

## For the 4/18 11:15am Coffee Hour:

- This link should get you in: <https://us02web.zoom.us/j/85244585069?pwd=OUplSG8zSU1zTXJGbWtac0h6b2Judz09>
  - Meeting ID: 852 4458 5069
  - Passcode: 411722
1. Click on the correct link.
  2. Close the Open [zoom.us](https://zoom.us)? box and click join from your browser link
  3. You may need the meeting password
  4. Enter your name (e.g., Catherine M.)
  5. You'll enter into a waiting room and I'll let you in from there.
  6. Once you are admitted to the virtual meeting room, you'll see a screen with two audio options.
  7. Click the Join Audio by Computer button.
  8. Use the microphone button to toggle mute/unmute on your screen. Similarly use the camera button to toggle video on your video display.
  9. Once you're in the meeting, I need to unmute you for the first time.
  10. You may exit the meeting by clicking Leave Meeting in the bottom right of the screen. Otherwise, you'll be disconnected from Zoom when the host concludes the meeting.

Also...once you're in the meeting, if we cannot hear you, there's a 'Chat' feature we can use to converse should you not be able to hear or if we're not able to hear you.

You can also dial into the meeting by calling one of the numbers below and then entering the meeting number and the password.

- [+1 646 558 8656](tel:+16465588656) US (New York)
- [+1 301 715 8592](tel:+13017158592) US (Germantown)
- [+1 312 626 6799](tel:+13126266799) US (Chicago)
- [+1 669 900 9128](tel:+16699009128) US (San Jose)
- [+1 253 215 8782](tel:+12532158782) US (Tacoma)
- [+1 346 248 7799](tel:+13462487799) US (Houston)