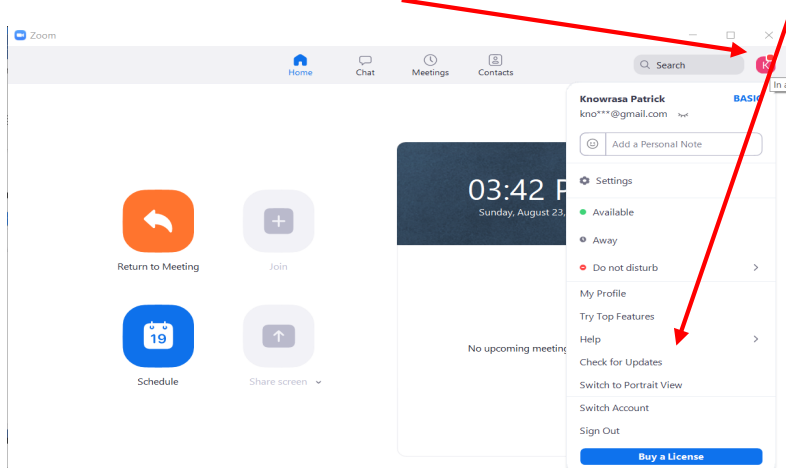
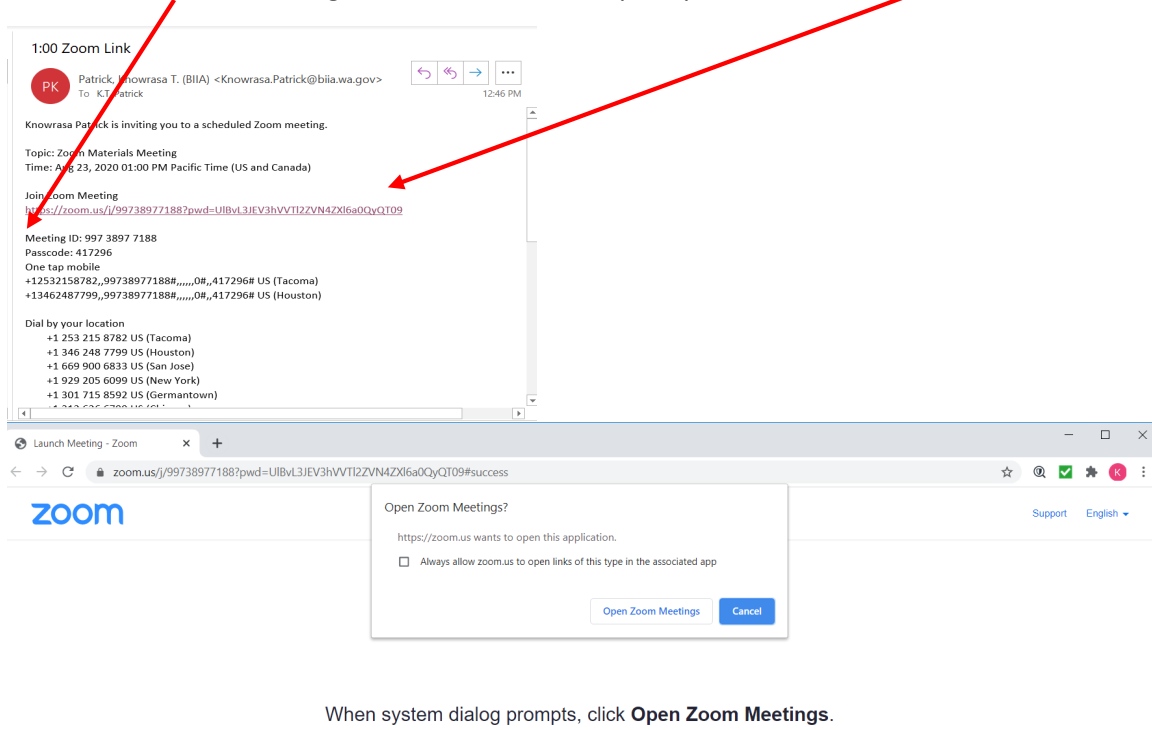


Zoom Materials for Participants Using Windows:

Make sure your Zoom application is up to date. You do not need a Zoom account, but you should keep the app updated. Click on your initial icon, and "check for updates".



You will receive a link, likely through your email. Click on the link to go straight to the meeting. Then click "open zoom meetings" if prompted. If you are calling in, dial the phone number for your closest location. Enter the meeting ID and Passcode when prompted.



