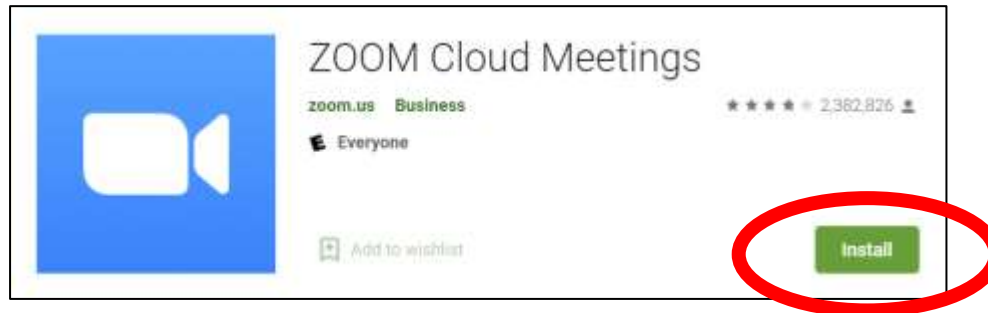# STEPS TO SET UP ZOOM CLOUD MEETING

Step 1: Download Zoom Cloud Meetings on your Phone or PC

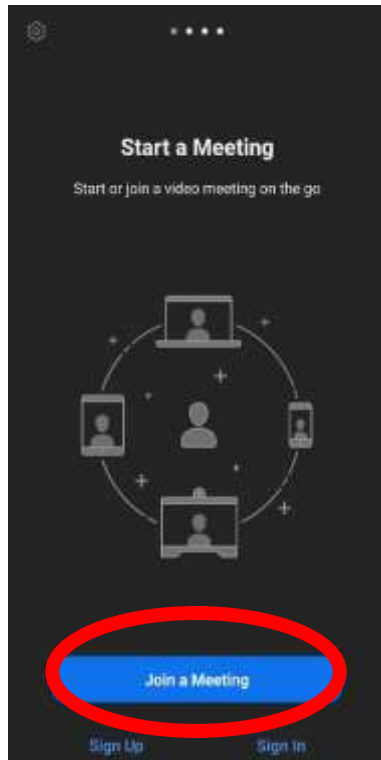**PC:** Download via: https://www.zoom.us/download
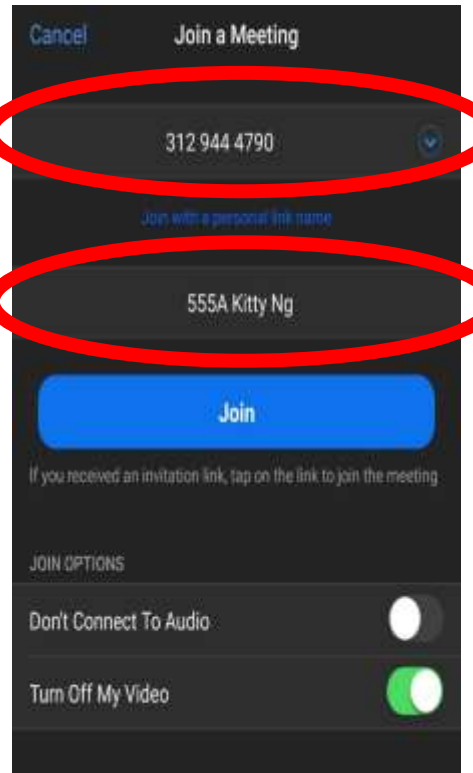**Android:** Download from Google Play Store
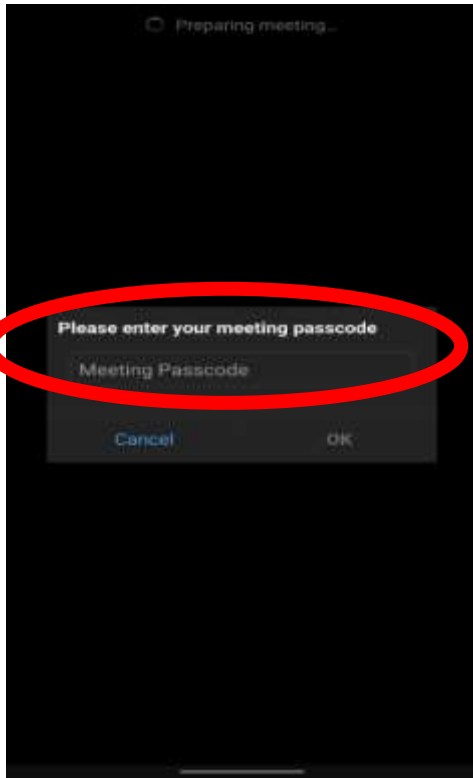**Apple:** Download from App Store

Step 2: Launch Zoom Cloud Meetings App 20 minutes before commencement of your HBTL

Step 2A: Click "Join a Meeting"
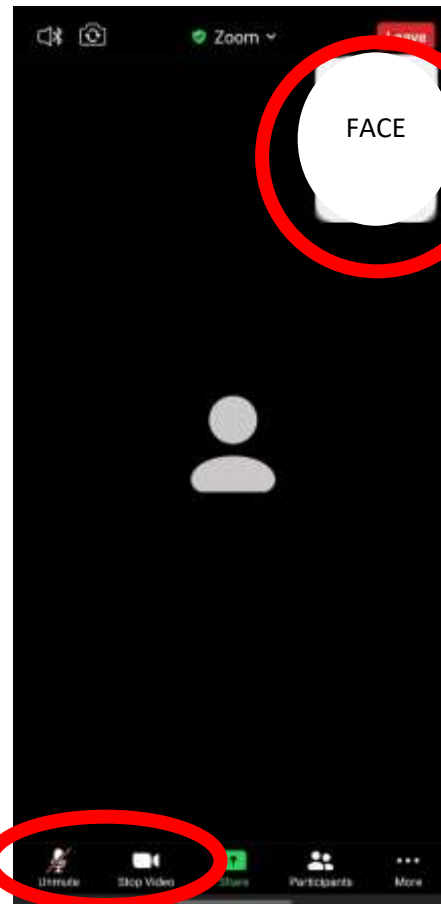
Step 2B: Enter "Meeting ID" and "Name (Last 4 characters of your of your ID & Name)

Step 2C: Enter "Passcode" and wait to be admitted into HBTL

Video Preview ⊗

Change Virtual Background

Always Show Video Preview ⬤

Join with Video

Join without Video

Step 2D: Click "Join with Video"

⊄✱ ⟲ ⊘ Zoom ⌄ Leave

FACE

Unmute Stop Video Share Participants More

Step 2E: Ensure you unmute yourself and video is turn on throughout the session