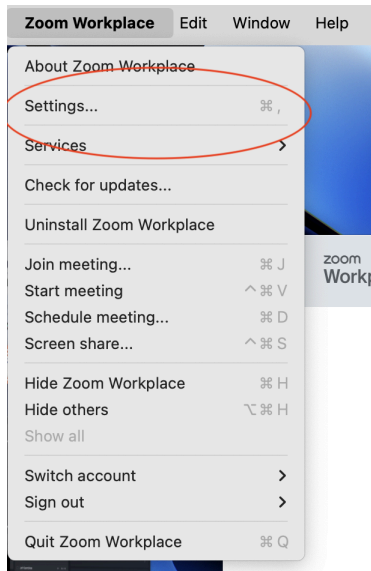


Zoom Guide for UURMaPA Conference Participants

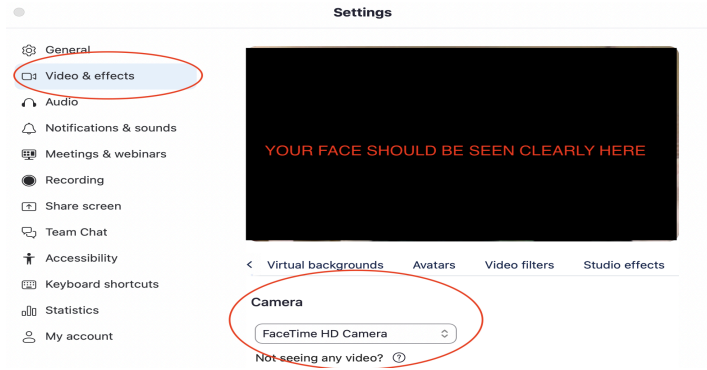
Getting Started

- Install the Zoom Application - this will work better than running Zoom from your web browser
 - Mac: go to the Zoom download center <https://zoom.us/go> for downloads for a Mac computer
 - Iphone: <https://itunes.apple.com/us/app/id546505307>
 - Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
 - Windows: Zoom app can be downloaded from Microsoft here: <https://apps.microsoft.com/detail/xp99j3kp4xz4vv?hl=en-US&gl=US>
- Setting up your Zoom App
 - In the very upper corner of your screen, look for ZOOM WORKPLACE and then click on SETTINGS

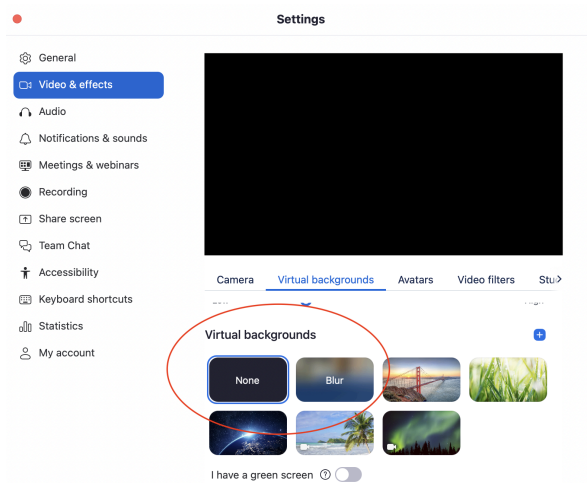


- Check on your video
 - Make sure you can see your face by click on the box below CAMERA and see which camera works. If you do not see your face displayed at all, try restarting your computer or phone.

