


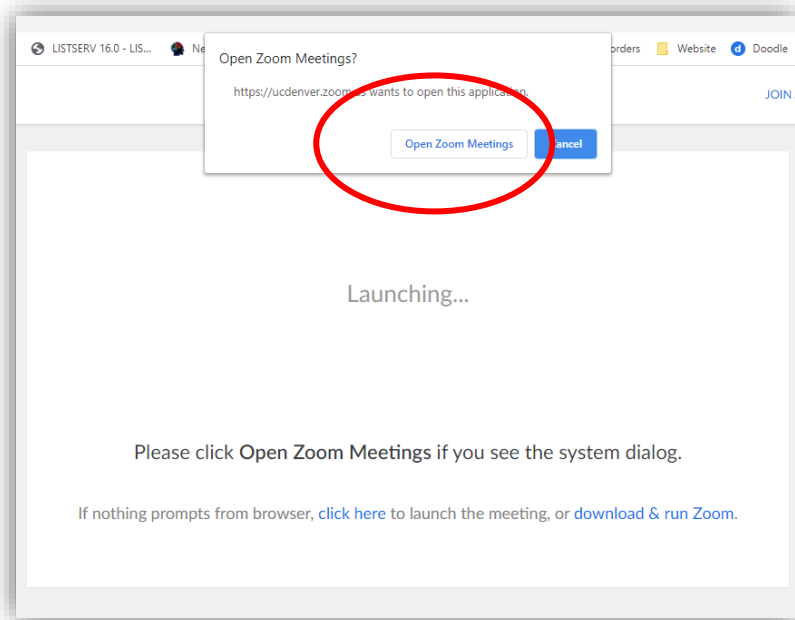
USING THE ZOOM APP – if you are attending virtually

1. Click 'Open Zoom Meetings' (or download Zoom if you don't have it on your computer already). **Please ensure you have the newest version of Zoom to be able to use breakout rooms.**

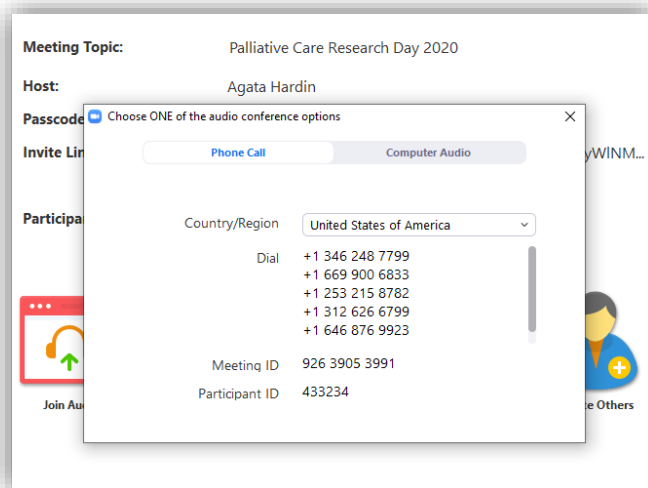


- Once downloaded, the Zoom icon  should appear on your desktop (or other device).
- Open the app and a pop-up window will appear .
- Click **Open Zoom Meetings** from within and you will be entered into the videoconference.

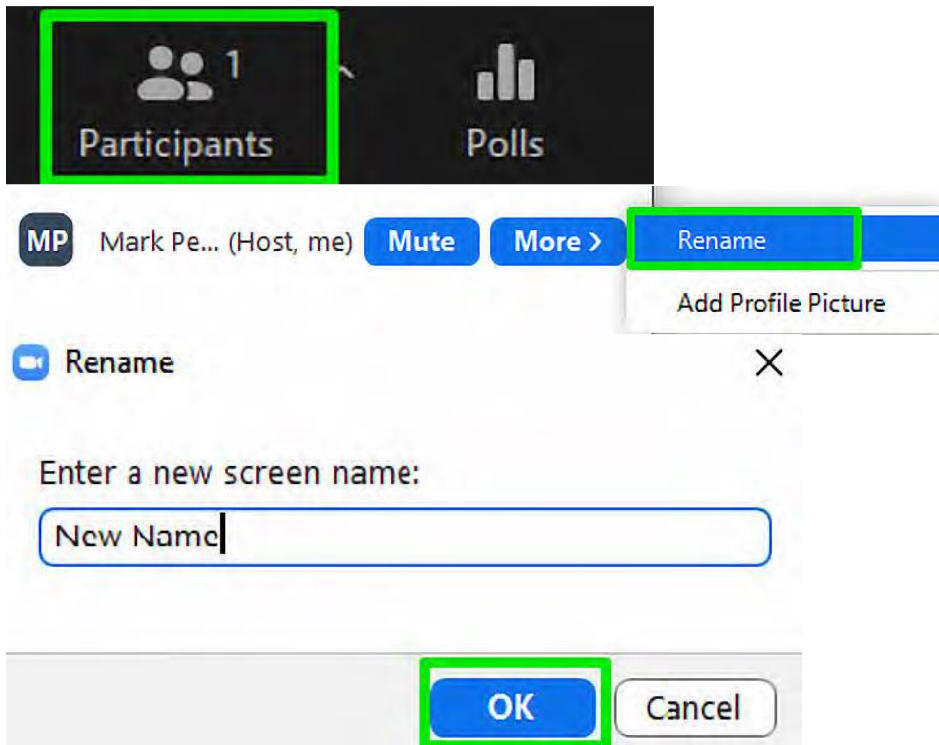
Zoom Meeting Link: <https://ucdenver.zoom.us/j/99689404385>



