**CONGRATULATIONS!!**

# Thank You For Registering!

**When is the Workshop!**

**The Ergonomics & Working From Home Workshop will take place on June 23, 2020 at 12pm EST.**

**Where Do I Go?**

**NOWHERE! Join virtually from the comfort of your own home!**

**Simply click on the special Zoom Link provided below and settle in for the MOST comfortable workshop you will ever hav****e!**

Topic: Ergonomics and Working from Home Workshop   
Time: Jun 23, 2020 12:00 PM Eastern Time (US and Canada)  
  
Join Zoom Meeting  
<https://us02web.zoom.us/j/88923908643?pwd=WlRLbnNaQjkwVFZBbU5GV0kyOHRtQT09>  
  
Meeting ID: 889 2390 8643  
Password: 685982

**I have a question?**

**If you have any questions about this workshop, prior to the 17th, please call our offices at 212-316-1700.**



# A Very Basic Guide on How to Use Zoom

## Logging into a Zoom meeting for the first time:

\*Simply click the specific link that was emailed to you, and you will be directed to the meeting.

\*\*Make sure that you are attending at the correct time! 12:00 PM

\*\*If the meeting doesn’t automatically start when you click on the link, you’ll need to download Zoom onto your computer.

1. Click on “Download & run Zoom.”
2. Click on run
3. If you are downloading to a tablet or mobile device, the Zoom application can be downloaded from the app store.
4. Once it is loaded it will ask if you want to ‘Open Zoom Meetings’ Select the ‘Open Zoom Meetings’ Button

\*\* Before you join the meeting, you will be asked to enter your name. Please enter your First and Last name!

\*\*You will then be prompted to see if your video is working. (This is where I always make sure there is nothing in my teeth!) Select ‘Join with Video’

\*\*Next, you’ll be prompted to ‘Join with Computer Audio’ Click the ‘Join with Computer Audio’ Button

\*\*Upon entering the room, you will already be muted. But if not there at the top right-hand corner will be a mute/ unmute button. (This is where during the question portion of the workshop, you will unmute yourself so we can hear you!) It looks like this:



\*\*We will be mentioning the ‘Chatbox’ a few times throughout the workshop. Here is where you can go to type out your questions as you think of them. We will begin the Question portion with some of the questions asked in the ‘Chatbox.’ Here is also where you can talk to us about scheduling appointments! All you have to do is click on the ‘Chat’ icon to open that up. (Don’t worry, it doesn’t get rid of the video, it’s just a pop-up!) It looks like this:



**Basic Tips for Navigating Zoom**

\*Please keep your audio on mute until the question and answer period of the workshop and you wish to speak. This will help limit background noise.

\*Throughout the workshop, a chat box will be mentioned. Please be aware that unless you select the private chat, it is public, and everyone can see it!

\*Make sure your video is on so we can see your happy face.

**WE LOOK FORWARD TO SEEING YOU ON JUNE 23rd**

**THANK YOU!**