ZOOM GUIDE FOR CONFERENCE PARTICIPANTS

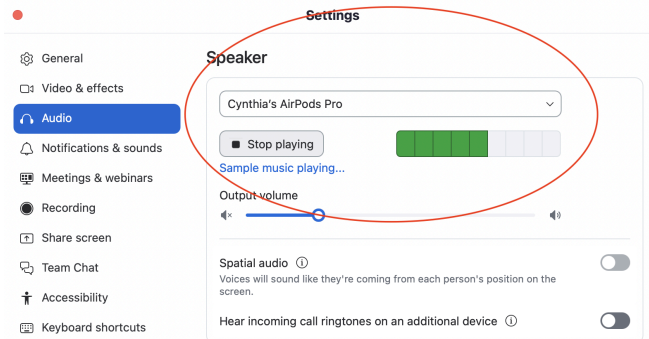
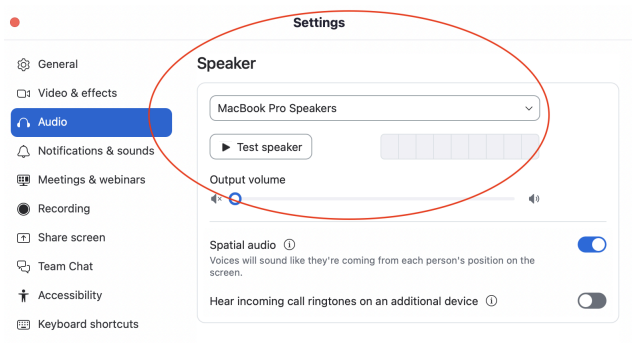


- You can also blur or add a background if you would not like your room to be seen by scrolling further down and choosing one.

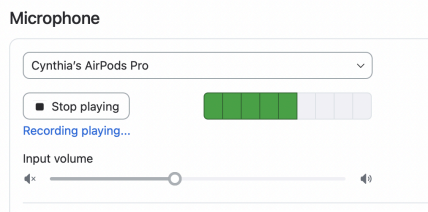


- Check your audio
 - Test that you can hear either through your computer or on your earphones (which are recommended for the best quality) by clicking on TEST SPEAKER

ZOOM GUIDE FOR CONFERENCE PARTICIPANTS



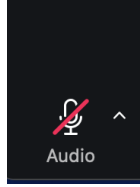
- Test your microphone too - you should see the bar moving



Using Zoom

- Before joining the meeting
 - Find a comfortable chair and a quiet room with as little noise as possible (people, traffic, pets, etc)
 - Chose a location that has a neutral, not very busy background behind you
 - Camera should be placed about an arms length away
 - Make sure you are centered in the picture
 - Try to wear solid colours darker than your skin tone - avoid patterns, stripes or logos
 - Make sure that what you are wearing contrasts with your background so you don't blend in
 - Lastly make sure there is more light in front of you rather than from behind
 - Learn where your microphone controls are and mute your audio before joining the meeting
 - on your computer
 - within the Zoom interface which can be found in the lower left hand corner when the meeting starts. You can toggle between on and off by clicking on this icon.

ZOOM GUIDE FOR CONFERENCE PARTICIPANTS



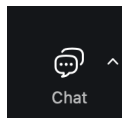
- Test your internet connection for stability
 - Move your computer as close as possible to your router or modem if you have no router
 - Make sure you are just running your computer and no other machines in your household off of your router or modem for the best reception
 - If you are able, connect your computer with an internet (ethernet) cable to your modem



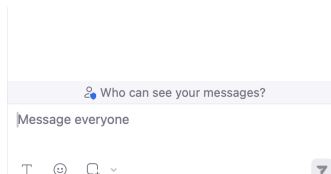
● Attending the meeting

- Open the Zoom app with the link provided and click on the “JOIN” icon
- Make sure you are muted
- If you have any issues with internet instability (a message will come up from Zoom), turn off your video temporarily

- Do keep body movements minimal
- Do move and gesture slowly and naturally
- Use the CHAT function when you have questions - there will be someone monitoring and will respond
 - Click on the CHAT icon at the bottom of your Zoom screen



- Type in the box that appears on the bottom right hand side



ZOOM GUIDE FOR CONFERENCE PARTICIPANTS

Any issues that arise, call or text Jef at (917) 370-9711 or Cynthia at 604-376-8877.