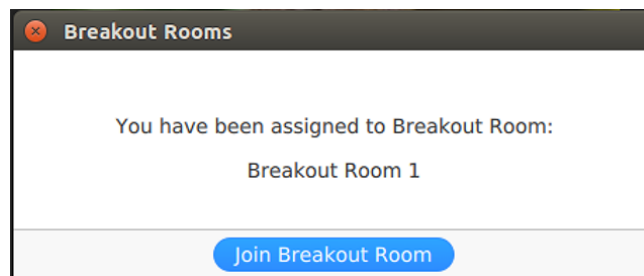
2. After you open the Zoom meeting, select if you want to join by phone call or computer audio. If you are using a computer or tablet, you will want to select computer audio.
- Select your option and click 'done'. Please mute your microphones.



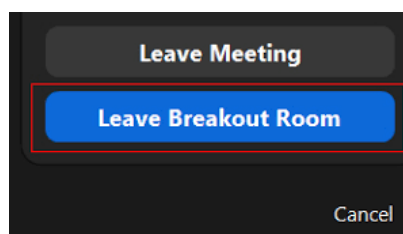
- For attendance purposes, please make sure your first and last name are displayed on the screen. This is done by clicking on the Participants button on the menu bar.
 - A window will open, listing all the names, hover the cursor over your name to reveal the menu options and click **More** and then **Rename**.
 - Enter the name you'd like to appear in the Zoom meeting and click on "OK".



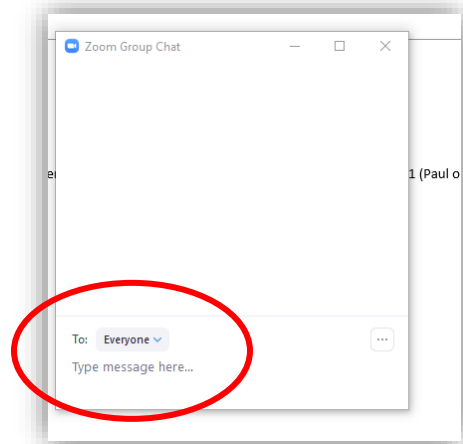
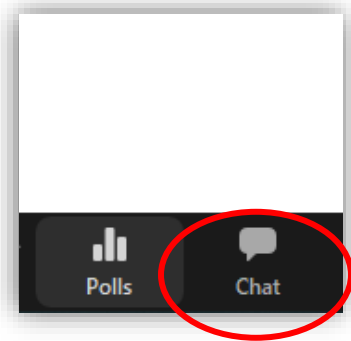
- Breakout rooms will be used for group discussions throughout the presentations. Once the breakout rooms are open, you will see a window pop up inviting you to join. Select yes to attend or you can ask the moderator to place you into the breakout room, should the pop-up not be visible.



- To leave a breakout room, click on **Breakout Rooms** on the menu bar and select leave breakout room.



6. We welcome admin and IT questions via chat. To access this function, click 'Chat' at the bottom of your screen. A window will pop up, ensure that 'Everyone' is selected if you want your question to be seen by everyone, or select the Chat Support person (all names are listed in the agenda).



- **Be sure to open the chat box at the start of the zoom session so you can communicate with the conference team.**
 - Post questions regarding technical issues here and someone from the conference team will respond.
7. Questions for the speakers should be submitted via the QR code provided by the conference team and should not be entered into the Chat box.