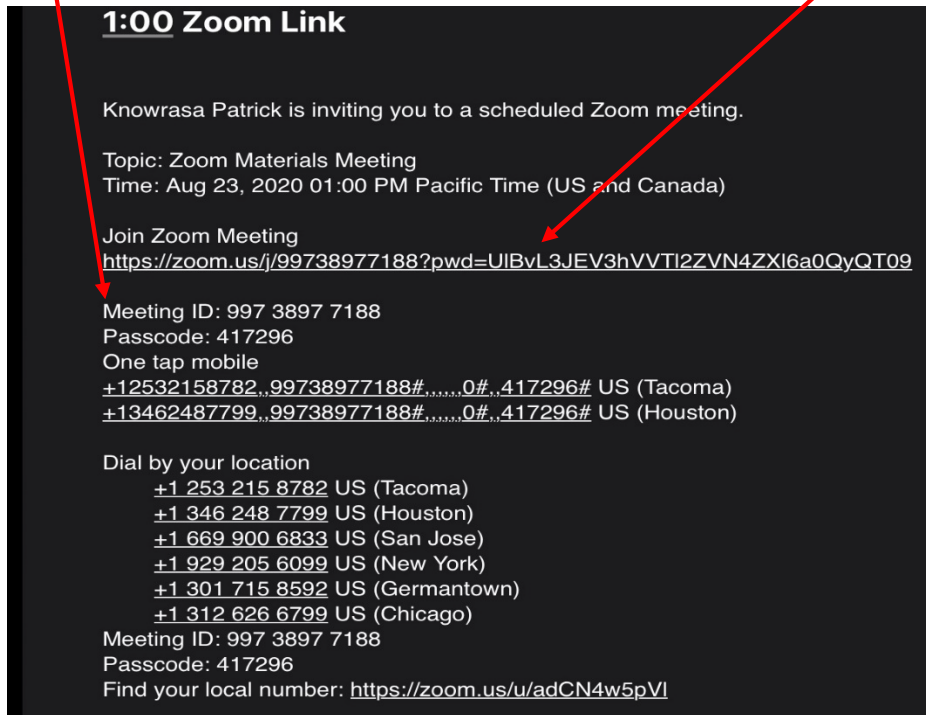


## Zoom Materials for Participants on iPad:

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



**1:00 Zoom Link**

Knowrasa Patrick is inviting you to a scheduled Zoom meeting.

Topic: Zoom Materials Meeting  
Time: Aug 23, 2020 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/99738977188?pwd=UjBvL3JlEV3hVVTI2ZVN4ZlI6a0QyQT09>

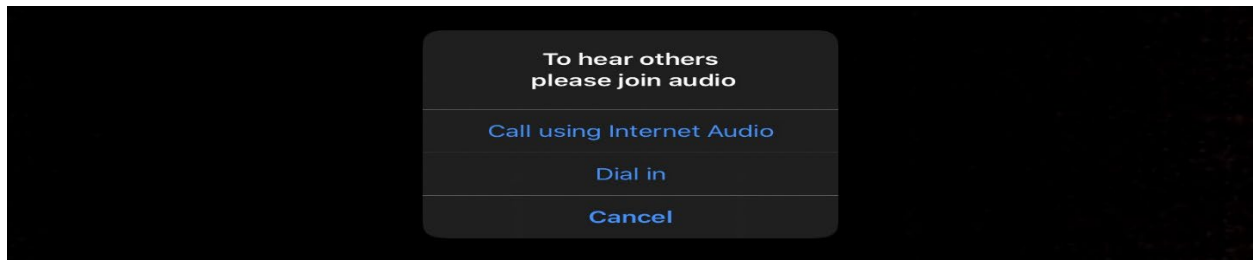
Meeting ID: 997 3897 7188  
Passcode: 417296

One tap mobile  
[+12532158782](tel:+12532158782),99738977188#,,,,,0#,,417296# US (Tacoma)  
[+13462487799](tel:+13462487799),99738977188#,,,,,0#,,417296# US (Houston)

