

Zoom How-to Guide for Better Breathers Club Members

How to Access a Zoom Meeting and Utilize Zoom Features

This how-to guide will assist you with accessing a Better Breathers Club Zoom meeting created by your facilitator. Please follow the steps, after you have created a Zoom account with your email, to get the most out of your Zoom Better Breathers Club meeting!

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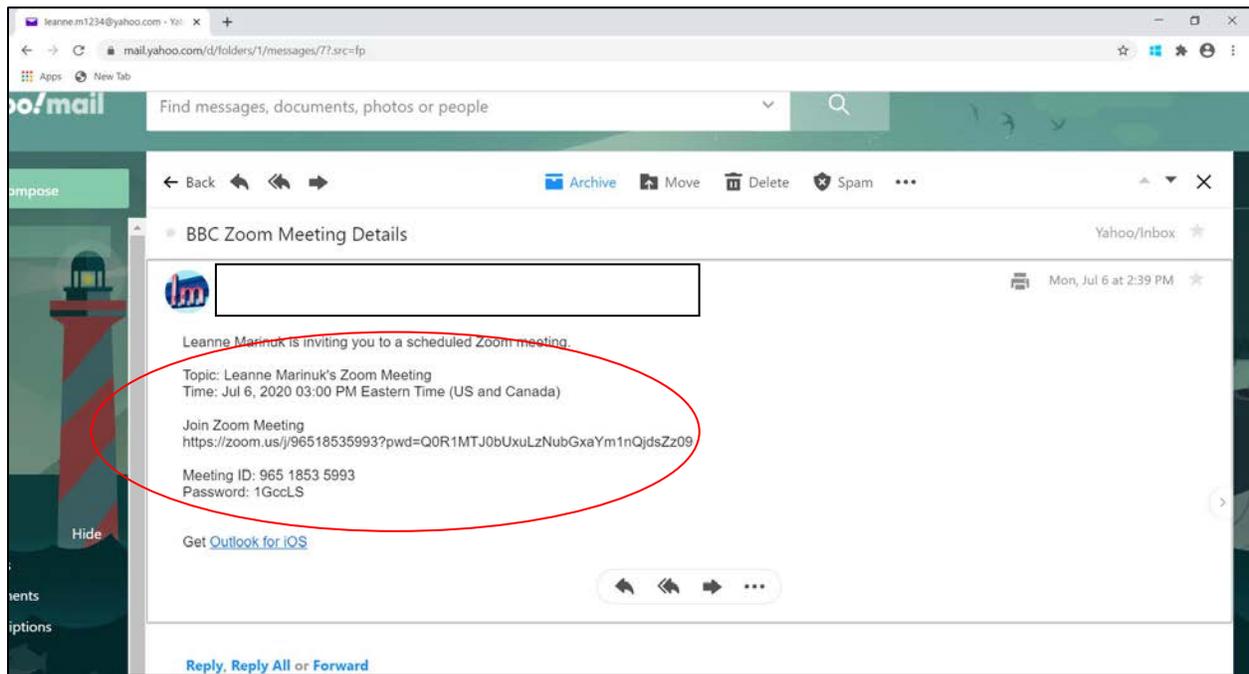
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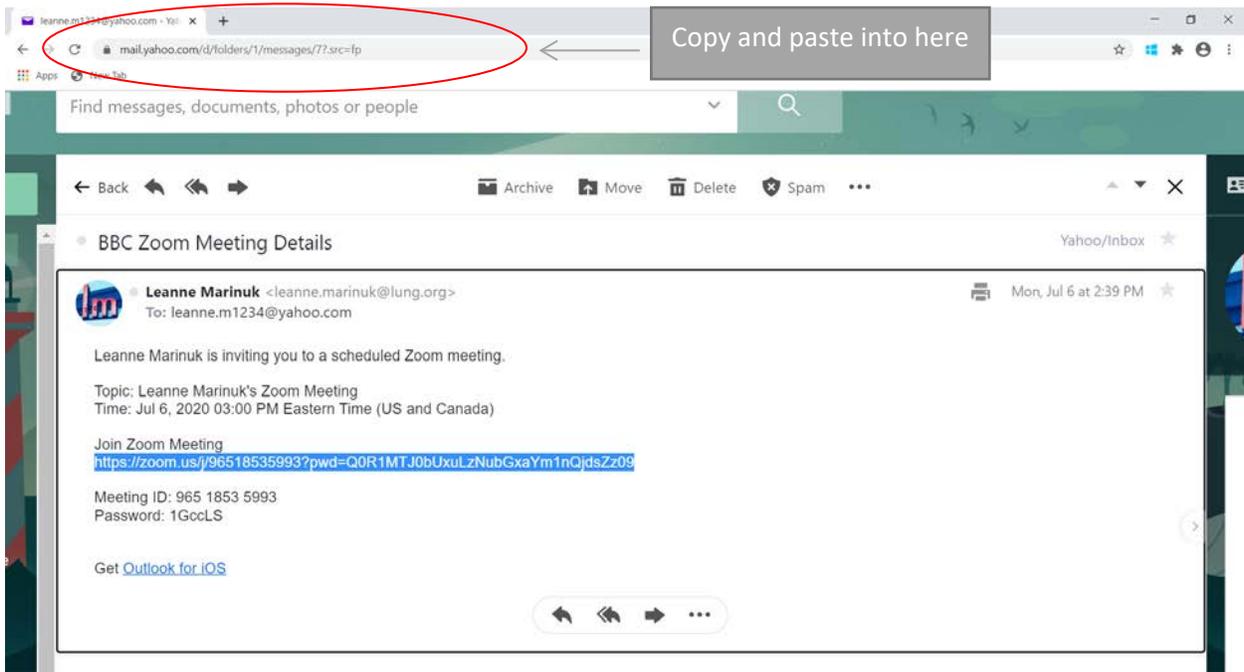
1: How to Access the Zoom Meeting

