

## Zoom Guidelines for Attendees

### Joining the Zoom Meeting

- Please join the meeting via the registration confirmation link that was sent to you. This link should not be shared with others; it is unique to you. Also, to prevent unwanted meeting guests, please do not forward or publicly post the meeting weblink.
- If you have not received a confirmation email with a link to join the meeting, please email [Rebekah Francis](#).
- You will be placed in a “waiting room” upon joining the meeting. We will admit all participants at 8:00 a.m. CT.
- Members are encouraged to join via computer audio. By joining via a computer, you can easily view the meeting PowerPoint and participate in the chat function.
- Everyone will be muted upon entry into the meeting room.
- Chat Feature - you can type questions and comments into the **Chat** window. The chat feature allows you to message the entire group or privately message another participant. Please note that all chats (including private messages) are automatically saved.
- If you notice any unwanted guests in the meeting, please send a private message to Rebekah Francis. Rebekah will handle the situation accordingly.
- For any technical issues or questions please contact [Rebekah Francis](#).

### Zoom Overview

- The Zoom web client allows joining a Zoom webinar without downloading any plugins or software. However, the web client has limited features and functions best on Google Chrome. Participants joining through the web client will need to be signed into a Zoom account.
- You can also join the meeting from the Zoom application. It is a best practice to join the meeting a few minutes early to test your [Audio/Video settings](#), as well as familiarize yourself with [other in-meeting options](#).
- To review or familiarize yourself with Zoom functionalities, please visit the [Zoom Help Center](#).