



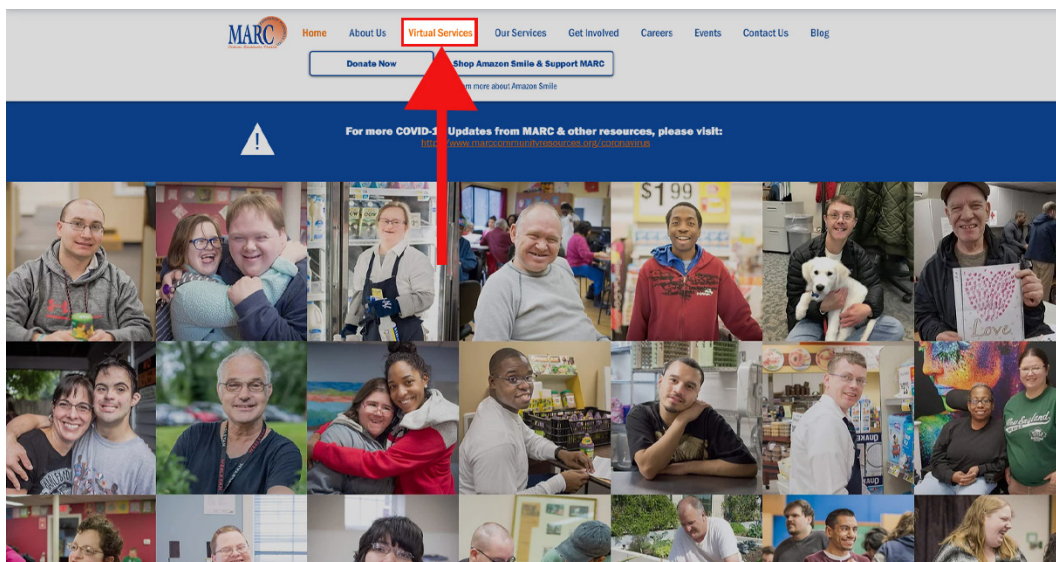
## JOINING A VIRTUAL CLASS

### Step 1

Open your internet browser and head to our website at [www.MarcCommunityResources.org](http://www.MarcCommunityResources.org)

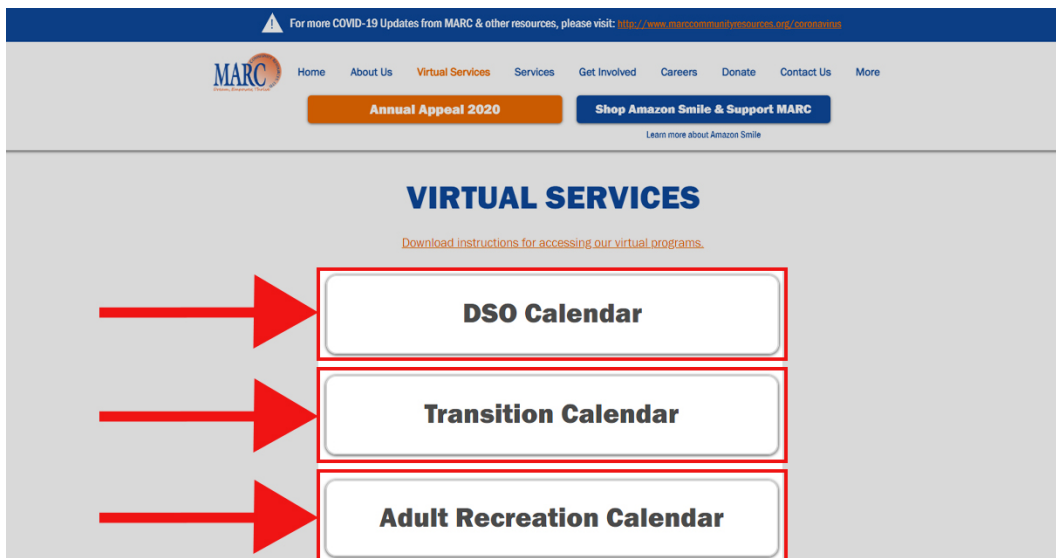
### Step 2

In the site menu, click on the “Virtual Services” page.



