

GORGE HAPPINESS MONTH

Online Events Guide

Hello. This year, all of our events will be held online. This guide will help you install the Zoom app, how to sign in to an event and what to expect when you arrive.

HOW TO INSTALL ZOOM

Install the Zoom software by heading www.zoom.us/download or from the Android or Apple online app stores and follow the instructions for installation.

Please install and test the software at least 30 minutes prior to the event start so we can begin the meeting on time.

DIAL-ING IN

Once you have installed Zoom on your computer, simply go to the events page at www.gorgehappiness.org/events2020 and find an event that you would like to attend. At the scheduled time, simply click the button:

[click here to join online event at scheduled time](#)

Or if using a web browser, please click on this link:

<https://us02web.zoom.us/j/85376652231>

BY PHONE

You can also dial in by phone which allows you to listen in as if by conference call.

Dial: +1 253 215 8782 and when prompted, add Meeting ID: 853 7665 2231

Or if on a mobile phone, use this one-tap link: +12532158782,,85376652231#

ONCE YOU ARE IN THE EVENT

Zoom defaults to having your video and microphone turned off, so turn these on when you enter the meeting.

For those on phone, press *6 to unmute and speak.

Zoom focusses on the primary person speaking, so please refrain from making noise if you aren't the primary speaker.

When you dial in in your home or office, please choose a quiet room where you won't be interrupted by anyone. You might even want to put a sign on the door to let people you live with know you're in a meeting.

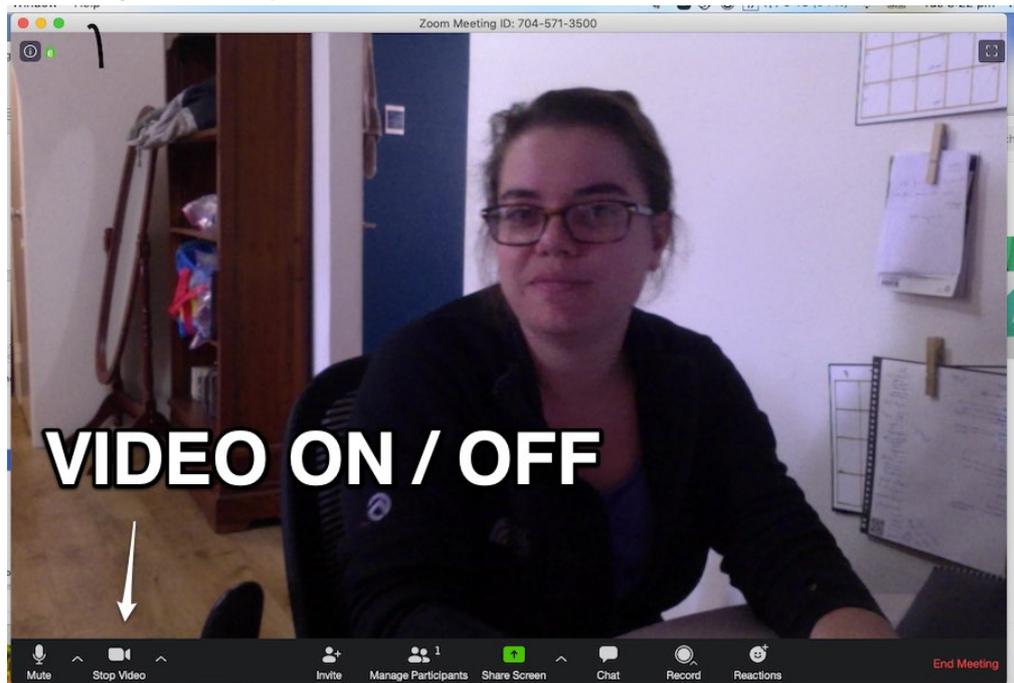
Our events will be recorded so that we can share with others who are not able to attend

