

- 1 To join the school board meeting click the **Join Zoom Meeting** link provided
- 2 Follow the onscreen instructions of opening the **zoom launcher**
- 3 Click the **Join with Video** button
- 4 Click the **Test Speaker and Microphone** link to make sure audio and video components are working correctly
- 5 Click **Join with Computer Audio**

A few tips:

- Look at your zoom tools on the bottom of your screen to familiarize yourself with the tools.
- If you have a question but do not want to speak, click the **Chat** icon and type your question
- Your microphone will automatically be muted
- If you wish to speak, click **Unmute** on the microphone icon
- At the end of the meeting click **Leave Meeting**