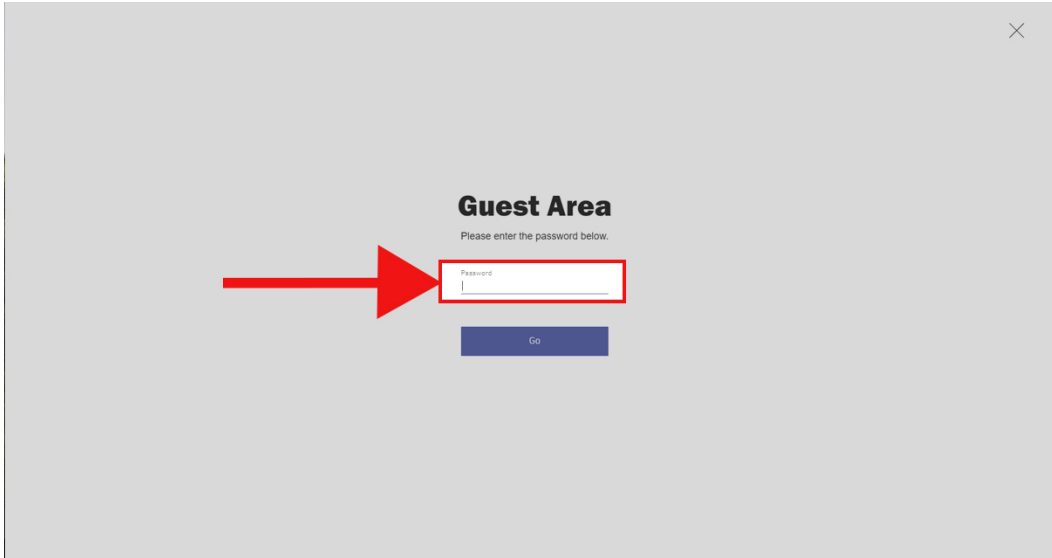
### Step 3

Click on the calendar you would like to access.



## Step 4

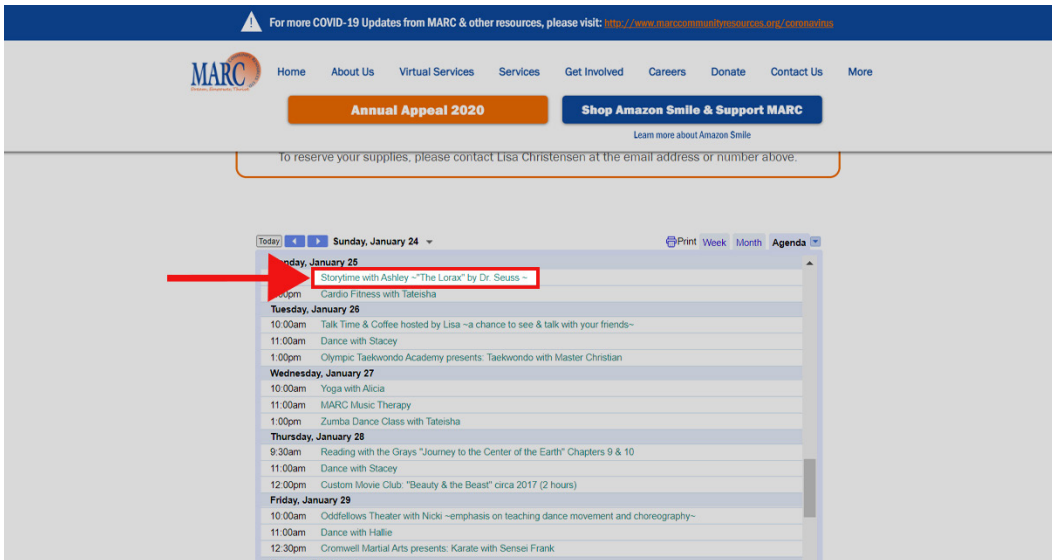
Enter the password provided by your case manager or program manager when prompted. Each calendar is password protected to ensure that no outsiders join our virtual classes.



A screenshot of a web page titled "Guest Area". Below the title, it says "Please enter the password below." There is a text input field labeled "Password" with a red arrow pointing to it from the left. Below the input field is a blue button labeled "Go". A close button (X) is in the top right corner.

