

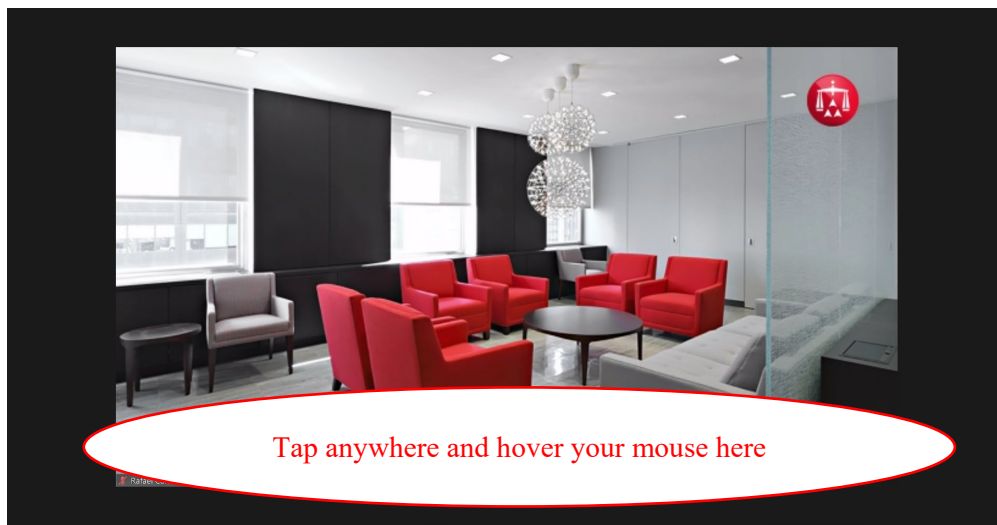


HOW TO JOIN A BREAKOUT ROOM

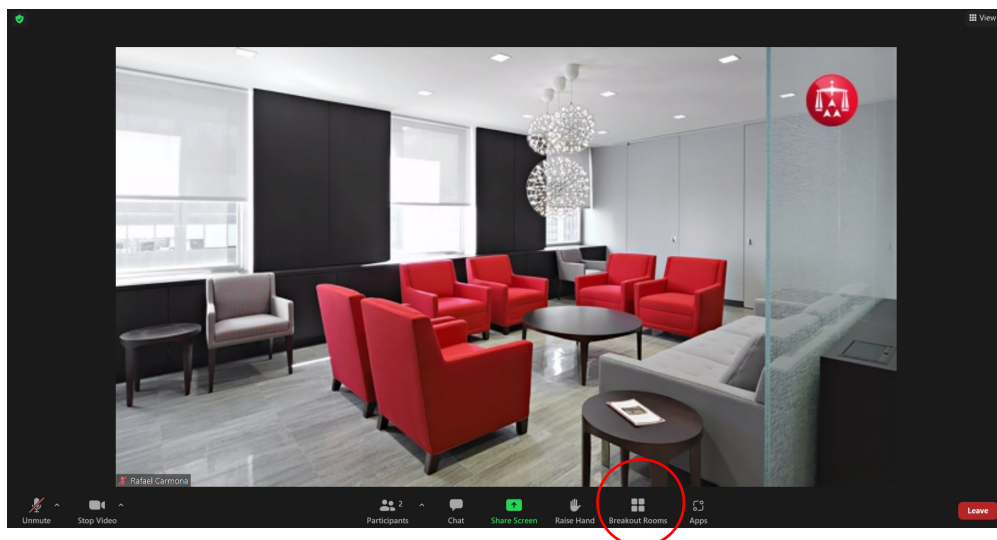
Please be reminded to **download and install the Zoom application in advance**. If you have not downloaded the Zoom application, you will not be able to select any breakout room. You are not required to obtain a Zoom license, simply downloading and installing the application (which should be free) will suffice.

Joining a breakout room from your computer / laptop

- If you cannot find any buttons at the bottom of your screen when you join, simply click on the Zoom meeting and hover your mouse on the lower part of your screen to make them visible.

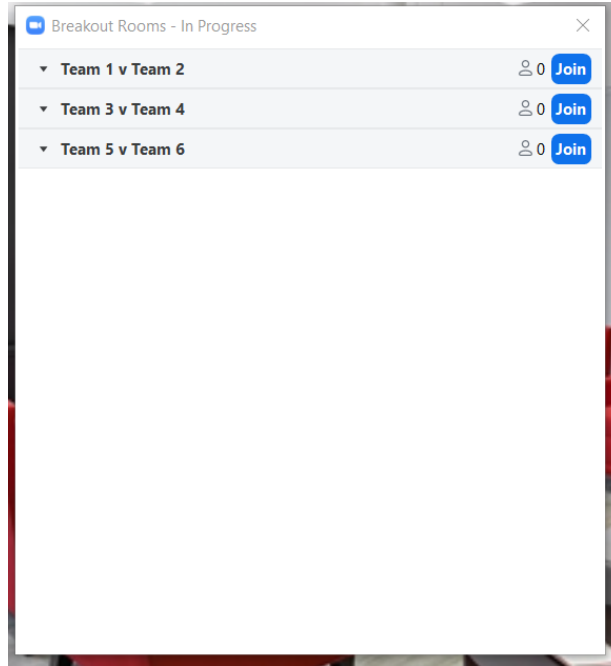


- Once the breakout rooms are opened, you should be able to see a Breakout Rooms button. Please click there.





