



How to join and use ZOOM as a participant

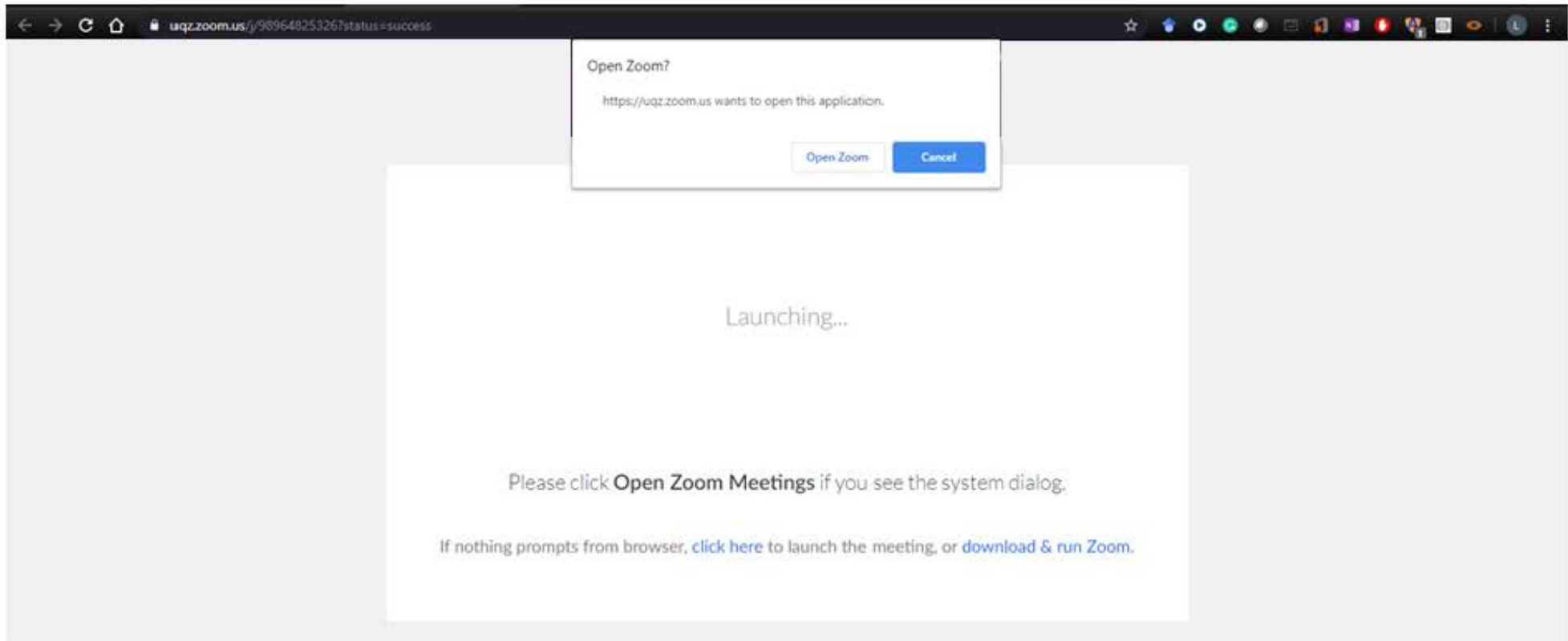
Step 1

Find the zoom link on the website event page,
via the program page

<https://onlinefestival.themagdalenaproject.org/program>

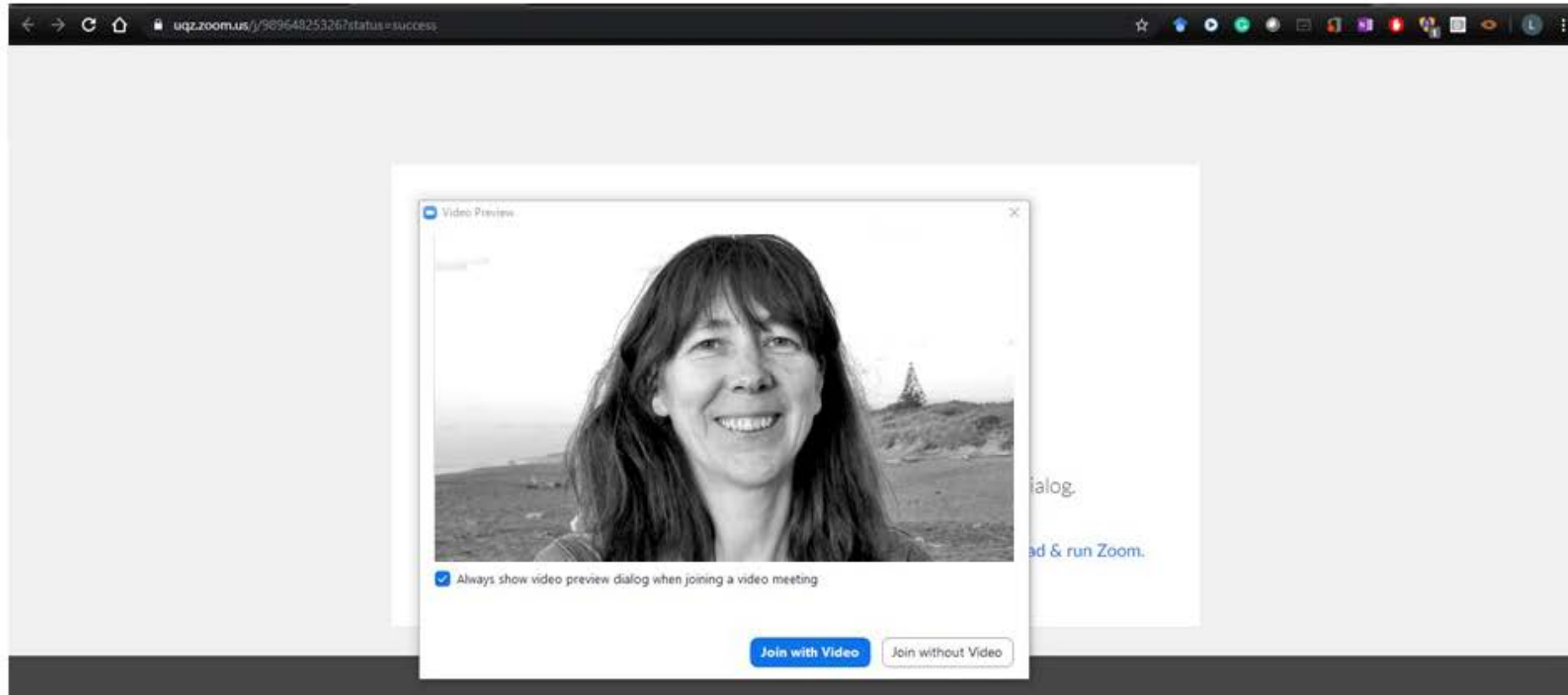
Step 2

You may have to agree to launch the zoom application