After your facilitator chooses a date and time to hold a Better Breathers Club Zoom meeting, they will send you the necessary information to get into the meeting through email. Check your email inbox (see below).

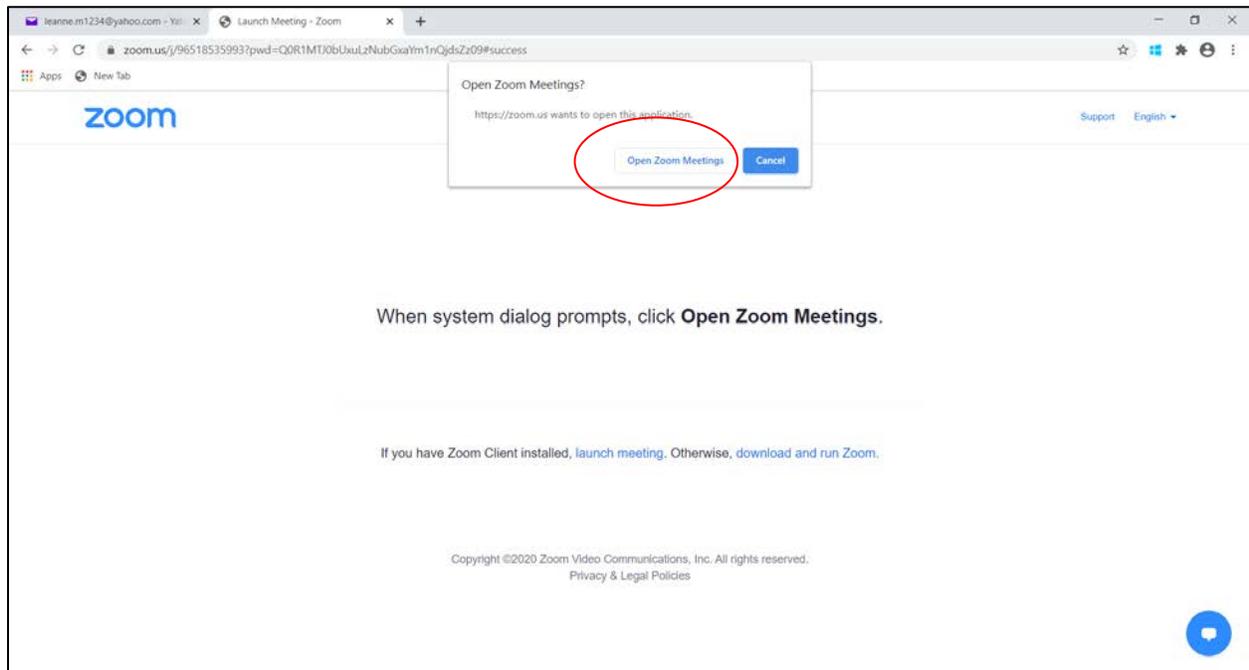
Step 1: This is what the email will look like. It will include a URL link, date/time and password if they choose to use one. Copy and paste the URL link into your web browser



