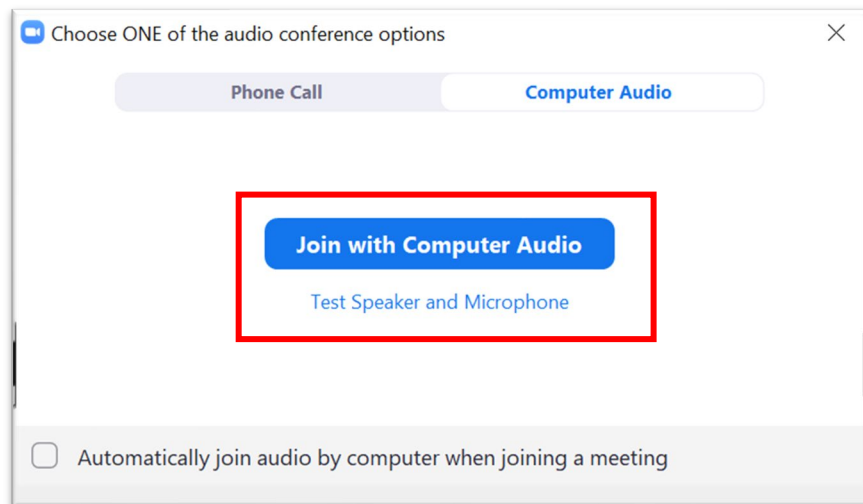


## How to enjoy your Sage Society experience.

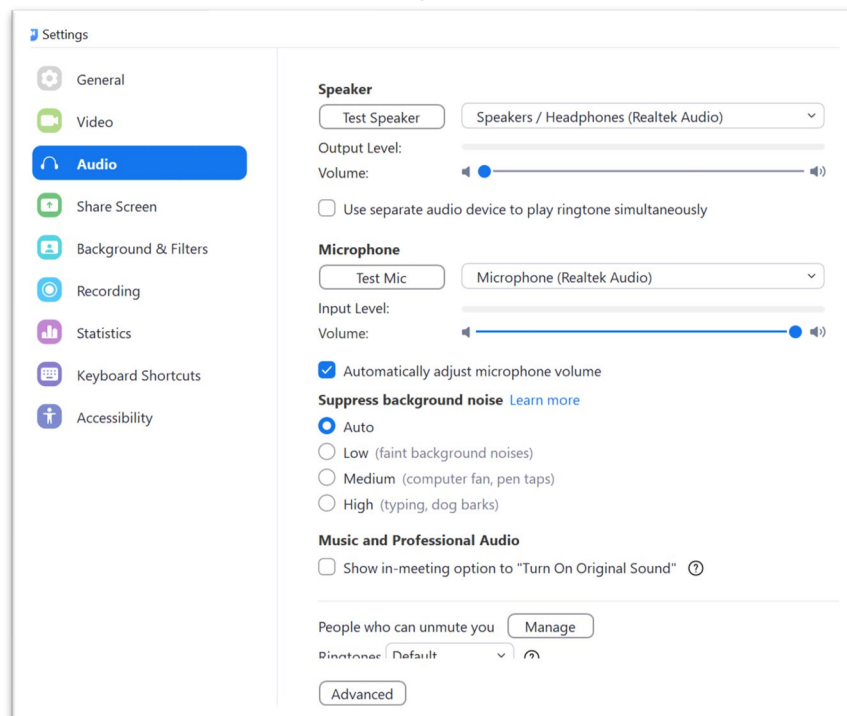
Let's log in!

Follow the link provided in your May 10<sup>th</sup> email to access our Zoom meeting. When an additional window appears, choose "Open Zoom Meetings." The meeting ID is 852 3299 0918 and the passcode is 949622.

**Step 1** – This screen will appear before you enter the meeting. You will want to choose "Join with Computer Audio."

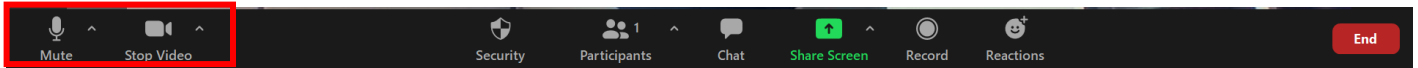


**Step 2** – If you are unable to join through Computer Audio, you can adjust the settings or choose "Phone Call" to dial-in. You can access your settings by clicking on "Test Speaker and Microphone" to ensure your sound is working properly. Once your settings window is open, you can adjust your video, audio, add a background, and more.



