Are you new to using Zoom to access online events? If yes, we recommend viewing the YouTube video linked here ▶ Joining a Zoom Meeting to help you get started.

Join a Session from a Desktop:

1. Locate the session invite link from the *SUMMIT ACCESS PASS* that was emailed to you.

2. Click on **"Click here to join the meeting"** to join a session.

3. *If a pop-up window prompts you to open or install the Zoom desktop client, click Cancel. At the bottom of the page, click the Join from your Browser link. Note: If you don't see this option, make sure to enable Join From Browser.

4. You may be prompted to enter your name and the meeting ID, if it was not included in the join link.

5. Click **Join**

6. If prompted, sign in to your Zoom account. If you do not have a Zoom account, create a new account.
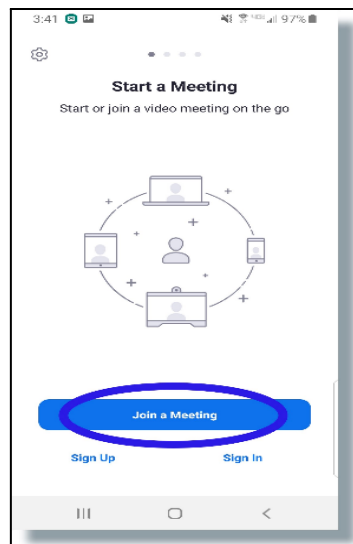

Tablet or smartphone:

It's best to sign-in via the Zoom app.

Click "**Join a Meeting**" and enter the **Meeting ID**. Follow the sign-in prompts thereafter.
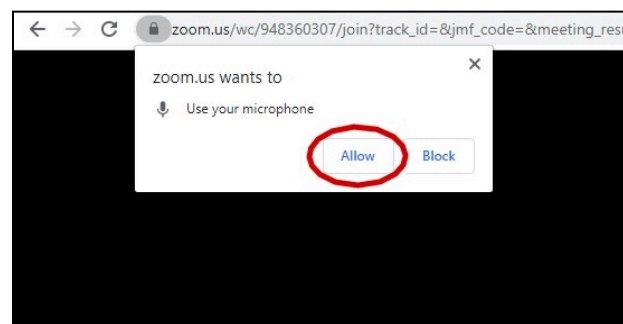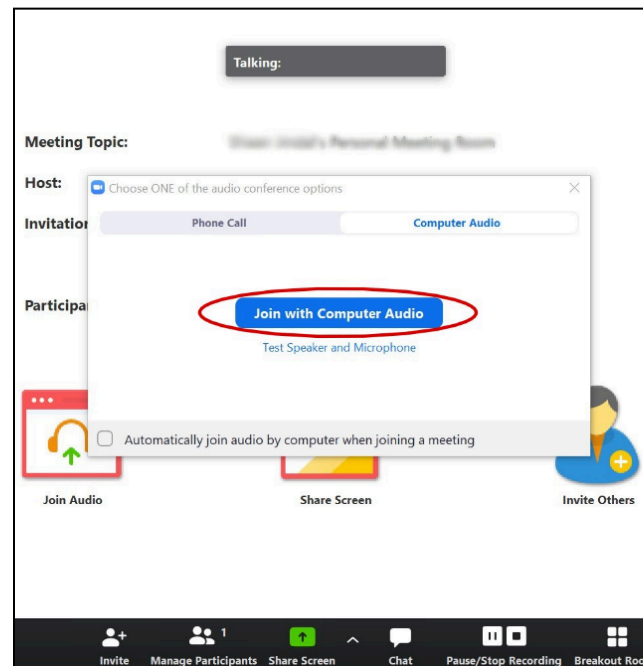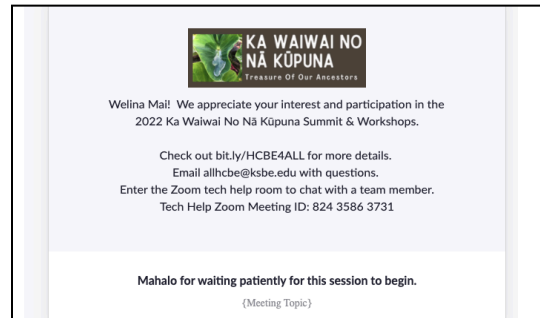
Once you're in the session:

A. If you join before the Host, you may need to wait in the "waiting room" till the Host opens the meeting room.

B. Next, select "Join with computer audio"

C. **Allow** Zoom to access your microphone and webcam.

KA WAIWAI NO
NĀ KŪPUNA
Treasure Of Our Ancestors

TOOL BAR & ZOOM FEATURES

D. Identify your toolbar to utilize the Zoom features.

a. **Microphone:** mute/ unmute
b. **Video:** on/ off
c. Participants: a list of participants' names attending the meeting.
d. **Chat:** utilize the chat room to ask questions and have conversation with other participants.
e. **Share Screen:** participants will not be sharing their screen at this time.
f. **Record:** participants will not need to manage the record feature. NOTE: A majority of the summit sessions will be recorded for future viewing. Your presence indicates your consent to being recorded.
g. **Breakout Rooms:** Participants will not need to manage breakout rooms. However, some presenters may utilize this feature.
h. **Reactions:** Utilize the reactions/emojis 😊
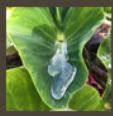i. **Leave Meeting:** click on this button to leave the meeting.

*Some features may be disabled at the request of the presenter(s).

Please keep your microphone muted during presentations.

Chat privately with other participants or publicly with Everyone in the meeting.

Use these emojis plus more, as well as the "Raise Hand" feature.

You can create a FREE sign-in account on the Zoom website before the summit by browsing the following link Download Center - Zoom.

Summit & Workshop support contact:

allhcbe@ksbe.edu