Dial by your location  
[+1 253 215 8782](tel:+12532158782) US (Tacoma)  
[+1 346 248 7799](tel:+13462487799) US (Houston)  
[+1 669 900 6833](tel:+16699006833) US (San Jose)  
[+1 929 205 6099](tel:+19292056099) US (New York)  
[+1 301 715 8592](tel:+13017158592) US (Germantown)  
[+1 312 626 6799](tel:+13126266799) US (Chicago)

Meeting ID: 997 3897 7188  
Passcode: 417296  
Find your local number: <https://zoom.us/u/adCN4w5pVI>

## Select "Call using Internet Audio"



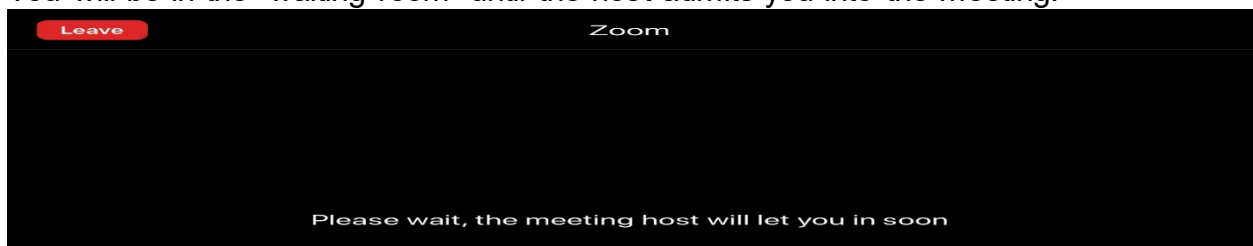
To hear others  
please join audio

Call using Internet Audio

Dial in

Cancel

You will be in the "waiting room" until the host admits you into the meeting.