When system dialog prompts, click **Open Zoom Meetings**.

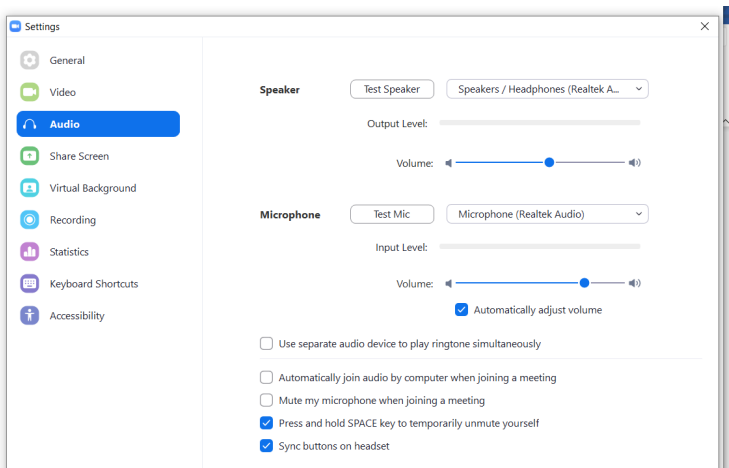
You will need to wait until the host admits you to the main session. You are in what is referred to as the "waiting room". In the meantime, you can test your computer audio if needed.

Please wait, the meeting host will let you in soon.

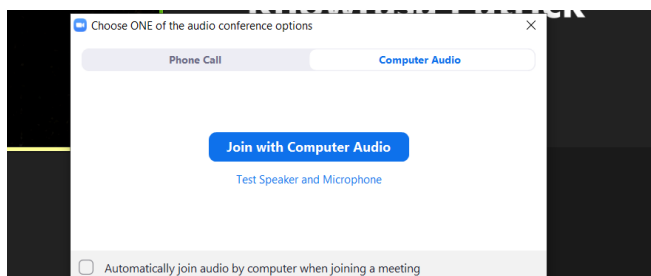
Zoom Materials Meeting
8/23/2020

Test Computer Audio

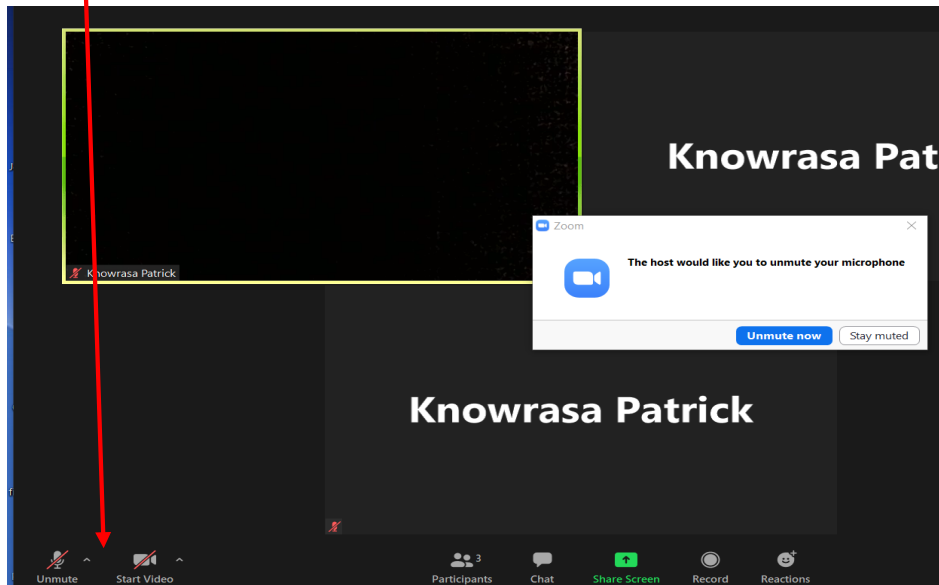
You can click "test speaker" and "test mic" and follow the prompts.



