

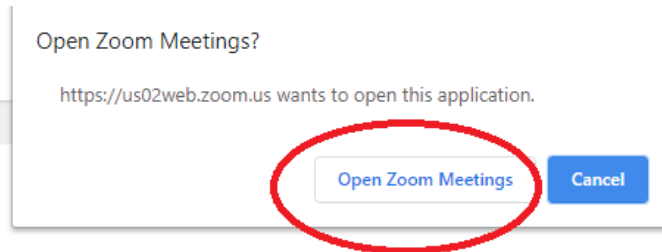
# INSTRUCTIONS FOR ZOOM ON DESKTOP COMPUTER

1. Click link to Join Zoom Meeting

<https://us02web.zoom.us/j/87086931120?pwd=MVA3L0FNLOF1akF1L1hma2VFSWRHdz09>

Select One of the red circled options

If you have to download zoom select run once downloaded



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

2. Test your computer audio to make sure it is functioning

**Please wait for the host to start this meeting.**

Start: 7:00 PM

Board Meeting

Test Computer Audio

If you are the host, please [click here](#) to start this meeting.

## Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

**Speaker** Test Speaker Speakers (Realtek High Definition... ▾  
Output Level:

Volume:

**Microphone** Test Mic Click Test Mic to make sure others can hear you  
Input Level:

Volume:

Automatically adjust volume

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Use separate audio device to play ringtone simultaneously

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Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

**When unable to select this button it means  
your Computer is not equipped with a mic,  
use a smart phone or tablet**

3. Close settings box and wait for host to let you into the meeting.