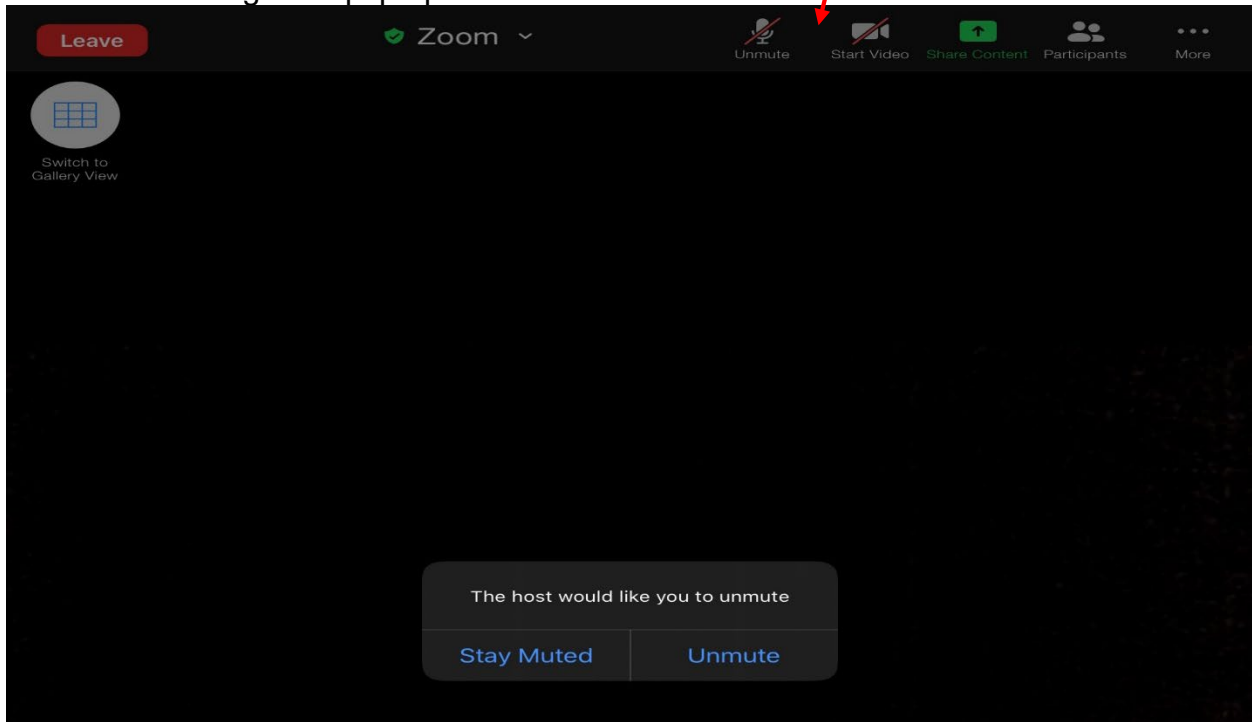


Leave

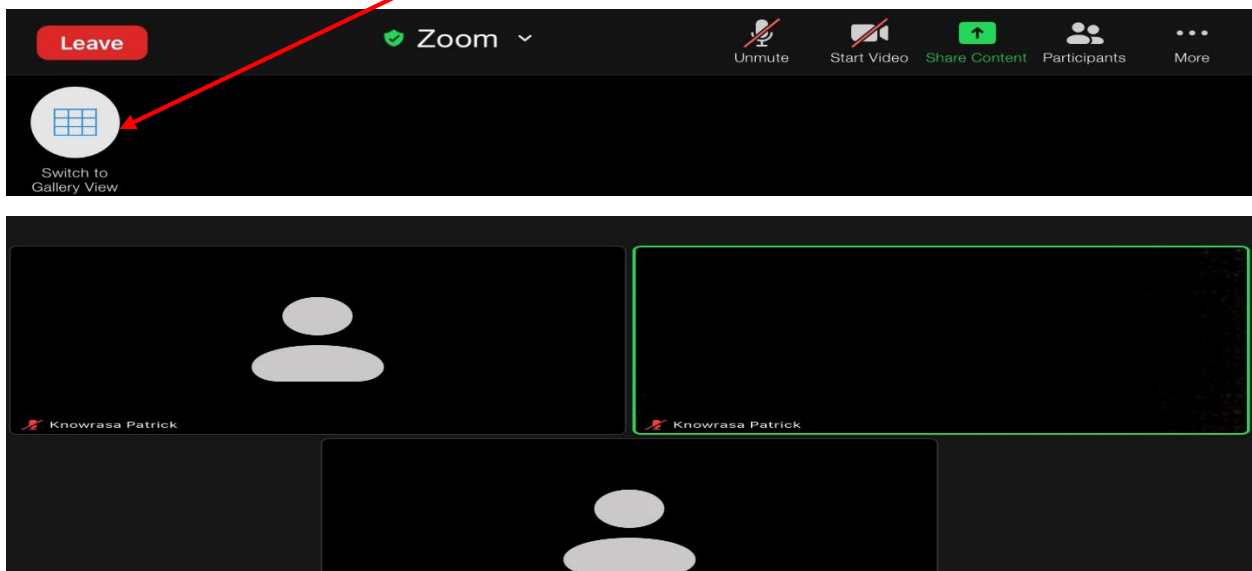
Zoom

Please wait, the meeting host will let you in soon

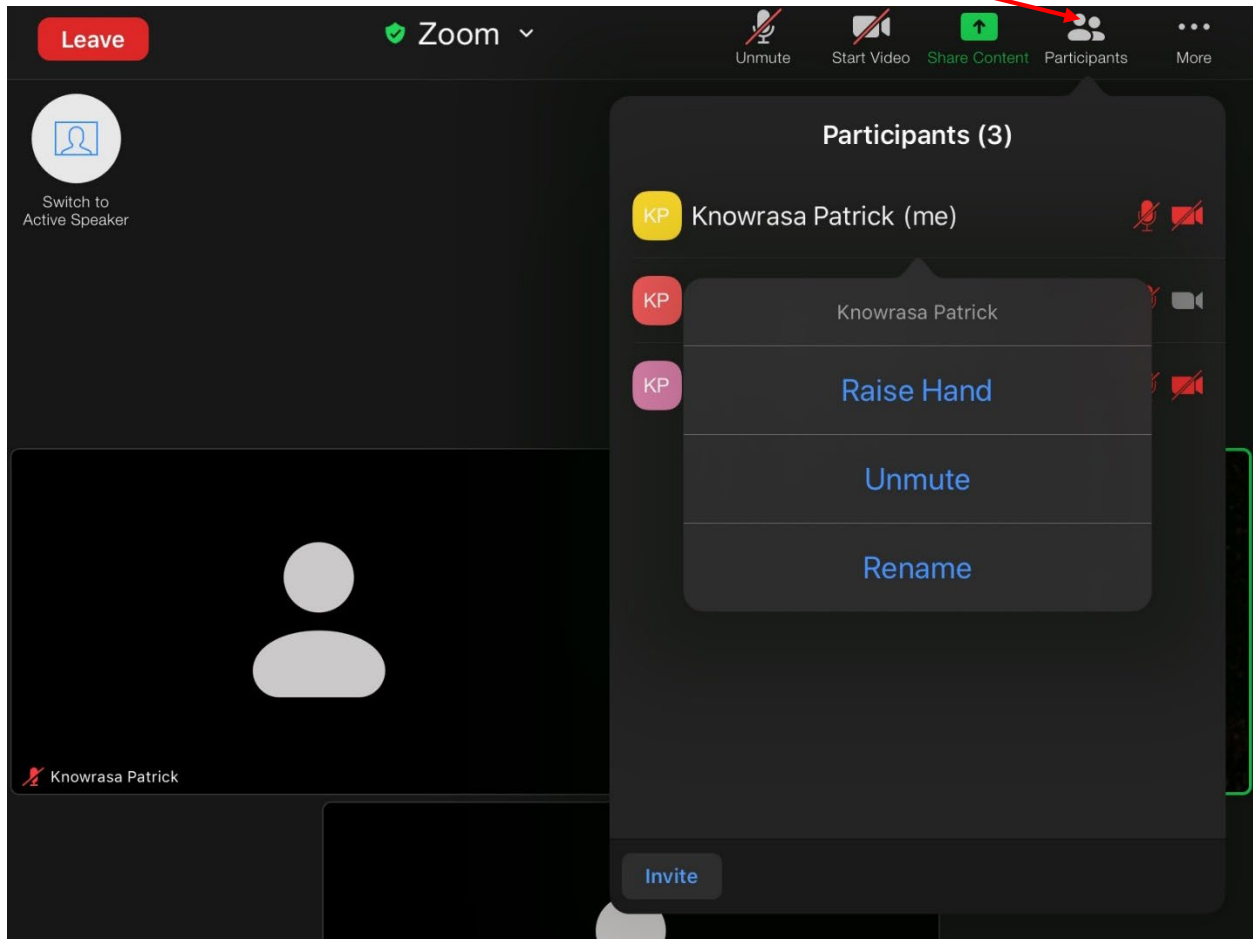
Once you are allowed in, you will see a tool bar, likely along the top of your screen. If there is a red line through your camera and/or microphone, your camera is not on and/or you are muted. If the hosts asks that you start your video or unmute yourself, you will see a message in a pop-up.



Once you are in the meeting, you have two view options, speaker view and gallery view. In speaker view, the most active speaker is in a bigger square while everyone else is in a smaller square. In gallery view, everyone is in the same size square. You can toggle between the two using the switch button.

