

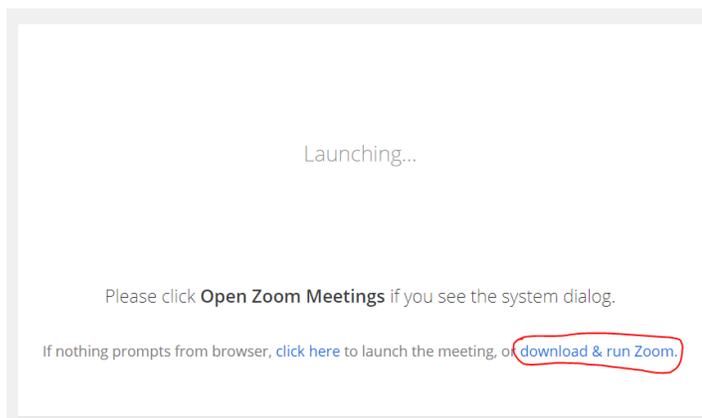
Speakers

- You will need to have speakers, and microphone and a camera to participate
- To join click on the outlook calendar invite link.
- First time users will need to download Zoom on their desktop or the app on the phone
- Find the video and audio functions displayed as icons on your screen
- Keep your microphone on mute unless you are speaking to the group

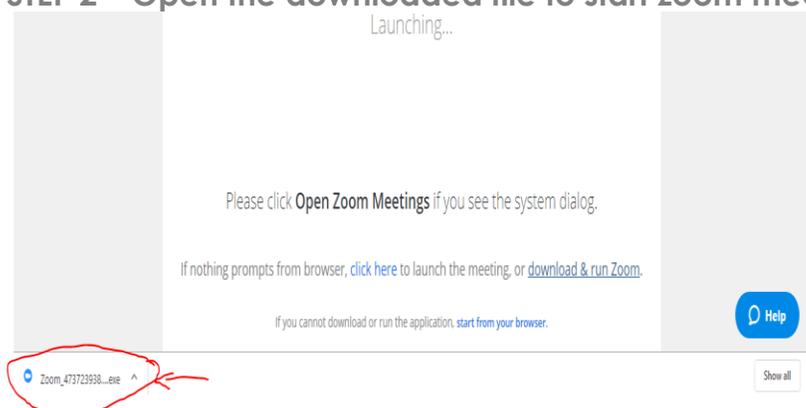
Open your calendar and click on the zoom meeting link

If you don't have zoom installed on your machine, please follow the steps below

1. STEP 1 – Zoom will open a new tab where you will download and install zoom launcher.



2. STEP 2 – Open the downloaded file to start zoom meeting



3. STEP 3 – After Zoom launches, select “Join with Computer Audio” option

 Join Audio



Join with Computer Audio

[Test speaker and microphone](#)

Automatically join audio by computer when joining a meeting