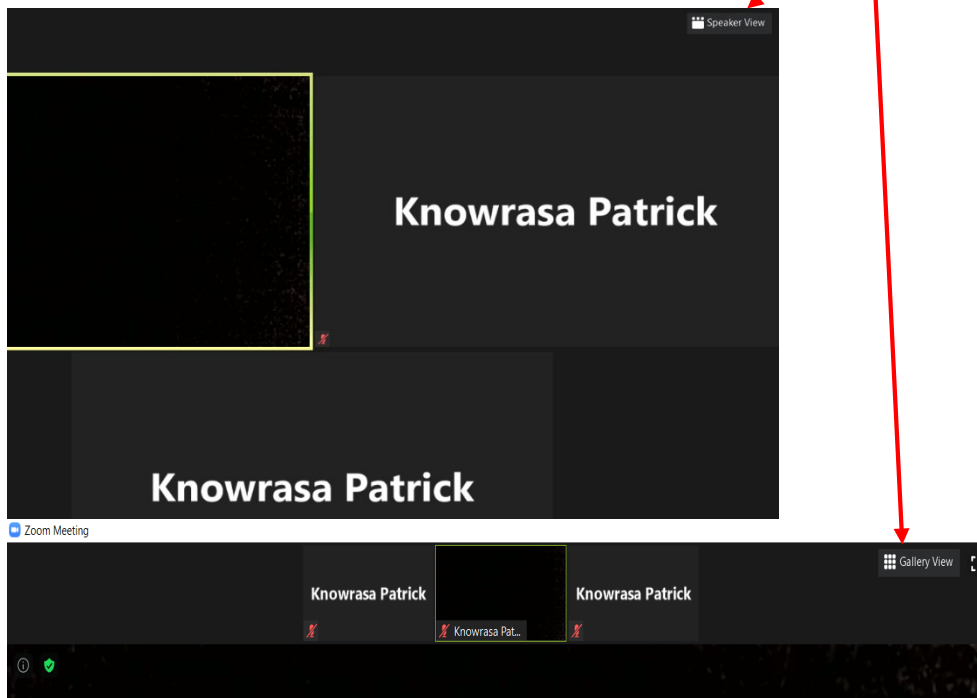
Click "Join with computer audio" when prompted. This is preferred to you calling in separately over a phone line.



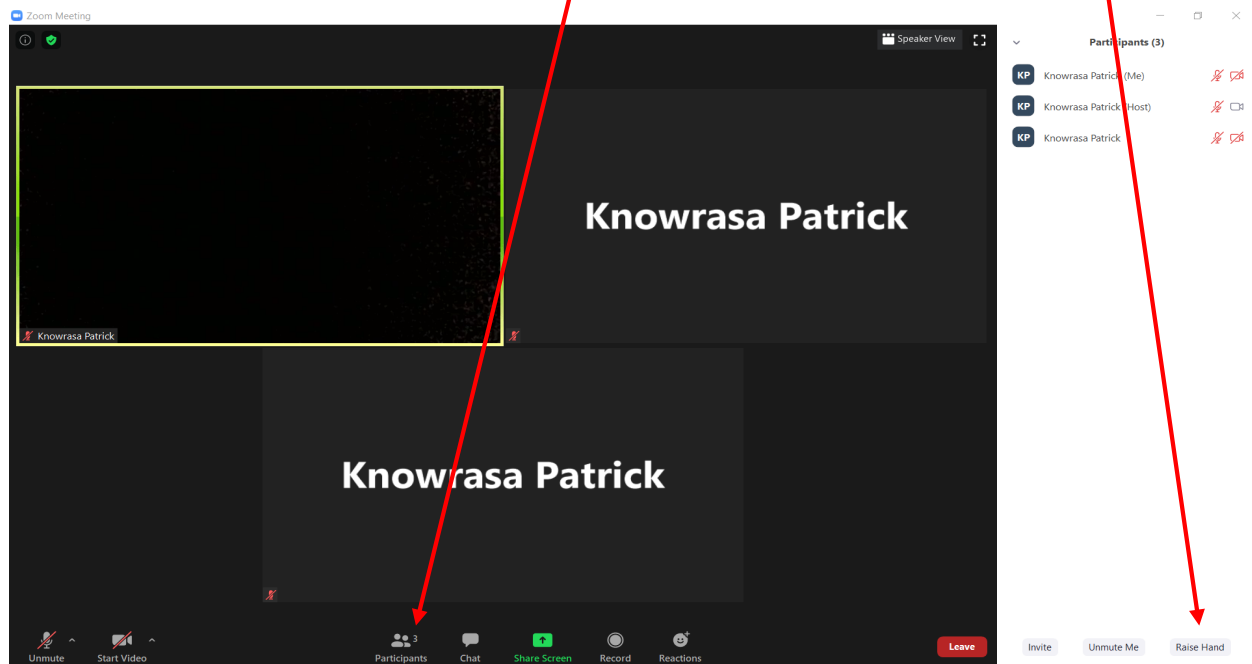
Usually along the bottom of your screen you will see a tool bar. If you are not hovering over the area with your cursor, your tool bar may disappear. Merely scroll your mouse to the area again and the tool bar should re-appear. If your camera is off or you are muted you will see red lines through your microphone or camera. You may see a message from the host/judge requesting that you turn on your camera or unmute.