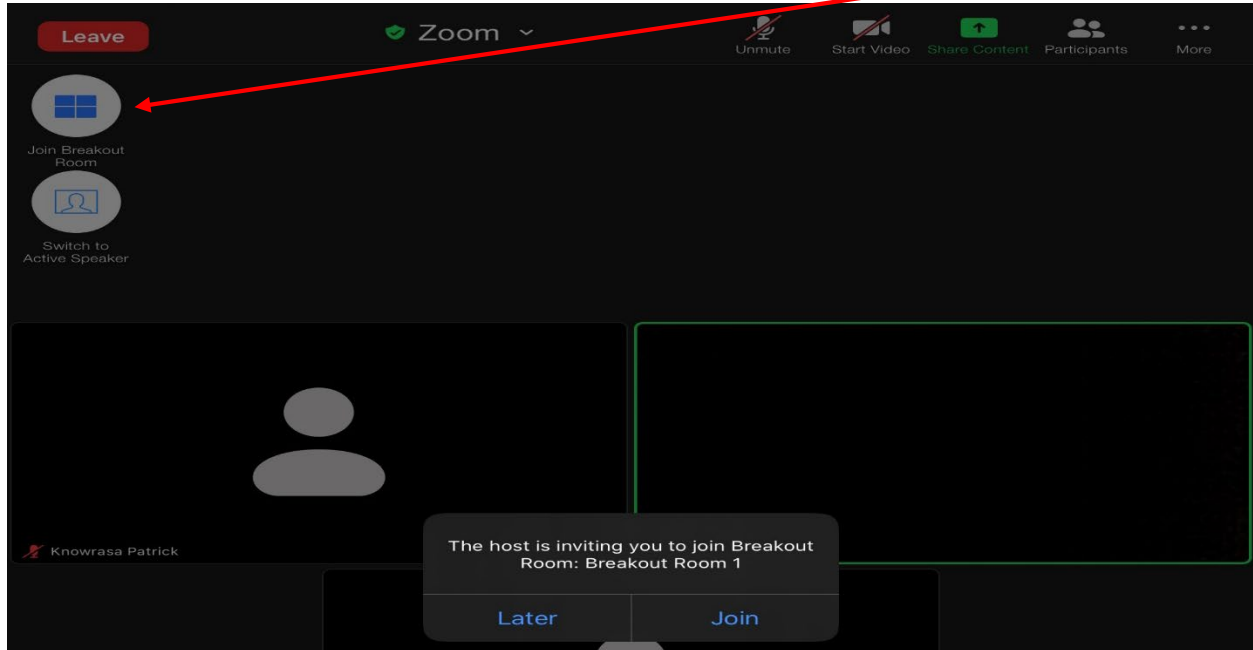


You have a participants' window along your top tool bar. If you click on that button, then click on your name, you can rename yourself and raise your hand. You should use your full first and last name in all BIIA proceedings. If you do not rename yourself, the judge may do so for you.

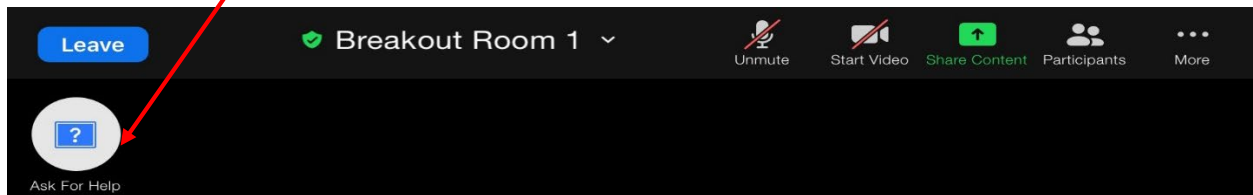


## Breakout room

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 "join breakout room".



You can ask for help from the judge in the break out room. The judge may then join you in the room.

