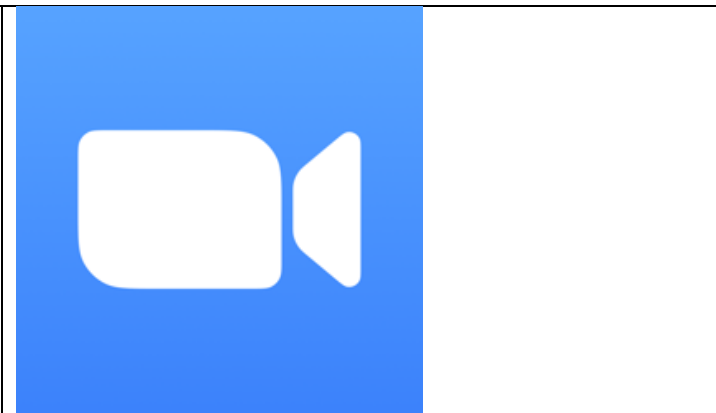
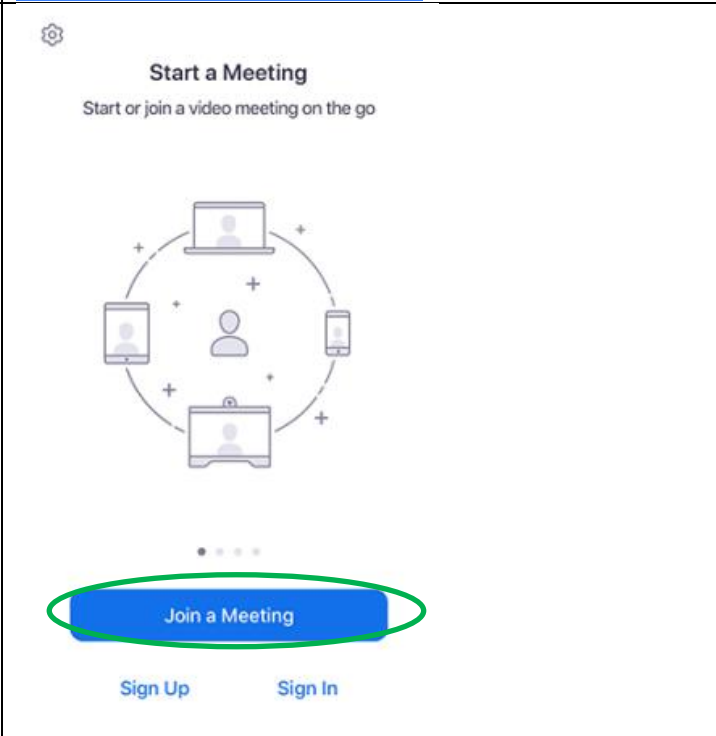
<p><b>1.</b></p>	<p>Click on the meeting invite link sent to you by the CAN team.</p>	<p>Robbie Hsieh is inviting you to a scheduled Zoom meeting.</p> <p>Topic: Formstack/Smartsheet          Time: Apr 8, 2020 11:00 AM Vancouver</p> <p>Join Zoom Meeting  <a href="https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVZlVQ09">https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVZlVQ09</a></p> <p>Meeting ID: 300 488 243          Password: 457837</p> <p>One tap mobile          +16473744685,,300488243# Canada          +16475580588,,300488243# Canada</p> <p>Dial by your location</p>
<p><b>2.</b></p>	<p>If you have never used Zoom before you will need to click "Download and run Zoom."           If you have already downloaded Zoom then click, "Open Zoom"</p>	
<p><b>3.</b></p>	<p>You will be asked for a password. You can find the meeting password in the meeting invite.</p>	<p>Join Zoom Meeting  <a href="https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVZlVQ09">https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVZlVQ09</a></p> <p>Meeting ID: 300 488 243          Password: 457837</p> <p>One tap mobile          +16473744685,,300488243# Canada          +16475580588,,300488243# Canada</p> <p>Dial by your location</p> <ul style="list-style-type: none"> <li>+1 647 374 4685 Canada</li> <li>+1 647 558 0588 Canada</li> <li>+1 778 907 2071 Canada</li> <li>+1 438 809 7799 Canada</li> <li>+1 587 328 1099 Canada</li> <li>+1 301 715 8592 US</li> <li>+1 312 626 6799 US (Chicago)</li> <li>+1 346 248 7799 US (Houston)</li> <li>+1 660 990 6822 US (San Jose)</li> </ul>