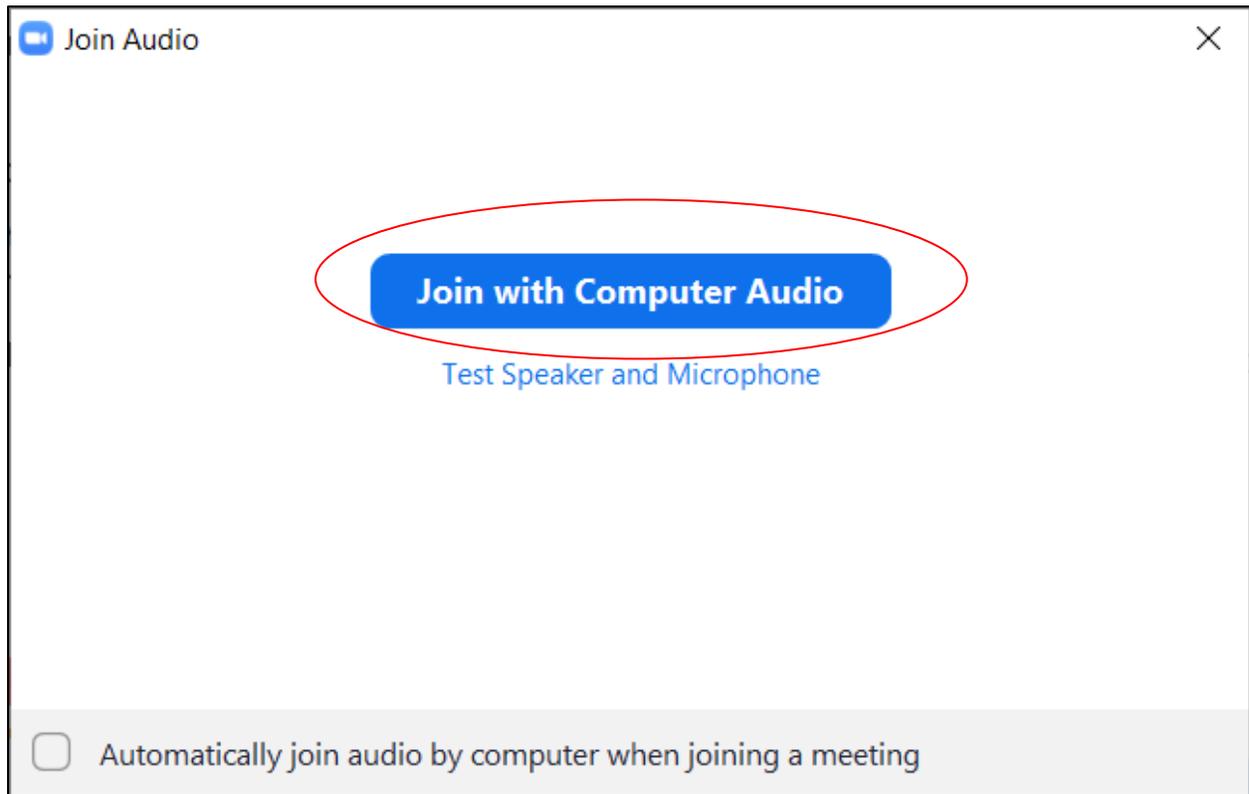
Step 2: Copy and paste the Join Zoom Meeting URL link (highlighted in blue) into your web browser (see below) to bring you to the Zoom meeting page.