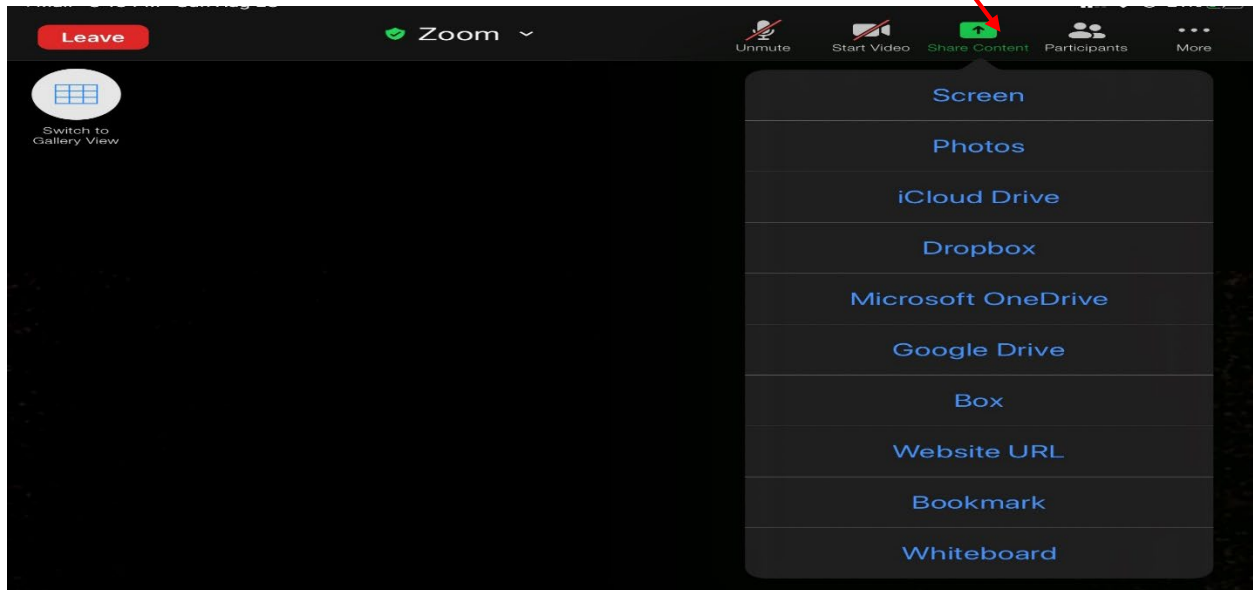


When you are ready to leave the breakout room. Click leave, but be careful to only leave the breakout room. **DO NOT CLICK "LEAVE MEETING"**. If you mistakenly leave the meeting, re-join by clicking on the original invitation link.

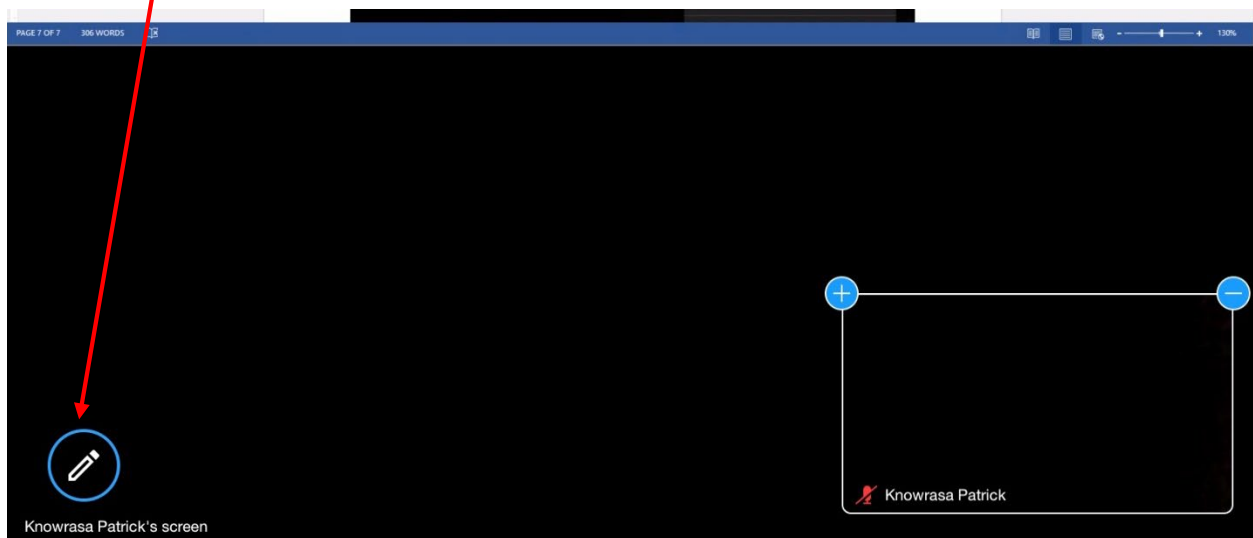


## Screen Sharing:

You are able to share content, by clicking on the "share content" button. You can share photos, iCloud Drive, Dropbox, MS OneDrive, Google Drive, Box, a Website URL, Bookmark, or a Whiteboard.



When a screen is shared, you can annotate the screen by opening an annotate toolbar, by clicking a pen on your screen, usually at the bottom of the screen.



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