## Step 5

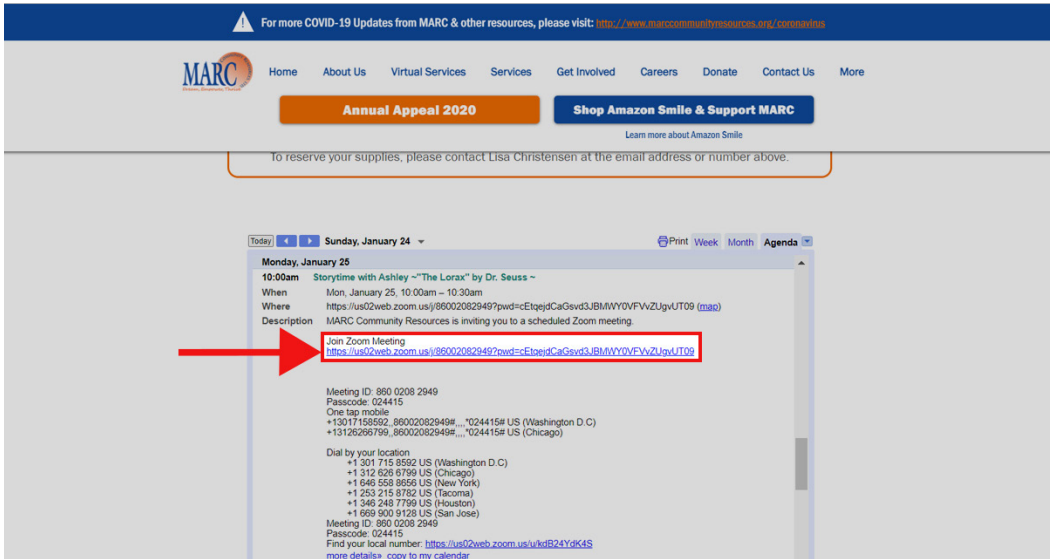
The Virtual Services Calendar will then appear. Click on the class that you will be joining to open up the description.



A screenshot of the MARC website's Virtual Services Calendar. The top navigation bar includes links for Home, About Us, Virtual Services, Services, Get Involved, Careers, Donate, Contact Us, and More. Below the navigation bar are two buttons: "Annual Appeal 2020" and "Shop Amazon Smile & Support MARC". A message states: "to reserve your supplies, please contact Lisa Christensen at the email address or number above." The calendar itself is displayed, showing events for Sunday, January 25, through Friday, January 29. A red arrow points to the first event on Sunday, January 25, which is "Storytime with Ashley ~'The Lorax' by Dr. Seuss ~".

## Step 6

In the description, click on the zoom meeting link

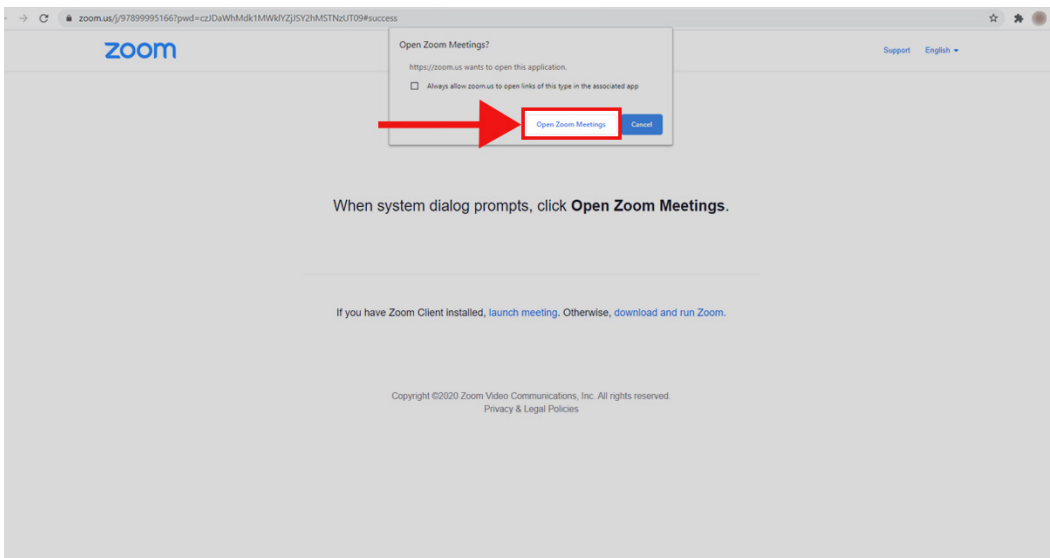


## Step 8

You will then be prompted to join the Zoom meeting. If you are joining through the downloaded Zoom client, follow steps 9 - 12. If you are joining through your browser, please skip to step 13 and continue through step 20.