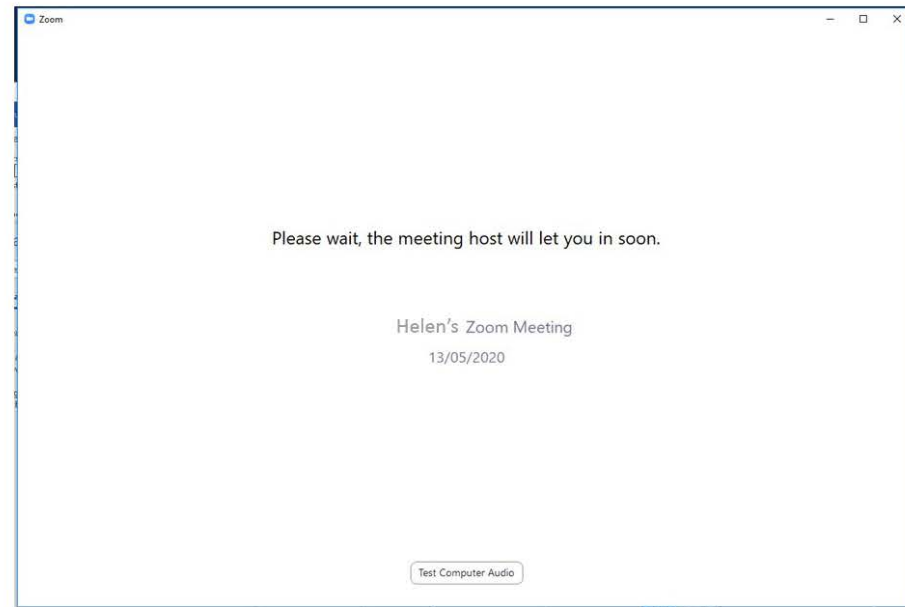
Step 3

Click “join” with video



Step 4

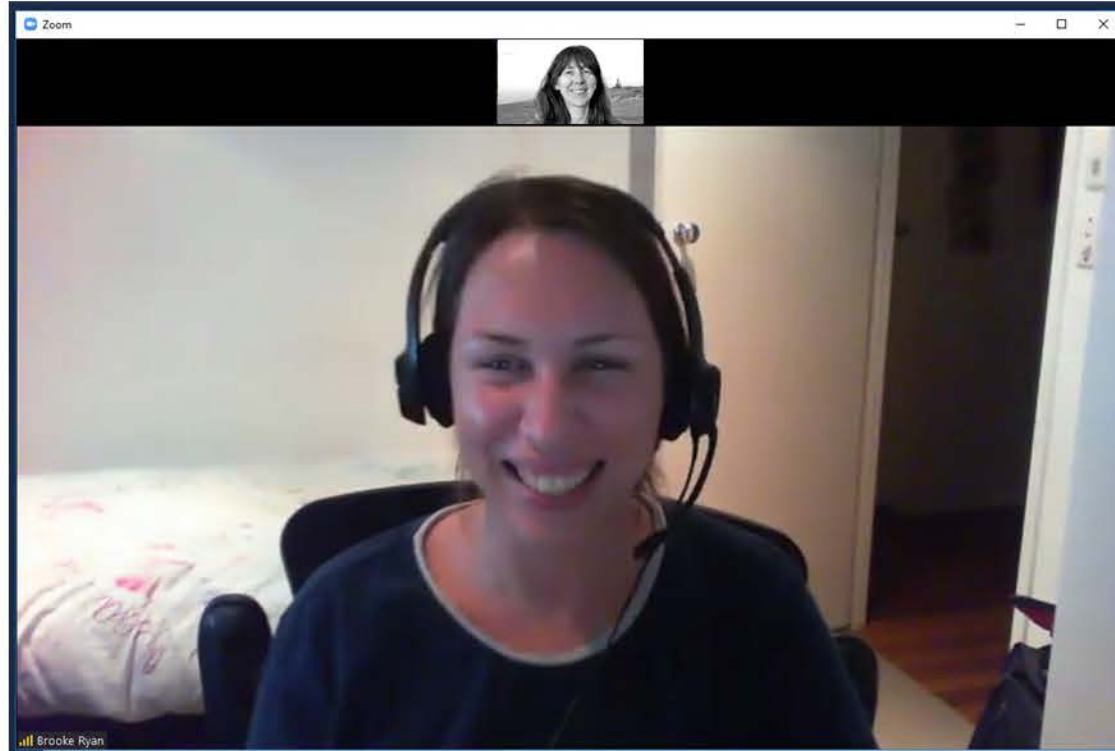
You might be placed in a waiting room



Please wait for the host to start the meeting

Step 5

When the meeting starts this is what the screen looks like



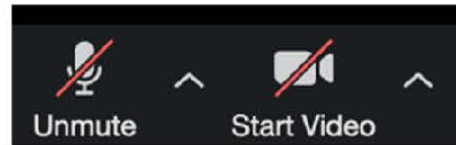
Step 6

Move your mouse to the bottom of the screen to see the control panel options



Step 7

Check your video and audio is on



Use these buttons to turn your Microphone and Camera ON and OFF

Try to keep your **microphone muted** (off) when you're **not speaking**.



Step 8

Click the “Gallery View” option in the top-right corner of the screen.