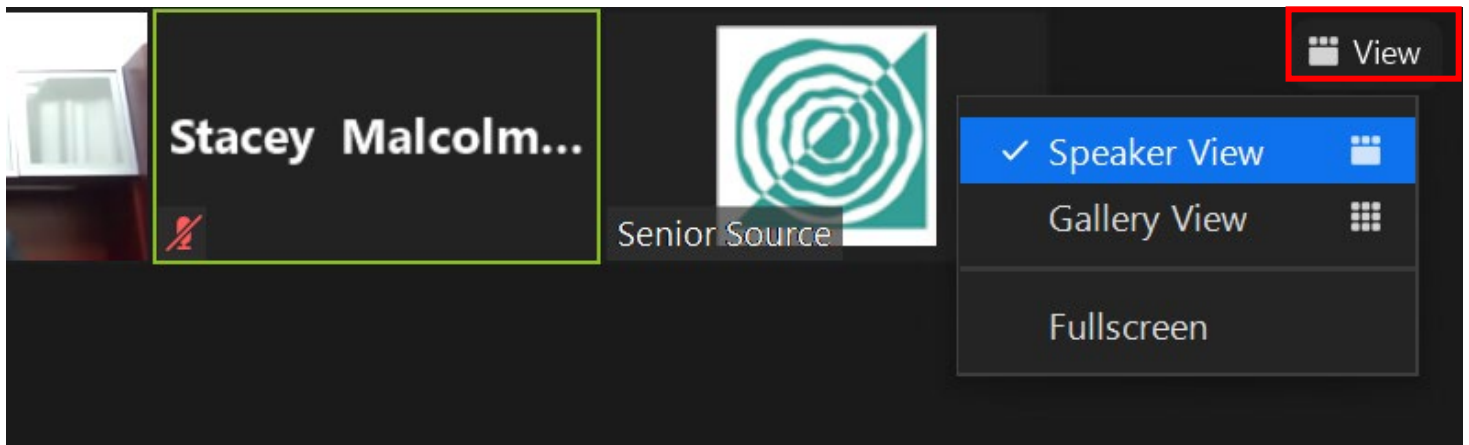
## Camera and Audio Access

Be sure to turn your camera on so that we can see your smiling faces! As a reminder, you'll enter unmuted. At the bottom of your screen, click the Audio and Video icon to turn your camera and audio on and off.

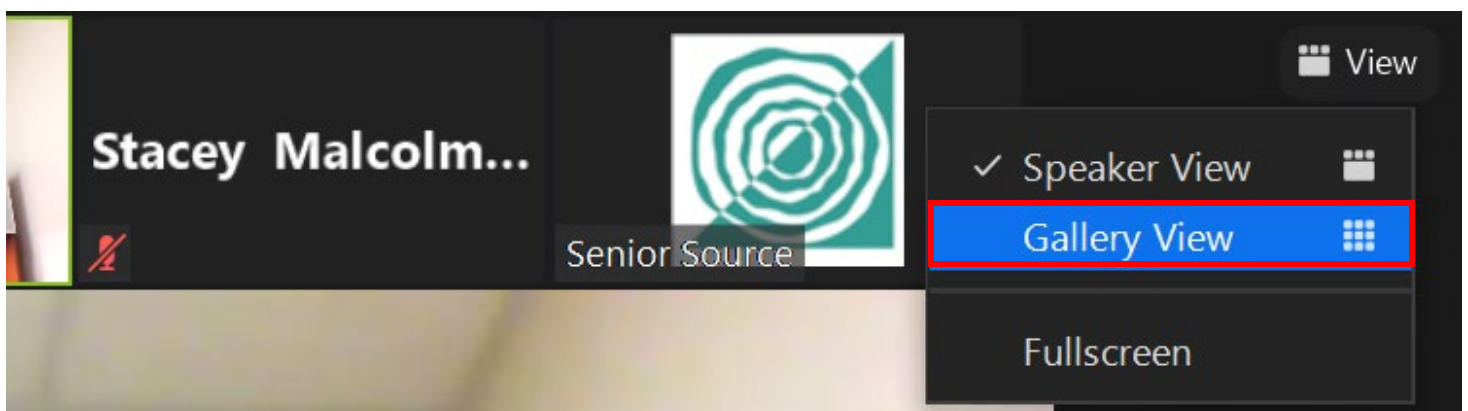


## Adjust Your View

In the top right corner of your screen, you'll see an icon for "View." If you don't see it, hover your mouse over the area.