Step 3: You may have this message come up, click “Open Zoom Meetings”



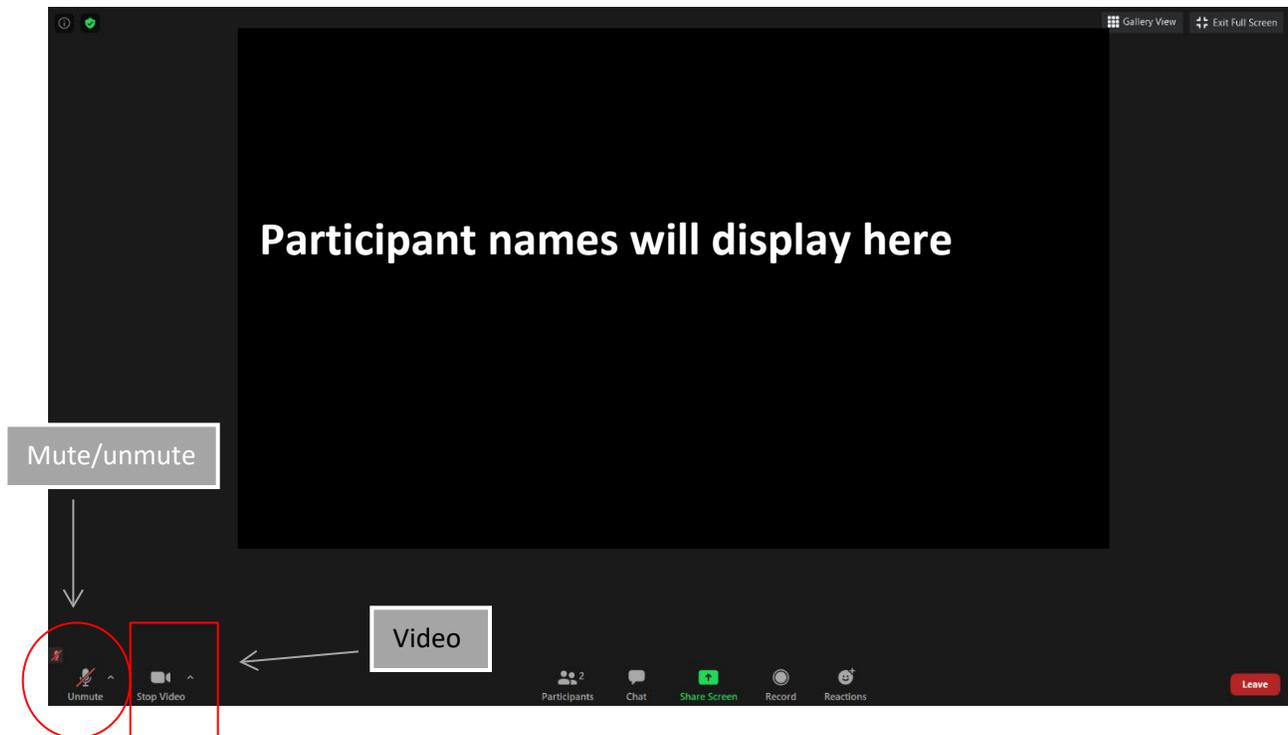
Step 4: Then, click “Join with Computer Audio”. This will then bring you into the Zoom meeting!



