2021 WERA89 Zoom Meeting

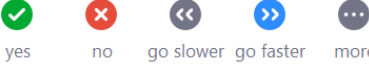**Zoom tips:**

1. Registration is free. Register here: https://uidaho.zoom.us/meeting/register/tZ0qcOmsqD0pGdy6qYSIUmufZ0rpW0bVYpdk
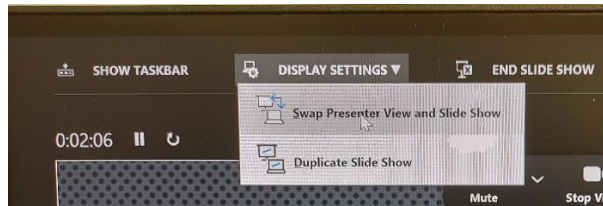2. You can join and leave the meeting as often as you like.
3. [Unmute] When you join the meeting, you will automatically be muted on entry.
   - Please make sure you are muted, except when you are speaking.
4. To communicate with the group, you can use your voice, reactions [Reactions] located on the Zoom

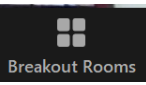   toolbar, the chat box, or chat box options   [yes]   [no]   [go slower]   [go faster]   [more]
5. At this meeting, everyone can share their screen. Please be aware: The settings for this meeting allow you to start sharing your screen immediately, overriding the previous presenter.
   - Click the Share Screen icon. [Share Screen]
   - Select the screen or application that you wish to share.
   - Click the "Share" button. [Share]
   - Note: When sharing a Powerpoint application, your "presenter view" page may be shared instead of the "Slide Show". To share the actual slide show, rather than the "presenter view," you may need to click on the drop-down menu "Display Settings" at the top of your zoom screen and select "Swap Presenter View and Slide Show":


6. BREAKOUT ROOMS: Feel free to enter and leave whatever room you want, whenever you want. They will be available throughout the meeting (although the names of the Breakout Rooms may change for the afternoon brainstorming session).
   - When the Breakout Rooms are open, you will see a Breakout Rooms icon at the bottom

     of your Zoom screen when you hover over the Zoom window: [Breakout Rooms]
   - Click on the Breakout Rooms icon and select the Breakout Room you want to join.
   - When Breakout Rooms are closed, the Breakout Rooms icon will not be visible to you.

   - (If you are sharing a screen or app, you will need to click on the "More" icon [More] on the Share Screen Toolbar at the top of your screen.)
   - To return to the main session, click on the blue "Leave Room" button (should be at

     lower right of your screen) [Leave Room]