

You will be receiving an email with a link to join The Misericordia Women's Board Heart of Mercy Virtual Ball. The Ball can be viewed on your computer or mobile device thru the Zoom app. The email will be sent one week prior to the Ball and again the day before the Ball. To join the Main Event all you will need to do is click on the blue **Join Zoom Meeting** button in either email. It will look like this sample:

[Join Zoom Meeting](#)

There will also be additional instructions on how to join manually or via telephone for audio.

We recommend that you download the Zoom app prior to the event.. You can download the Zoom app from [Zoom Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click the **Join Zoom Meeting** link.

[Click here for a video from Zoom to explain how to connect.](#)

If you are unfamiliar with the Zoom-app, below are some additional details to familiarize yourself with Zoom controls and how to join a test meeting to ensure everything will work for you on the night of the Ball.

Testing Zoom

You can join a test Zoom meeting to familiarize yourself with the Zoom app and test your microphone/speakers and video before joining a Zoom meeting.

Note: If you are using the Zoom app on mobile, you can visit <http://zoom.us/test> to join a test meeting, then follow the instructions to test your [video](#) or [audio](#).

Instructions:

1. Visit <http://zoom.us/test>.
2. Click the blue **Join** button to launch Zoom.

Join Meeting Test

Test your internet connection by joining a test meeting.

[Join](#)

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

3. When prompted by your browser, click **Open Zoom Meetings**. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.

- The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

Testing speaker...

Do you hear a ringtone?

Speaker 1: ▾

Output Level:

- If you don't hear an audio reply, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.

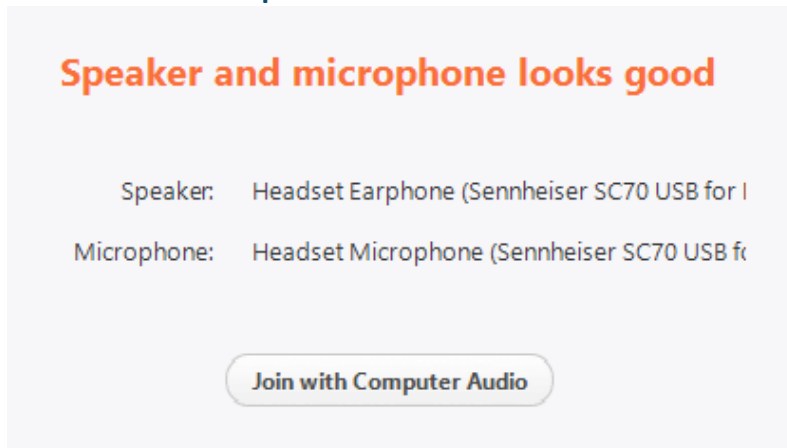
Testing microphone...

Speak and pause, do you hear a replay?

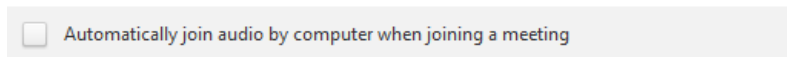
Microphone 1: ▾

Input Level:

6. Click **Join with Computer Audio**.

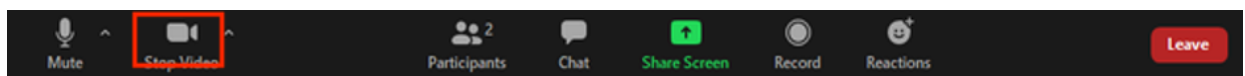


7. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.



You will join the test meeting as an attendee. When you join a Zoom meeting hosted by another user, you are considered an attendee.

8. To test your camera: Attendee controls are on the bottom of the screen (more on attendee controls in the next section). **Start Video / Stop Video**: Turns your camera on or off. You will see the image your camera is broadcasting on the screen.



Attendee controls in a meeting

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

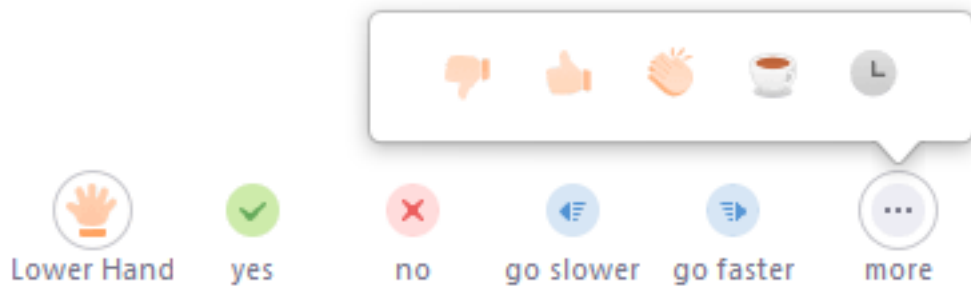
- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off. If your camera is on, people in the meeting may be able to see you.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**), to access your full [video settings](#).

Participants: See who's currently in the meeting and [invite others](#). You can also access to these options:

- **Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.
- [Non-verbal feedback](#) icons: Places an icon beside your name to quickly communicate.



Chat: Access the chat window to chat with the participants. [Learn more.](#)

Leave: Leave the meeting while it continues for the other participants.