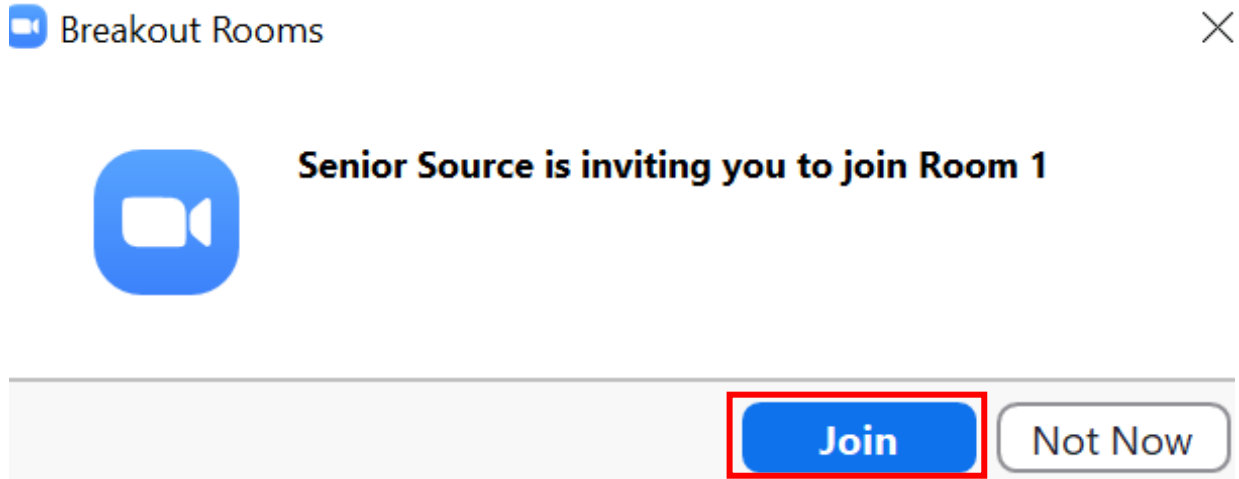


When you log in to Zoom, your default view will be "Speaker View." Click on the icon to change gallery view to begin the program, which will make it possible for you to see more of your fellow Sage Society members!



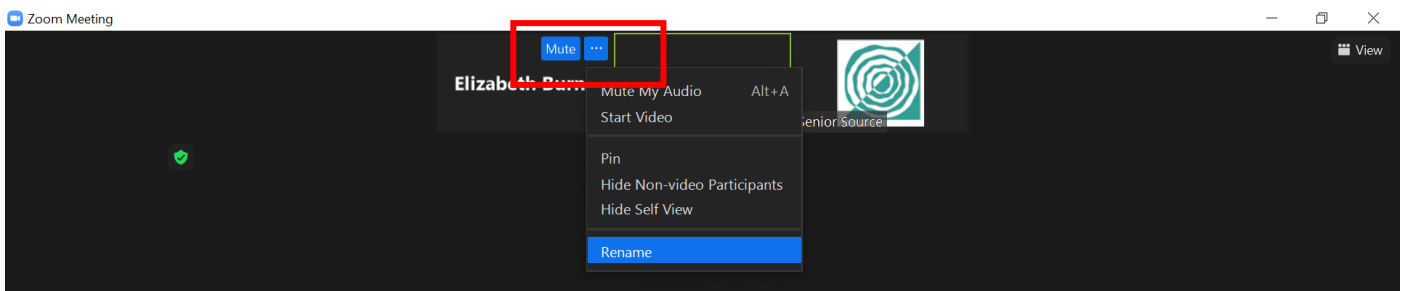
## Small Group Chats

Just as you would visit with your tablemates at dinner, you'll be able to visit with a small group once the Q&A concludes. When you see the message below appear on your screen, select "Join," and you'll be sent to your chat room.



## Helpful Hints

A shortcut to Mute and Unmute yourself, if using Windows, is ALT+A on your keyboard. On a MAC, the keyboard shortcut is Command (⌘) + Shift+A. You can hover over your image at the top to click the three dots to access additional options.



You can type questions and comments by clicking on "Chat" at the bottom of your screen. If you select "Participants," you'll be able to see everyone who is in the meeting.