2: How to Mute and Unmute Yourself + How to use Video

This is what your screen will look like when you have accessed the meeting. Each participant in the meeting will have a box with their name in it displayed on the screen.

To mute and unmute yourself, simply click the microphone button in the bottom left of your screen (red circle). To use your video simply click the video button in the left of your screen (red square).

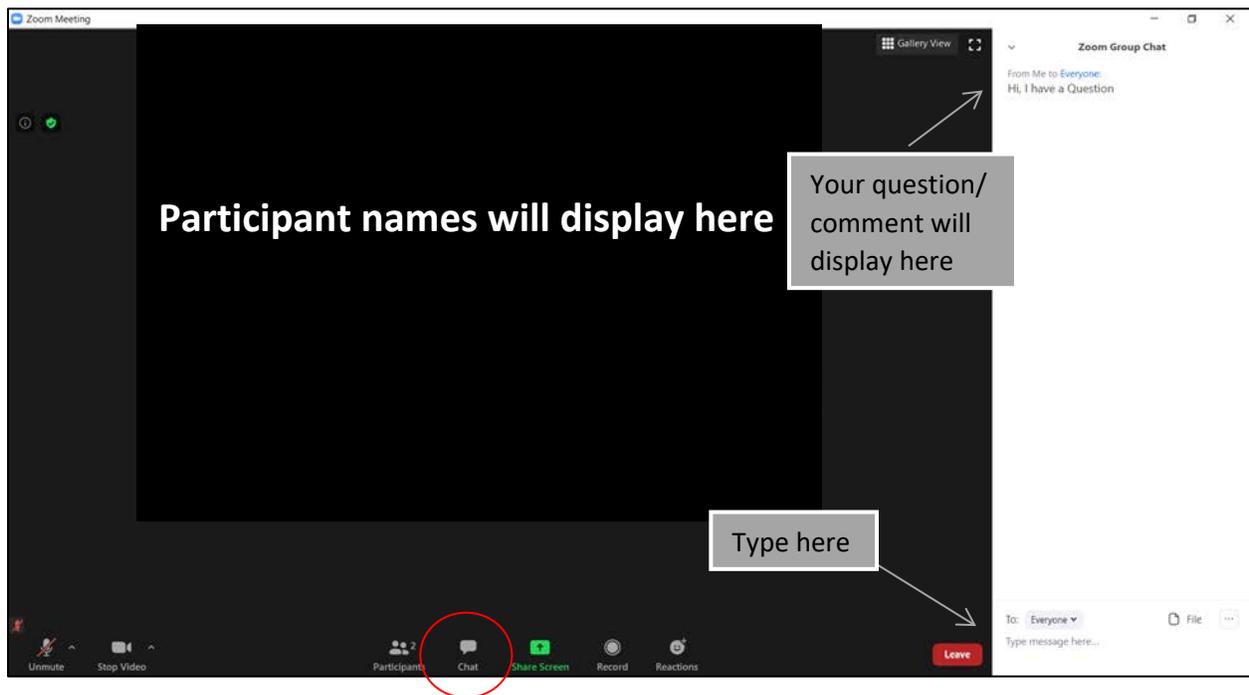


3: How to Use the Chat Feature

The chat feature is a great way to interact with your facilitator and other members by asking questions and participating in discussions.

Step 1: To use the chat click on the “Chat” icon on the bottom middle of the screen (red circle). This will bring up a white chat bar on the right side of your screen.

Step 2: At the bottom of the white box you will see the text, “Type message here”. Click that and start typing your message/question and hit enter. Everyone will be able to see this.



4: How to Use the Reactions Feature

The reactions feature is a great way to encourage participation. When you agree with something that the facilitator has said, or a member has said, you can choose to either display a clapping icon or a thumbs up icon.

You can access these icons by clicking the “Reactions” button on the bottom of your screen (red circle). Then, click the one you would like to display.

