

Zoom Instructions for Participants – Booster Meeting 4.16.20

Before the Meeting:

1. You will need a computer, tablet, or smartphone with speaker or headphones.
2. The meeting will open at 6:30pm and start at 7:00pm. Alicia is available to help if you need it, email her at president@omahaburkeband.com. We recommend that if you are new to Zoom, please log on before 7:00pm so you have time to download/get familiar with the format.
3. When you want to join the meeting, Click the link that was provided in the Weekly Email and enter the password given in the Weekly Email. If you are unable to locate the link in your email, please contact president@omahaburkeband.com.

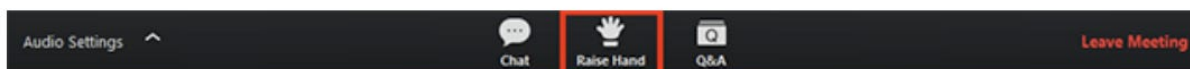
During the Meeting:

We are asking participants to keep their microphones muted to limit extra noise. You will be able to change this as we have discussions. Below is an overview of the controls.



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left, your mic will be muted when you join)
- Turn on/off camera (start video/end video)
- Digital Hand Raising - If you have a question or comment we are asking participants to digitally raise their hand through zoom. This notifies the meeting host. Click on the icon labeled "Participants" at the bottom center of screen At the bottom of the window, click the button labeled "Raise Hand."



Click "Raise Hand" if you want to say something in the meeting. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."