

## HOW TO PARTICIPATE IN A ZOOM MEETING

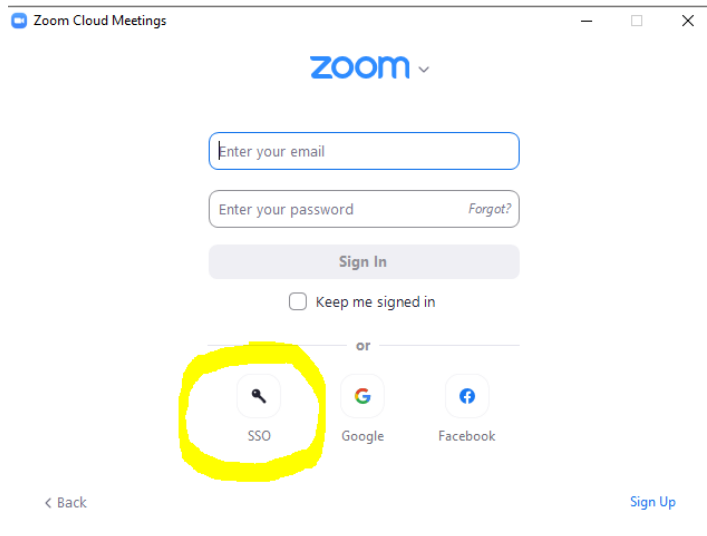
### Join a Meeting

Join a meeting by clicking on a Zoom link provided by your teacher.

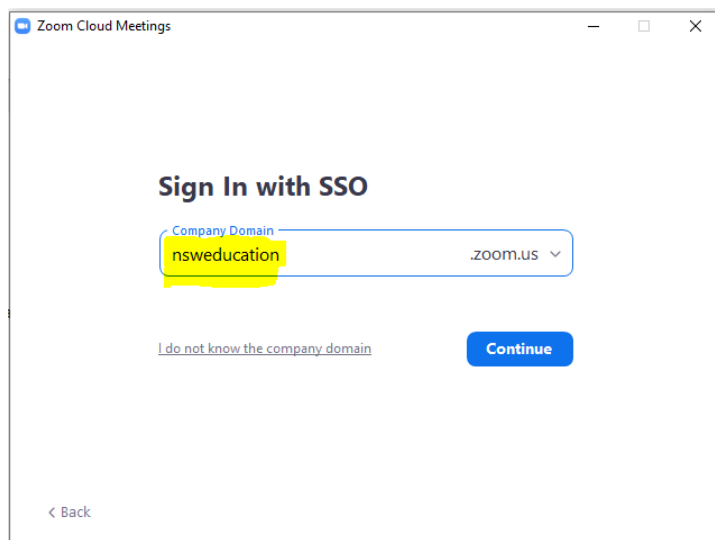
### First time use or after signing out

If you have not used zoom on your device before, follow the prompts to download and install the application.

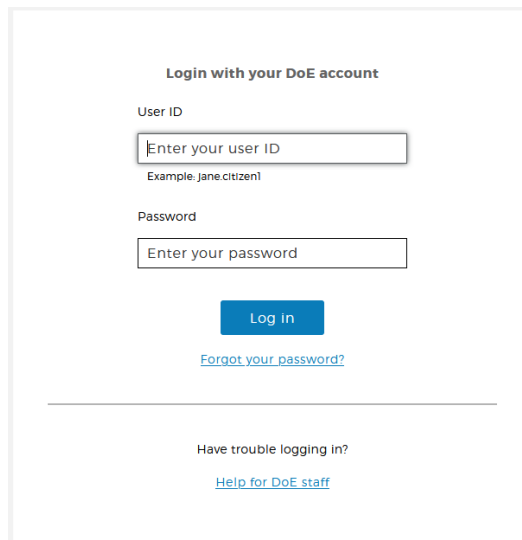
Once the application is installed and runs for the first time, click on the SSO button.



If not already entered, type in **nsweducation** into the company domain field and click on continue.

