



Zoom Instructions for Participants Before a Happy Hands videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Download the "Zoom" app
3. You will receive a "join code" from the art instructor.
4. ****Please make sure that all participants are wearing "something comfy".

To join the Happy Hands videoconference:

1. At the start time of your meeting, paste the join code in the "Zoom app"
 2. You have an opportunity to test your audio at this point by clicking on "Test Audio." Once you are satisfied that your audio works, click on "Join audio"
- You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your committee analyst.

Troubleshooting:

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

In the Meeting:

1. Set it either to "Gallery view" or "Speaker view"
2. The art instructor will mute all participants during instruction
3. To "raise your hand" go to "more" and then "raise hand" in order to ask a question.
4. Use the thumbs up to confirm that there are no questions.