



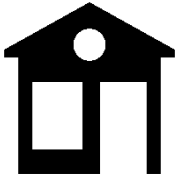




Virtual Meetings of the House of Delegates

ZOOM Basics for Webinar Attendees

To **fully participate** in the meeting, *including being able to vote*, you must use the Zoom application (downloaded on a laptop/desktop). A smartphone with the zoom application is an option, but the optimal experience for the delegate is a laptop/desktop.

Please note you will **not** be able to vote if you use a land line, or a cell phone which does not contain the Zoom application (e.g., you are planning to call into the meeting with your phone while not simultaneously using the Zoom app).

 <h3>Install Zoom or Update</h3> <p>Zoom download options include desktop/laptop and browser extensions. Zoom updates are frequently released to optimize the experience.</p>	 <h3>Visit Zoom's Resources</h3> <ul style="list-style-type: none">• Zoom Getting Started• Quick Start Guide• Zoom Help Center• Frequently Asked Questions
 <h3>Take Time to Practice</h3> <p>If you are new to Zoom, take time to practice with a Zoom meeting and run through an audio test (<i>video will not be utilized</i>).</p>	 <h3>Details and Documents</h3> <p>Get to know the HOD details. Print any documents you may need or download them on a separate device/screen for quick reference.</p>
 <h3>Set the Scene</h3> <p>Find a quiet space without background noise. Consider using earbuds or a headset to help you clearly hear the meeting.</p>	 <h3>Check Your Tech</h3> <p>Plan to attend a "Check Your Tech" virtual session in advance of the meeting. Visit the FAQ page for more information.</p>
 <p>Visit the FAQ page for more information on additional helpful technology tips to help you best participate in the meeting.</p>	