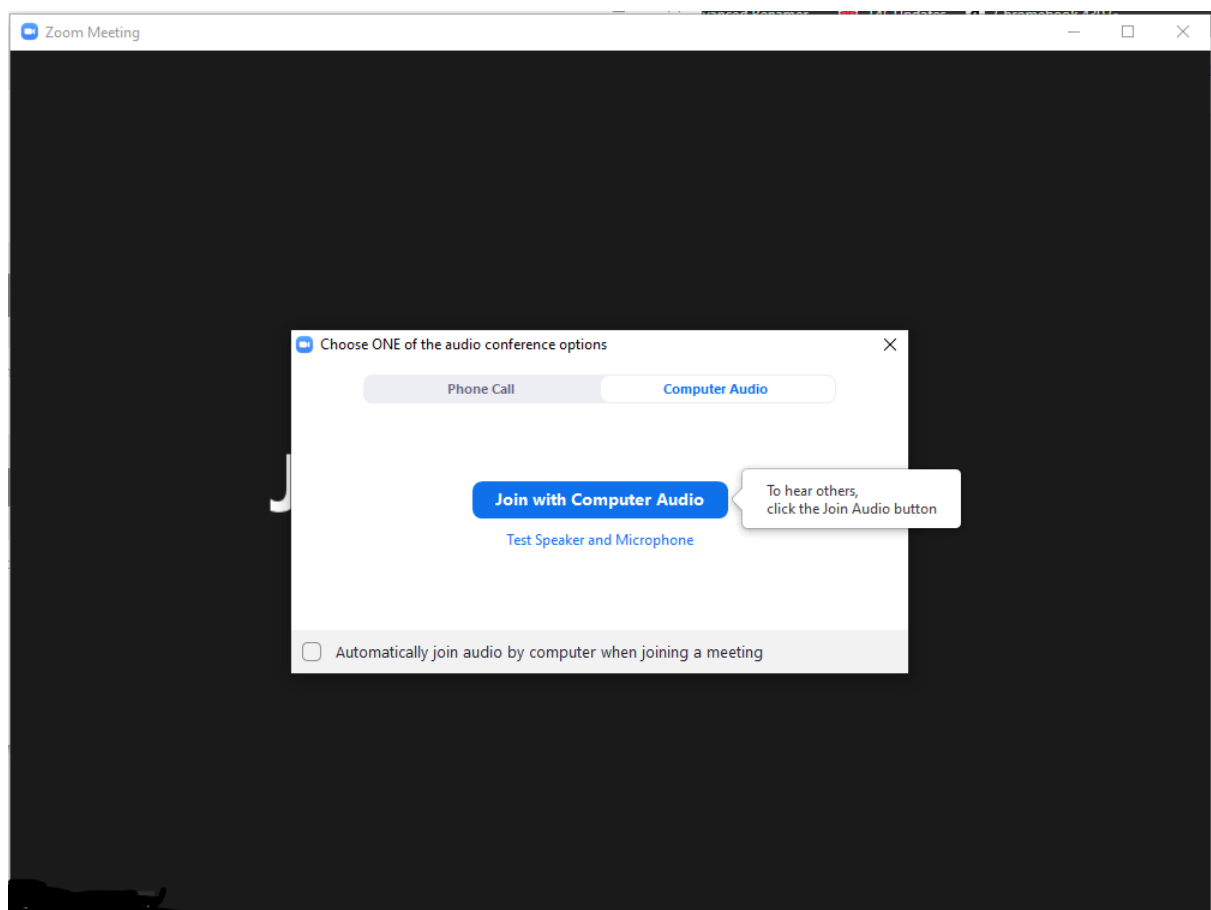


You may be presented with the Department of Education login page. Enter in your school username and password.

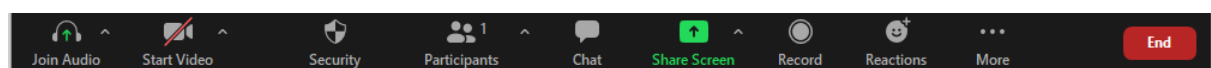


The image shows a login page for the Department of Education (DoE). It features a title "Login with your DoE account". Below this, there are two input fields: "User ID" and "Password". The "User ID" field has a placeholder text "Enter your user ID" and an example "Example: jane.citizen1". The "Password" field has a placeholder text "Enter your password". Below the input fields is a blue "Log in" button. Underneath the button is a link "Forgot your password?". At the bottom of the page, there is a link "Have trouble logging in?" and another link "Help for DoE staff".

Once you are in Zoom, click on Join with Computer Audio



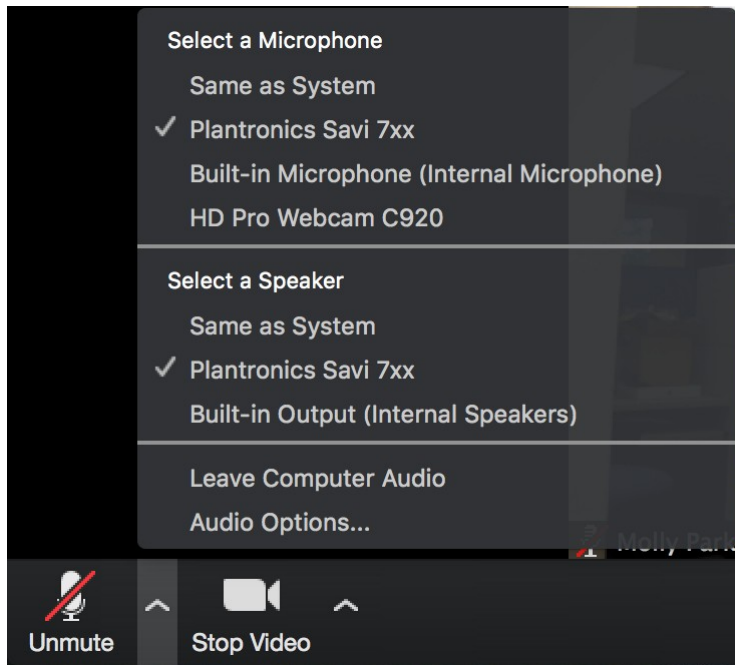
You will now see the control bar down the bottom



## Mute/Unmute & Audio Settings

You can mute and unmute your microphone by clicking on the microphone button. Your teacher has the ability to mute you from their end.

If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone and speaker device.



## Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