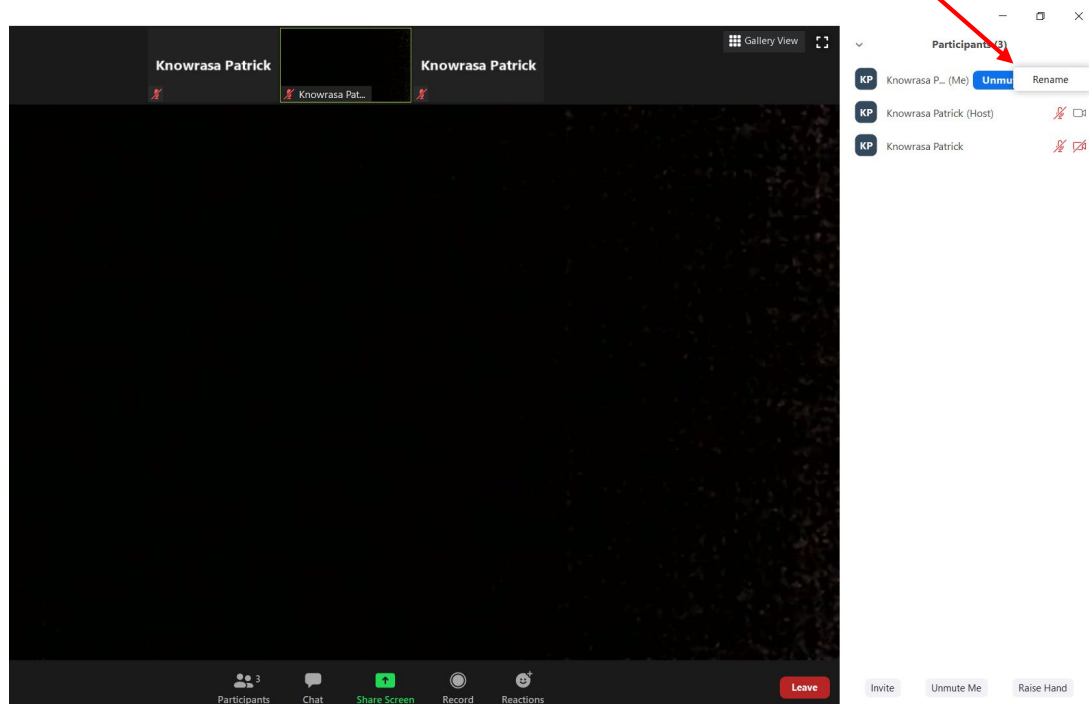
You have two view types: gallery and speaker. In speaker view, the person most actively speaking is the largest screen and the remaining participants are in smaller windows. You toggle between the two by clicking the same button.



You may want to open your participants' window. This will allow you to easily "raise your hand". If someone is in speaker view versus gallery view, the virtual hand raise may be seen easier than a real hand raise.