## Step 9

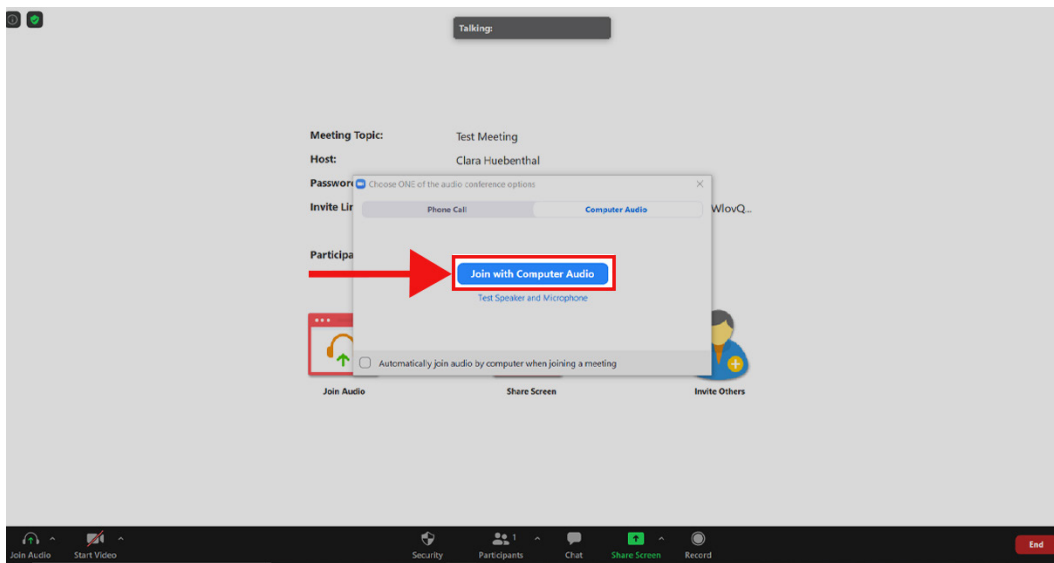
To join the meeting through your downloaded Zoom desktop client, click on the "Open Zoom Meetings" button in the pop up.



## Step 10

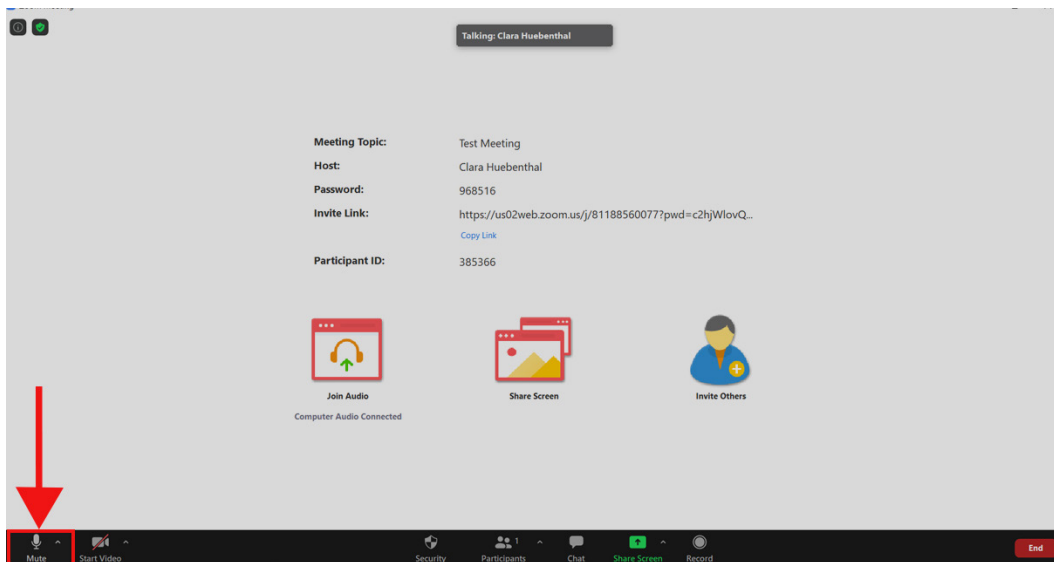
The Zoom client will then open and prompt you to join the meeting with audio. Click on the “Join with Computer Audio” button to turn on your device’s microphone and to hear everyone in the meeting.

