

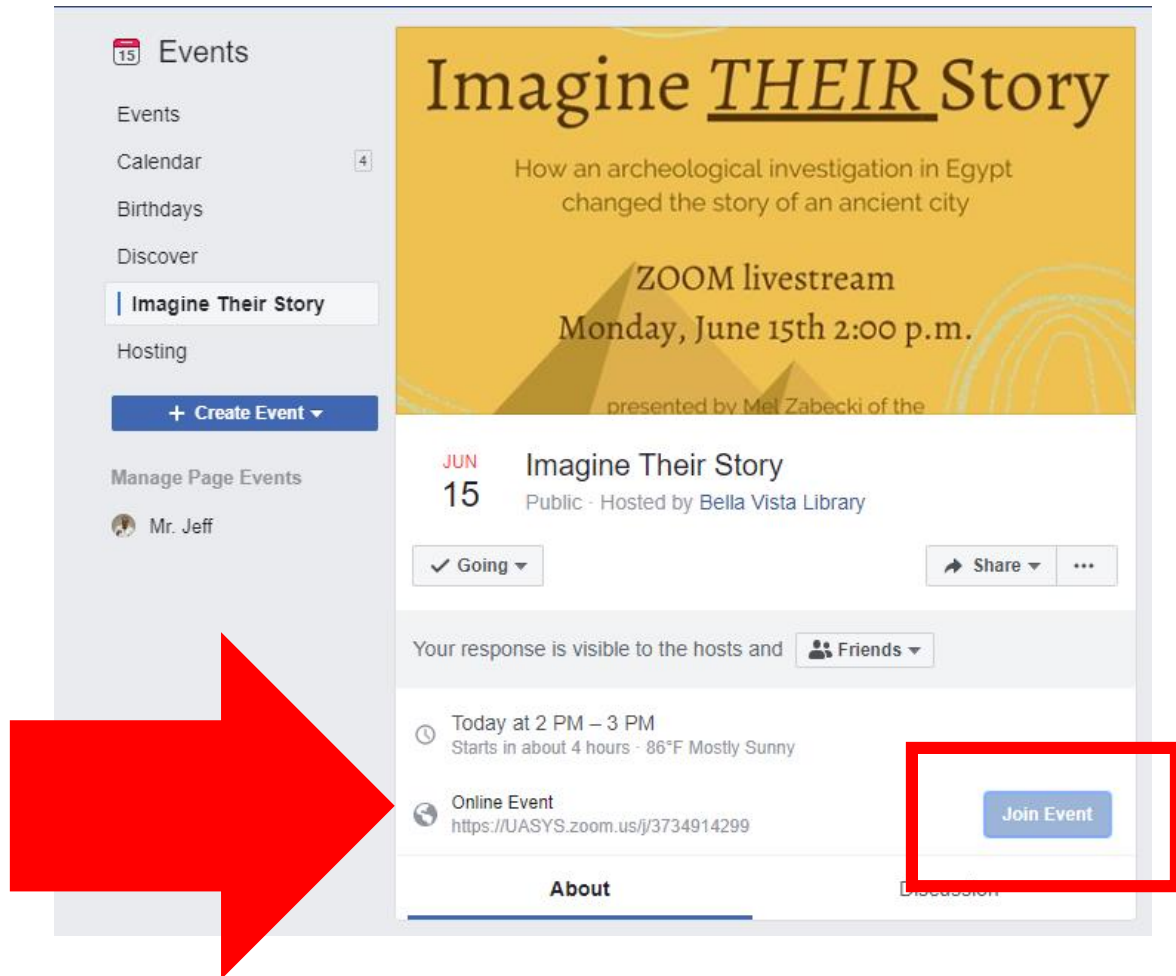


# How to Join a BVPL Zoom Program

1) Go to our Facebook page. Find the event:

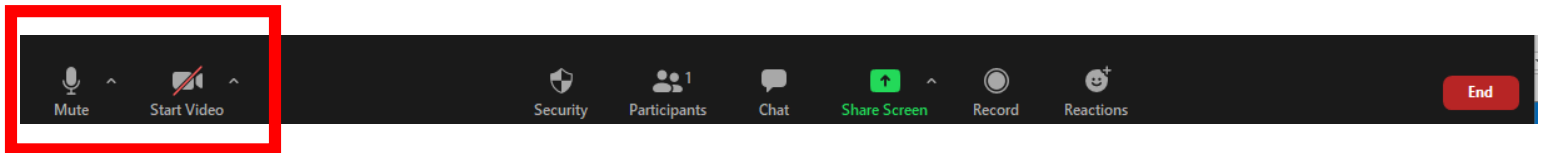
The image is a screenshot of the Bella Vista Library Facebook page. On the left is a navigation menu with options: Home, About, Events, Photos, Videos, Posts, Reviews, Groups, and Community. A green 'Create a Page' button is at the bottom of the menu. The main header features the library's logo (a colorful circle with a book) and the text 'Bella Vista Library @bellavistalibrary'. The main content area has a large banner for 'Imagine Your Story 2020 Summer Reading Program' with a background of yellow flowers and the dates 'June 15th - July 10th'. Below the banner is a 'Create Post' section with a 'Write' text box and a 'Tag Friends' button. A large red arrow points from the banner down to the 'Upcoming Events' section. The 'Upcoming Events' section features a yellow event card for 'Imagine THEIR Story' with the text: 'How an archeological investigation in Egypt changed the story of an ancient city', 'ZOOM livestream Monday, June 15th 2:00 p.m.', and 'presented by Mel Zabecki of the'. Below the card, the event title 'Imagine Their Story' is visible with a date of 'Jun 15' and a time of '2:00 PM'. On the right side of the page, there is a 'Community' section with a 5.0 rating, '1,883 people like this', and '1,958 people follow this'. Below that is an 'About' section with a map showing the location at '11 Dickens Pl (17.53 mi) Bella Vista, Arkansas 72714' and a 'Chat (73)' button.

- 2) Click on the event to open it. Here you can find the time of the event and the link to join. When the event is about to start you can click on the button Join Event.

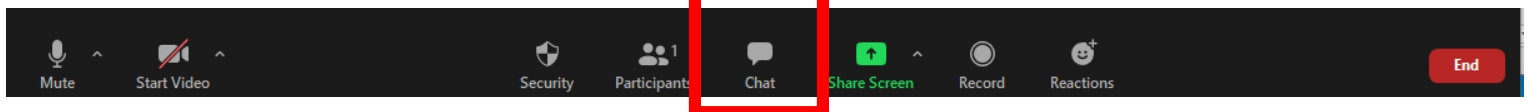


- 3) Once you click on the link or Join Event button, follow the prompts.
- 4) You can download Zoom to your computer, phone, or tablet by going here: <https://zoom.us/download>

- 5) Once you join, you will see a menu at the bottom of your screen that looks like this. The Mute and Start Video buttons are on the left. This allows you to mute/unmute yourself and turn on and off your camera. Sometimes the presenter will mute everyone, but it is a good idea to mute yourself if you aren't talking to cut out background noise. In a Zoom meeting, you do not have to use your video. In that case it will display your name.



- 6) If your chat box doesn't come up when you first enter the Zoom meeting, click the button on the bottom menu that says Chat.



- 7) After you click the chat button, you will see the chat box on the right. During the presentation, type your question and the presenter will answer those at the end during the Q&A. You can click the chat button again to not view the chat box.