INTRODUCTION TO ZOOM

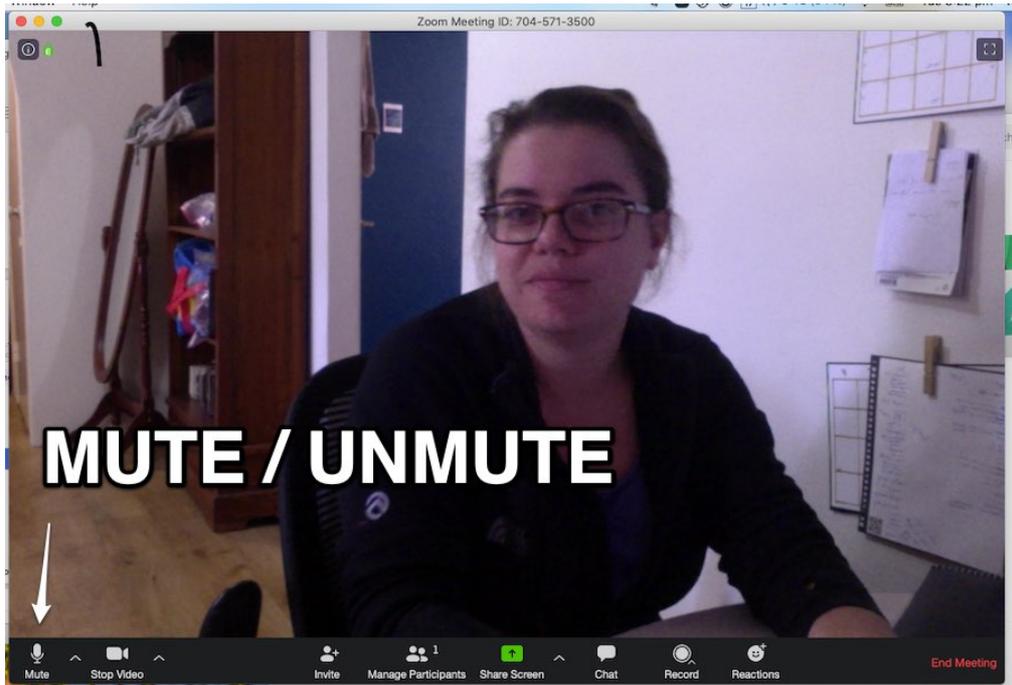
Zoom provides introductory materials here if needed: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Some basics to get your started are:

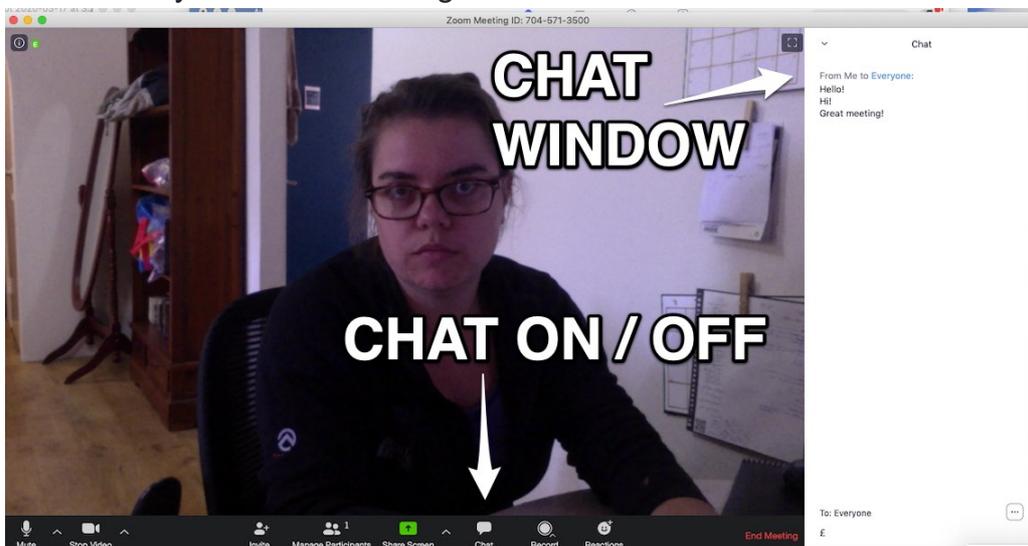
To turn your microphone on or off, use the mute button here:



To turn your video on or off, use the button here:



To access the chat, toggle the window at the side to open it. Your message will be sent to everyone in the meeting.



To leave the meeting, click the 'leave meeting' on the bottom right hand corner.