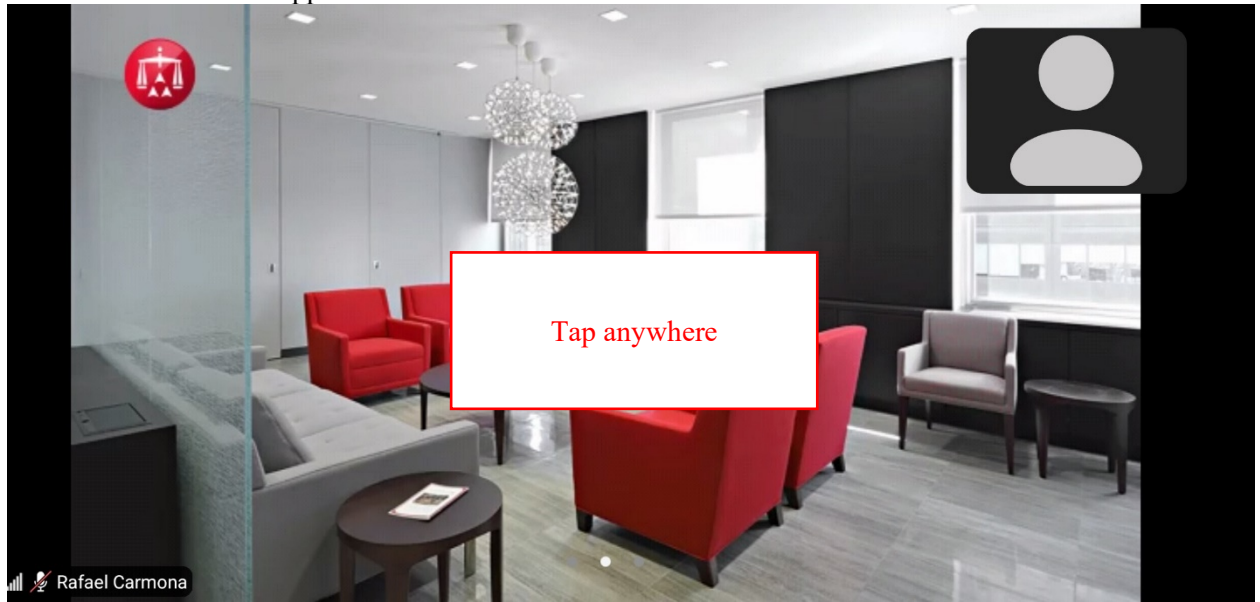
- Once you click the Breakout Room button, a prompt will ask you to select which breakout room to join. Please review the names of the breakout rooms and click “Join” to join the desired room.



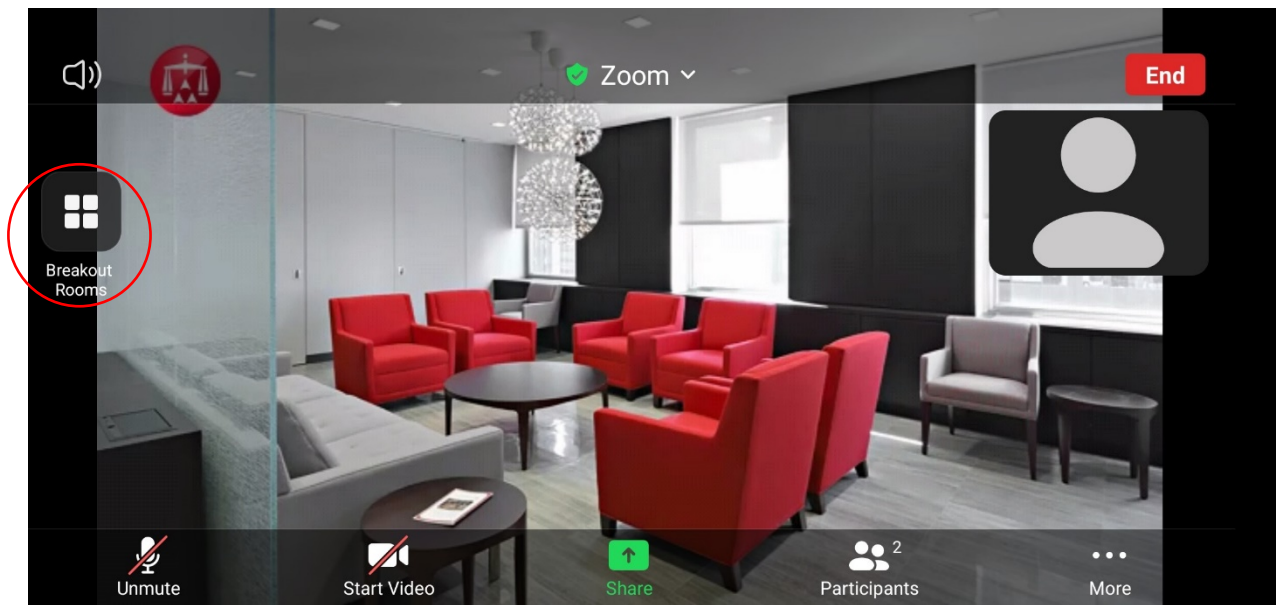


Joining a breakout room from your cell phone / tablet

- If you cannot find any buttons at the bottom of your screen when you join, simply tap anywhere and the buttons should appear.



- You should then see all the buttons and functionalities for the Zoom meeting. Please locate the button called Breakout Rooms (note it may be located on the left hand side instead of at the bottom).





- Once you click the Breakout Room button, a prompt will ask you to select which breakout room to join. Please review the names of the breakout rooms and click “Join” to join the desired room.