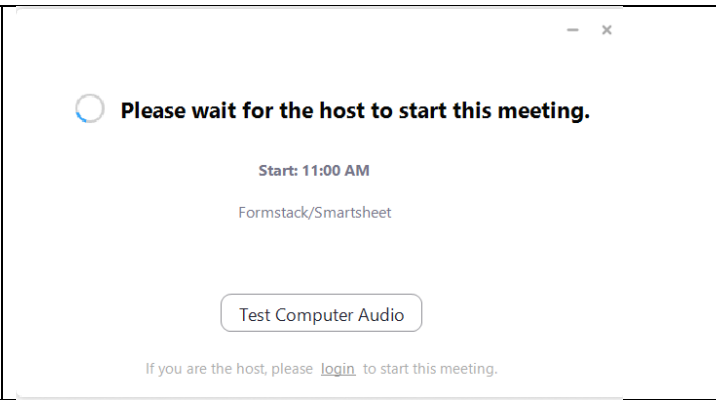
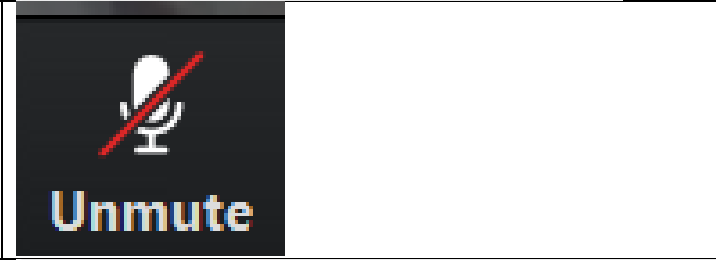
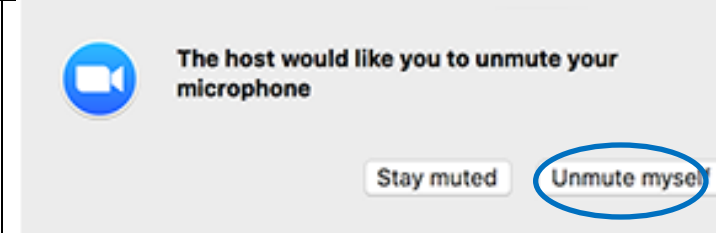
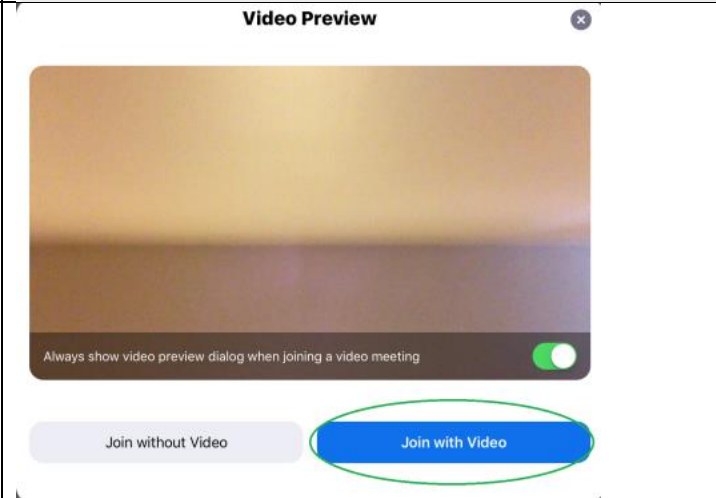
<p>4.</p>	<p>You might see a little box like this one show up. Once the CAN leader has arrived then you will be let in!</p>	 <p>A screenshot of a Zoom meeting waiting screen. It features a loading spinner and the text "Please wait for the host to start this meeting." Below this, it shows the meeting start time "Start: 11:00 AM" and the meeting name "Formstack/Smartsheet". There is a "Test Computer Audio" button and a note at the bottom: "If you are the host, please login to start this meeting."</p>
<p>5.</p>	<p>When you come in you might be muted. This means you can hear the CAN leader, but the CAN leader cannot hear you.</p>	 <p>A dark grey button with a white microphone icon crossed out by a red diagonal line. Below the icon, the word "Unmute" is written in a white, bold, sans-serif font.</p>
<p>6.</p>	<p>When you are invited you speak you might see a message like this pop up. Click the "Unmute myself" button.</p>	 <p>A notification banner from Zoom. On the left is a blue video camera icon. To its right, the text reads "The host would like you to unmute your microphone". At the bottom right, there are two buttons: "Stay muted" and "Unmute myself". The "Unmute myself" button is circled in green.</p>
<p>7.</p>	<p>If people in the group cannot hear you then:</p> <ul style="list-style-type: none"> <li>- Try clicking the ^ button beside the microphone and selecting a microphone</li> </ul> <p>If people in the group cannot hear you then:</p> <ul style="list-style-type: none"> <li>- Try clicking the ^ button beside the video icon and selecting a camera</li> </ul>	 <p>A screenshot of a Zoom meeting in progress. A woman is visible in the video feed. A green arrow points down to the audio settings menu that appears when the microphone icon is clicked. The menu includes options for "Select a Microphone" (Microphone (Realtek High Definition Audio), Same as System), "Select a Speaker" (Speakers (Realtek High Definition Audio), Same as System), "Test Speaker &amp; Microphone...", "Switch to Phone Audio...", "Leave Computer Audio", and "Audio Settings...". At the bottom of the screen, the Zoom control bar is visible, with the microphone icon and the "Mute" button circled in green.</p>
<p>8.</p>	<p>You can mute yourself by pressing "Mute" on the bottom left of your screen. It is a good idea to keep yourself on mute</p>	 <p>A dark grey button with a white microphone icon. Below the icon, the word "Mute" is written in a white, bold, sans-serif font. To the right of the button is a small white upward-pointing arrow (^).</p>

