



GRADUATES: PLEASE GO TO GRADUATE PHOTO ROOM FIRST TO TAKE A CLASS PICTURE

TO JOIN A BREAKOUT ROOM:

1. CLICK BREAKOUT ROOMS AT THE BOTTOM OF THE ZOOM SCREEN
2. ON THE POP-UP THAT APPEARS, LOCATE THE ROOM YOU WOULD LIKE TO JOIN
3. HOVER OVER THE BLUE NUMBER TO RIGHT OF THE ROOM
4. CLICK JOIN

TO MOVE FROM BREAKOUT ROOM TO ANOTHER BREAKOUT ROOM

1. REPEAT INSTRUCTIONS ABOVE

TO RETURN TO MAIN ROOM FROM BREAKOUT ROOM

1. IN THE BOTTOM RIGHT CORNER OF THE ZOOM WINDOW, CLICK "LEAVE ROOM"
2. CLICK "LEAVE BREAKOUT ROOM"
3. YOU WILL AUTOMATICALLY BE RETURNED TO THE MAIN ROOM
4. UNMUTE YOUR MICROPHONE TO SPEAK

TO LEAVE ZOOM MEETING

1. IN THE BOTTOM RIGHT CORNER OF THE ZOOM WINDOW, CLICK "LEAVE"
2. CLICK "LEAVE MEETING"
3. THE ZOOM MEETING WINDOW WILL CLOSE

NEED HELP MOVING TO A BREAKOUT ROOM?

1. SEND A CHAT TO DAVID HANSEN WITH WHICH ROOM YOU WOULD LIKE TO JOIN
2. WHEN THE "JOIN BREAKOUT ROOM" POP-UP APPEARS, CLICK "JOIN BREAKOUT ROOM"
3. YOU WILL BE AUTOMATICALLY SENT TO THE ROOM YOU REQUESTED