

Quick-Start Guide: How to Use ZOOM To Attend By Their Side's Virtual Annual Meeting

What to Expect *By Their Side's Nov 6, 2021 Annual Meeting will take place virtually using Zoom. Registered guests will be emailed a link to the meeting and meeting materials. New Zoom users will need to register for Zoom online (free) and download Zoom onto your device. A few minutes before the meeting, click the meeting link to enter the waiting room, and you will be admitted. A review of zoom meeting features will be provided.*

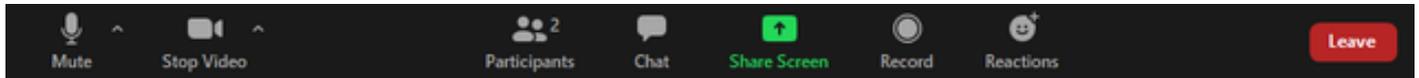
To ensure sound quality, unless announced otherwise guest microphones will be muted, but questions may be typed into the chat box. Following By Their Side's annual report and leadership award presentation, concurrent presentations will begin. Guests attending the sibling advocacy discussion will move to a break out room, while guests attending the future planning presentation will remain in the original meeting room. Handouts and survey will be accessed by clicking on the link provided in the chat.

First Time Zoom Users

1. To sign up for your free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.
2. Download the Zoom Desktop software for [Mac](#), [Windows](#), [Linux](#), or [ChromeOS](#), or the Zoom Mobile App for [iOS](#) and [Android](#), from Zoom's Downloads page.
3. You can [join a test Zoom meeting](#) to familiarize yourself with Zoom and test your microphone/speakers. Visit zoom.us/test and click **Join**.
4. To [join a meeting](#), click the meeting link By Their Side emailed to you following receipt of registration, and your host will admit you to the meeting shortly before it starts. For technical difficulties, visit zoom.support.us

Navigating in Zoom

Participant controls will appear at the bottom of your screen:



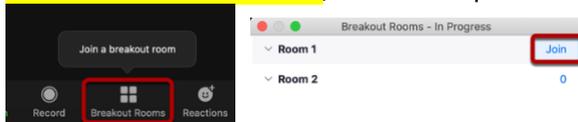
To Mute and unmute your microphone, click **Unmute** / **Mute** or **Join Audio**

When you are not speaking, please mute your microphone to maintain sound quality.

To appear by video or turn off your video, click Note: your device must have a camera for you to appear by video

To change screen view, click the View icon in top right corner and select Speaker or Gallery.

To select a Breakout Room, click on 4 square icon, cursor over the number to the right, select join, then yes to confirm.



To ask a question in the meeting, click **Chat** , type your message in the chat window, then press **Enter**. By Their Side moderator will present questions. Chat messages are sent only to those in the same room.

To leave breakout room and return to main room, or **to leave meeting** from main room, click **Leave** icon.

To rejoin, click on the meeting link emailed to you

For more information, click on the link for your device type below



TIPS for audio or video difficulty Verify your device's camera is uncovered and the audio setting is not muted. If the problem continues, leave the meeting and rejoin. For technical difficulties, visit [Zoom.support.us](https://zoom.support.us)