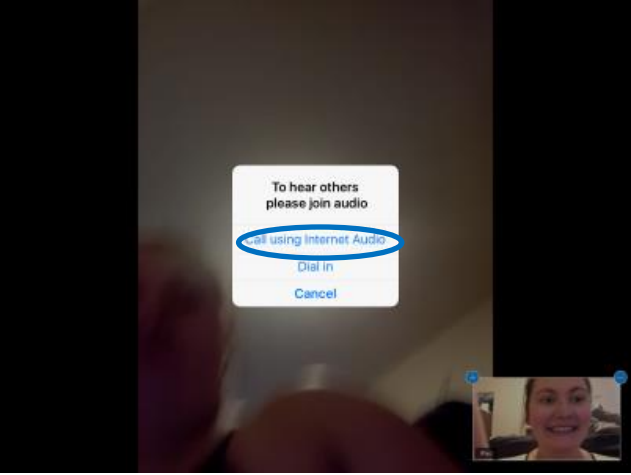

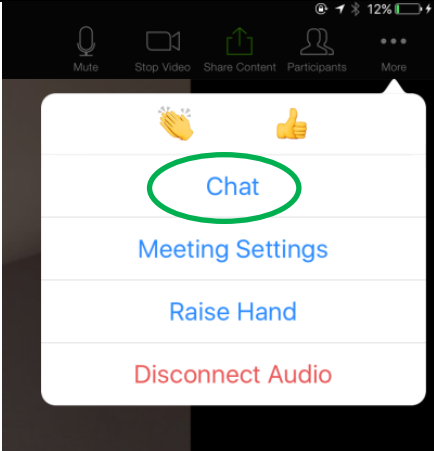
	<p>until it is your turn to talk or you have something to say.</p>	
<p>9.</p>	<p>You can type in the chat box if you need to send a message. The button is at the bottom of your screen.</p>	
<p>9.</p>	<p>You can choose who you want to see in the zoom meeting too. To view all members in the meeting you can choose " Gallery view"</p>	
<p>10.</p>	<p>If you prefer just to see the person who is currently speaking choose "speaker view" and zoom will display an enlarged view of the person currently speaking.</p>	

<p><b>11.</b></p>	<p>If you want only the coach's screen to stay enlarged you can "PIN" a screen. To do this, mouse over the screen you want to pin, and click on the three dots, then click on "Pin Video"</p>	
<p><b>10.</b></p>	<p>When the meeting is all over you can say goodbye to everyone and click "Leave Meeting"</p>	

**For iPad users**

<p>1.</p>	<p>Download the <a href="#">Zoom Cloud Meetings App</a></p>	
<p>2.</p>	<p>Open the app and press "Join a Meeting"</p> <p>Enter the meeting ID number given to you by CAN, write your name and press "Join"</p>	
<p>3.</p>	<p>You will be asked for a password. You can find the meeting password in the meeting invite.</p>	<p>Join Zoom Meeting  <a href="https://zoom.us/j/300488243?pwd=a3B3VklQWdVQ09KcjN5Q3dWQVVFQT09">https://zoom.us/j/300488243?pwd=a3B3VklQWdVQ09KcjN5Q3dWQVVFQT09</a></p> <p>Meeting ID: 300 488 243          Password: 457837</p> <p>One tap mobile          +16473744685,,300488243# Canada          +16475580588,,300488243# Canada</p> <p>Dial by your location          +1 647 374 4685 Canada          +1 647 558 0588 Canada          +1 778 907 2071 Canada          +1 438 809 7799 Canada          +1 587 328 1099 Canada          +1 301 715 8592 US          +1 312 626 6799 US (Chicago)          +1 346 248 7799 US (Houston)          +1 669 900 6822 US (San Jose)</p>

<p>4.</p>	<p>You might see a little box like this one show up. Once the CAN leader has arrived then you will be let in!</p>	
<p>5.</p>	<p>When you come in you might be muted. This means you can hear the CAN leader, but the CAN leader cannot hear you.</p>	
<p>6.</p>	<p>When you are invited you speak you might see a message like this pop up. Click the "Unmute myself" button.</p>	
<p>7.</p>	<p>Press "Join with Video"</p>	

<p>8.</p>	<p>Press "Call using Internet Audio"</p>	
<p>9.</p>	<p>You can mute yourself by pressing "Mute" on the bottom left of your screen. It is a good idea to keep yourself on mute until it is your turn to talk or you have something to say.</p>	
<p>10.</p>	<p>If you would like to send a message to the group press the "More" on the top right hand side and press "Chat"</p>	

<p><b>11.</b></p>	<p>When the meeting is all over you can say goodbye to everyone and click "Leave Meeting"</p>	 <p>The screenshot shows a mobile application interface for a meeting. At the top left, there is a link 'Back to App Store'. In the center, the text 'Leave Meeting' is displayed in red, with a blue arrow pointing to it from the right. Below this, there are two circular icons: the top one is labeled 'Switch Camera' and the bottom one is labeled 'Switch to Gallery View'. On the right side of the screen, the meeting ID '394-913-083' is shown with a lock icon, and below it, the password 'Password: 810789' is visible. The time '3:22 PM' is shown in the top right corner. The background of the app is dark, and a portion of a video feed is visible on the right side.</p>
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