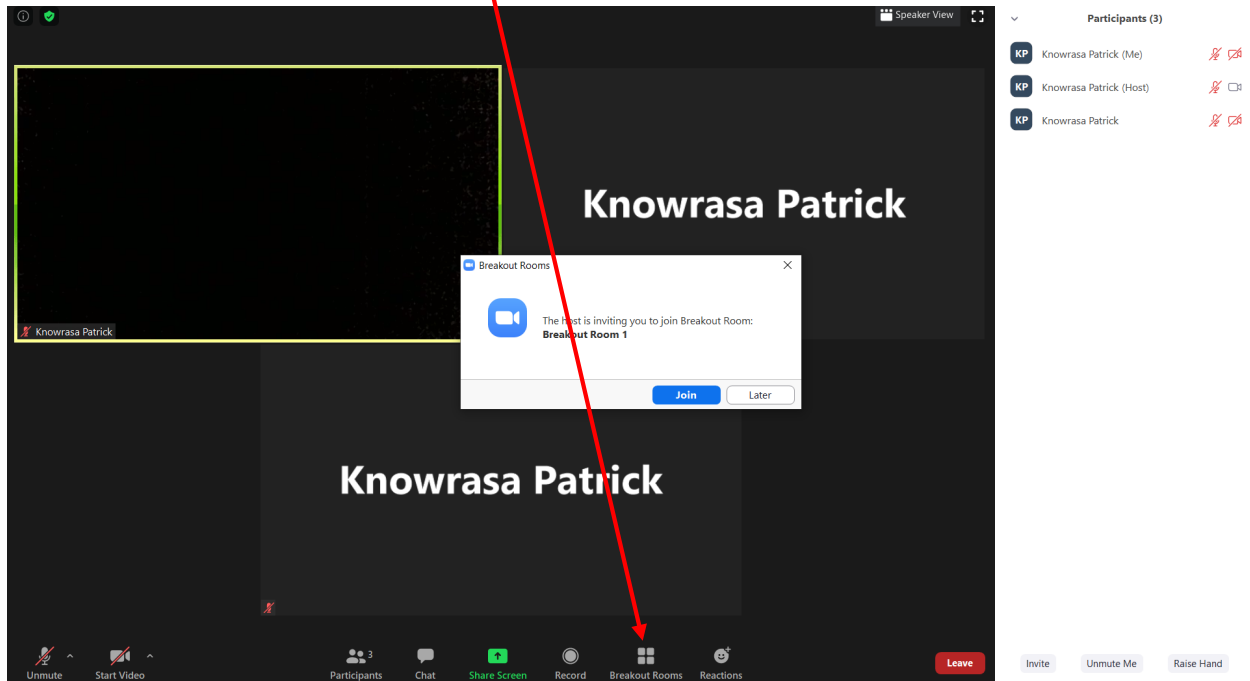


If you have the participants' window open, and you hover over your name, you will see the option to rename yourself. You should always use your full first and last name in BIIA proceedings.

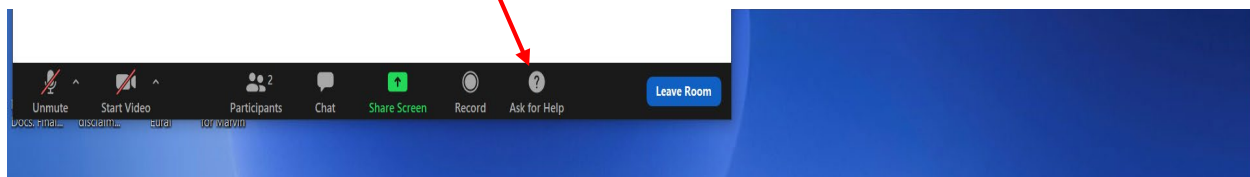


Breakout Rooms

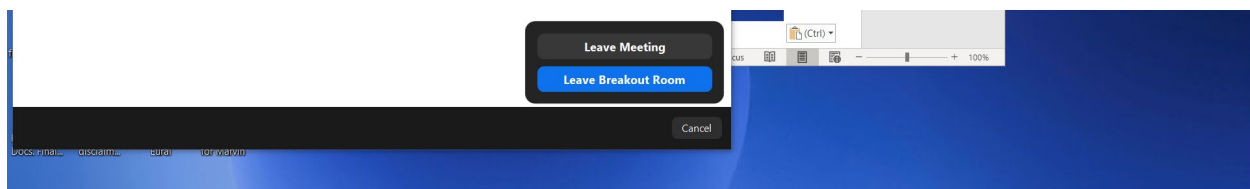
If parties need to speak outside the presence of others, the judge can put the parties in a breakout room. When the judge initially opens the breakout rooms, you will receive a pop-up inviting you to join the room. The judge will advise whether you should select "join" or "later". If you need to go to the breakout room later, click "breakout room".



Once in the breakout room you can ask for help. The judge may then join you in the room.