**\*If your device does not have a microphone, you can purchase a usb microphone, or join the meeting via telephone by dialing the number in the description that is on the virtual services calendar and entering the meeting ID number and password.**



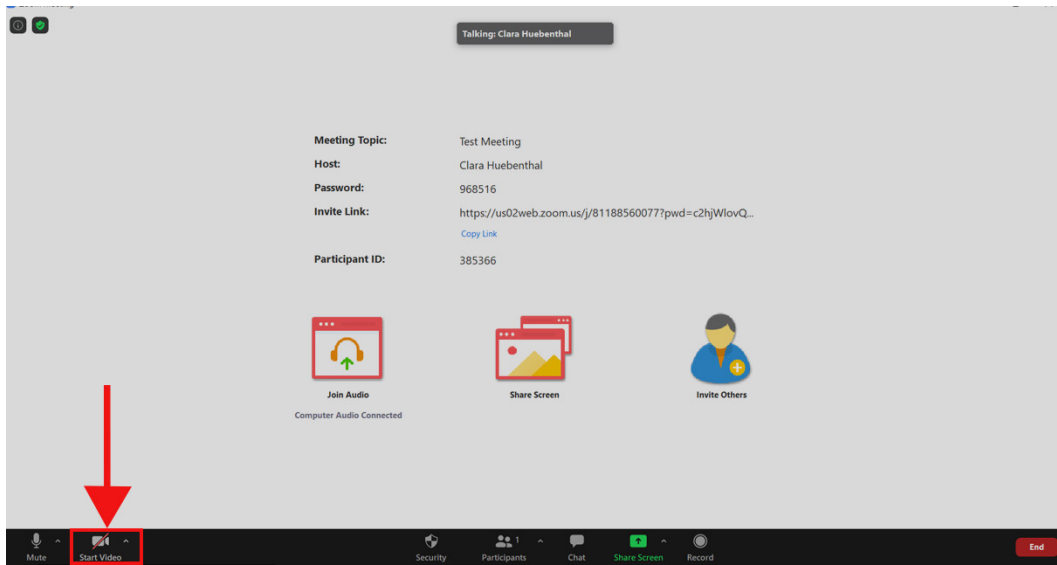
## Step 11

To mute or unmute your audio at any time, click the microphone button on the menu bar that says “Mute” or “Unmute”.



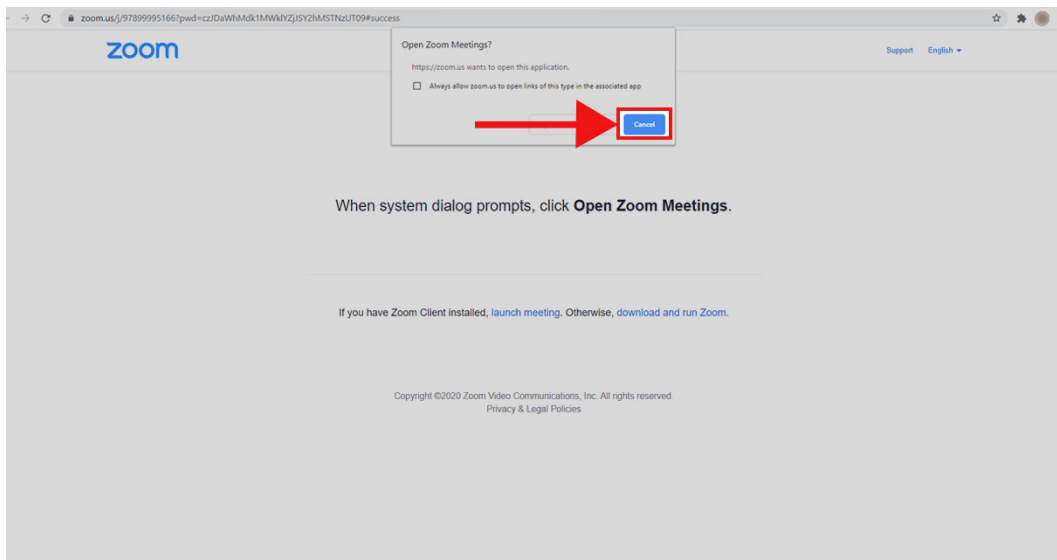
## Step 12

To start or stop your video at any time, click the video button on the menu bar that says “Start Video” or “Stop Video”. **\*If your device does not have a video camera, you can purchase a usb camera, or join the meeting without video.**



