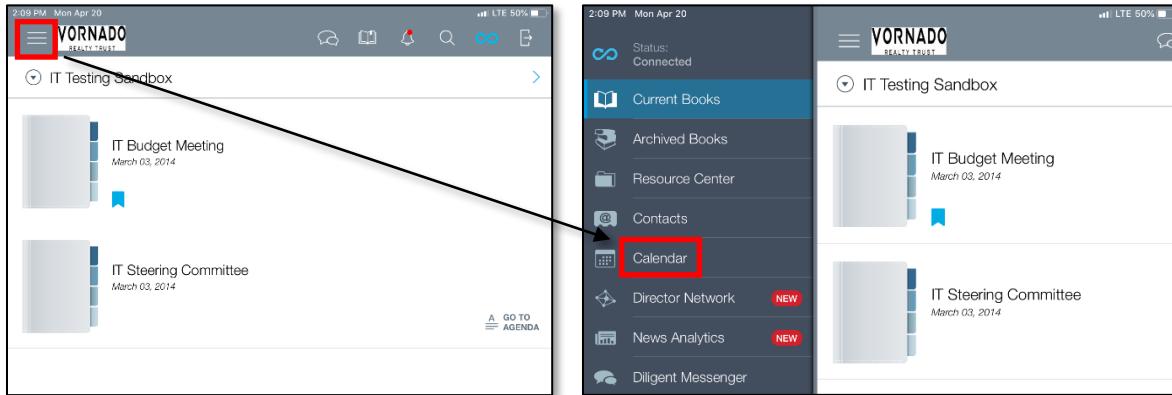
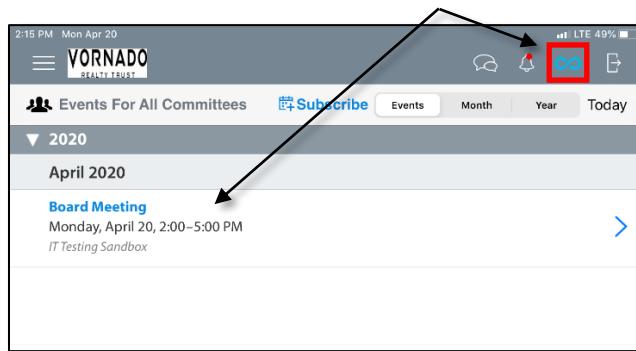


Joining Board Meetings via Zoom

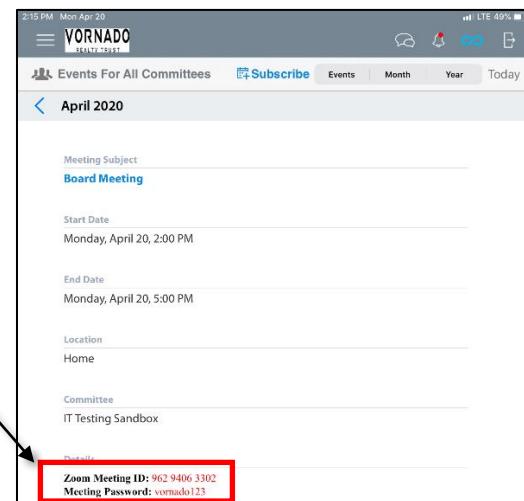
1. Prior to opening Zoom on your Chromebook, open Diligent Boards on your iPad.
2. In the upper left-hand corner click on the hamburger button, and then select Calendar.



3. If the Board Meeting is not displaying in the calendar list, click the sync button in the upper right-hand corner. Once the calendar syncs, click on the meeting.

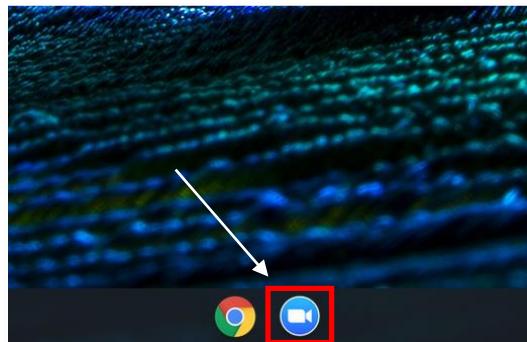


4. The meeting details will contain the Zoom Meeting ID and password. Keep this screen up while we log into the Zoom meeting on the Chromebook.