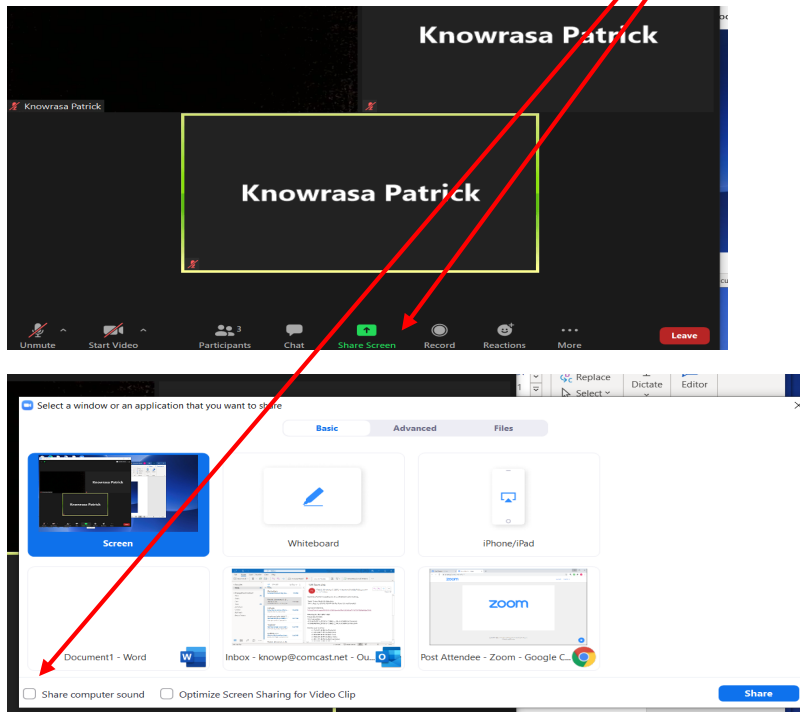


When you are ready to leave the breakout room. Click leave, but be careful to only leave the breakout room. **DO NOT CLICK "LEAVE MEETING"**. If you mistakenly leave the meeting, re-join by clicking on the original invitation link.

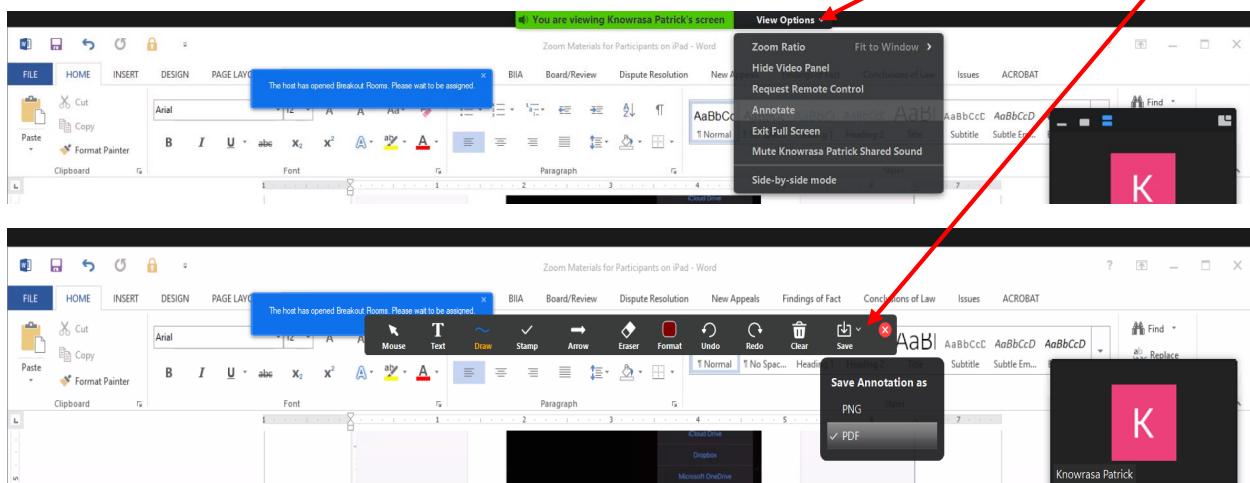


Screen Sharing

You are able to share content, by clicking on the "share screen" button. A new dialogue box will open. Make sure the file/document you want to share is open. If you are sharing an audio file or video with audio, make sure you check the "share computer sound" box. You can share any type of file, or start a white board. Select the document and click the blue "share" button



You can annotate a shared document. When someone else is sharing the document, click "view options" at the top of the shared document. You will then see an "annotate" button. If you are sharing the document, then click "annotate" along the top tool bar. The annotated document can be saved as a PDF and filed as an exhibit through the [BIIA filing portal](#). If you do not see the small arrow to the right of the "save" button, your Zoom app may need updating.



Here is a link to [Frequently Asked Questions](#) provided by Zoom.