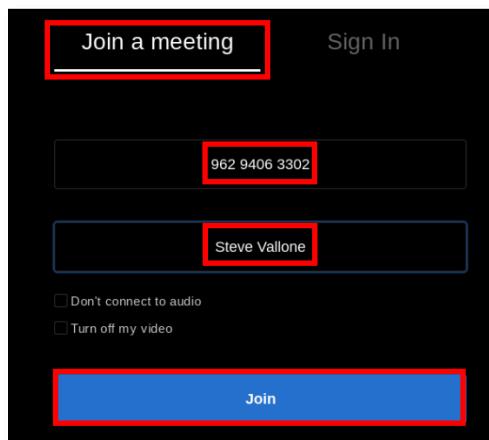


Joining Board Meetings via Zoom

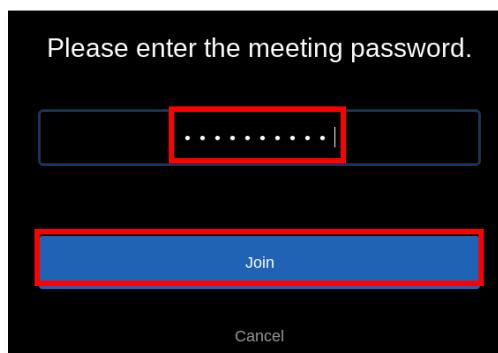
5. On the Chromebook click on the Zoom icon at the lower center of the screen. You can either use the mousepad or you can click directly on the screen as the device is touchscreen.



6. Make sure that Join a meeting is highlighted at the top of the Zoom screen. Enter the Meeting ID from the Diligent Boards calendar. Enter your name in the Screen Name field. This is the name that will be displayed to the other participants. Also, make sure that Don't connect to audio and Turn off my video are unchecked. Click Join.

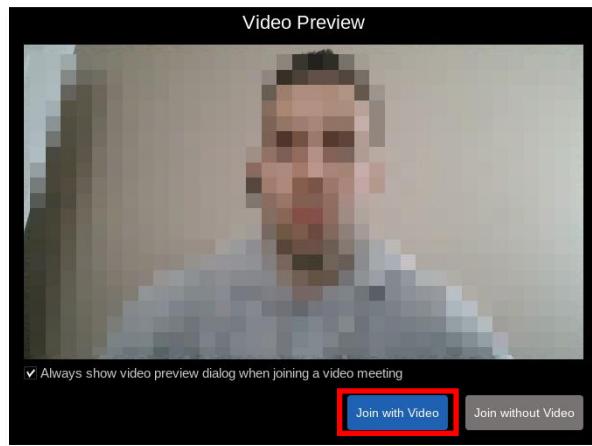


7. You will be prompted for the meeting password. Enter the password from the Diligent Boards calendar, then click Join.



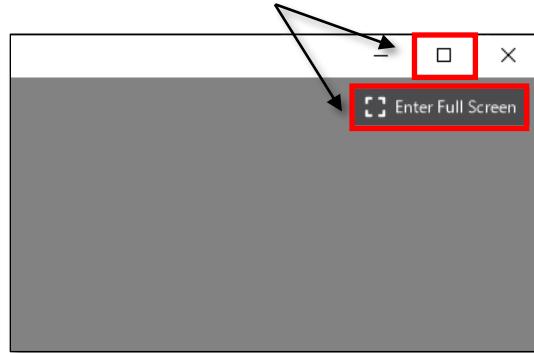
Joining Board Meetings via Zoom

8. The Video Preview screen will appear, click Join with Video.



You have now joined the Zoom meeting. In order to enhance your experience please follow the below steps.

9. In the upper right-hand corner of the Zoom window click on Enter Full Screen or the full screen icon.



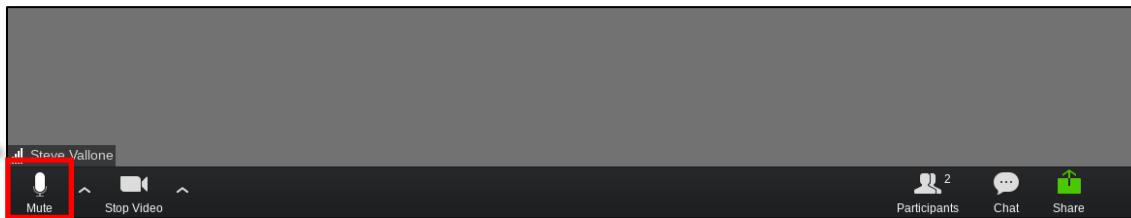
10. Once in full screen, click the Gallery View option in the upper right-hand corner. This will allow you to see all participants. If you do not see the Gallery View option, tap on the screen in order to display the option.



Joining Board Meetings via Zoom

11. Lastly, you want to confirm that your microphone is not muted. In the lower left-hand corner make sure the microphone is displaying without a red line and says Mute underneath. If you see the icon with a red line through it and it says Unmute, click the microphone to unmute yourself. If you do not see the toolbar at the bottom, tap the screen in order to make it appear to verify your microphone setting.

When your microphone IS NOT muted



When your microphone IS muted