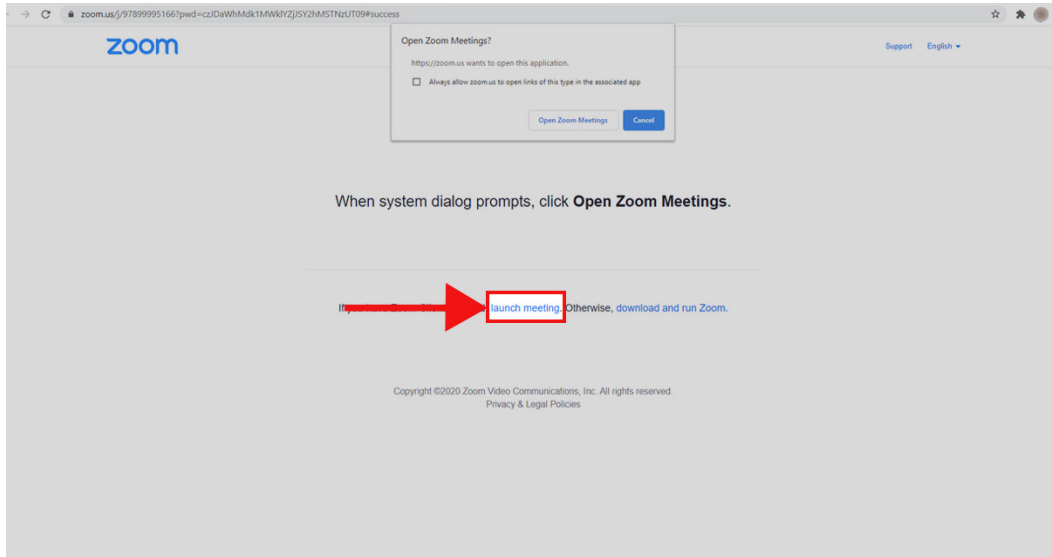
## Step 13

To join the meeting through your browser, click on the “Cancel” button in the pop up.



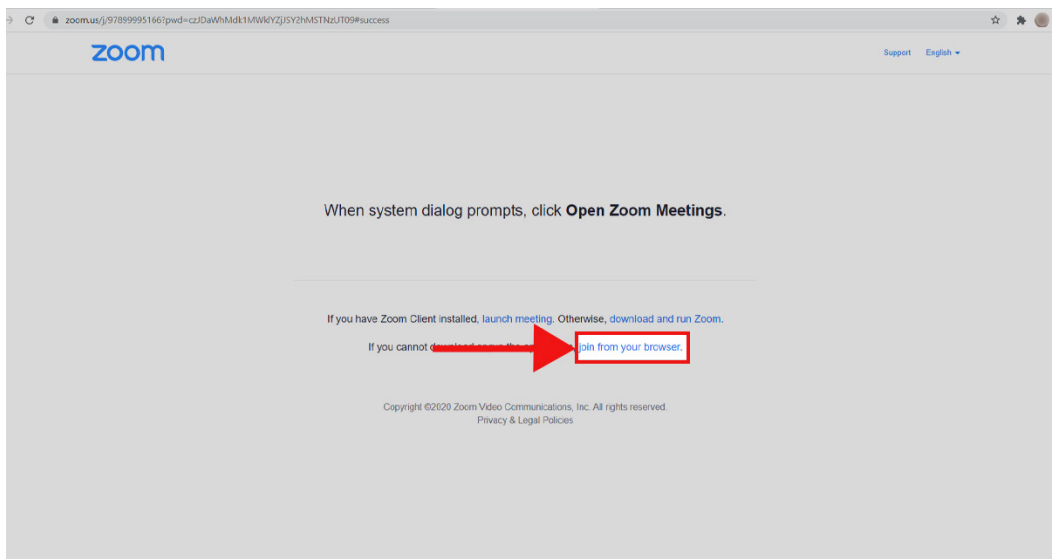
## Step 14

Click on the “launch meeting” link.



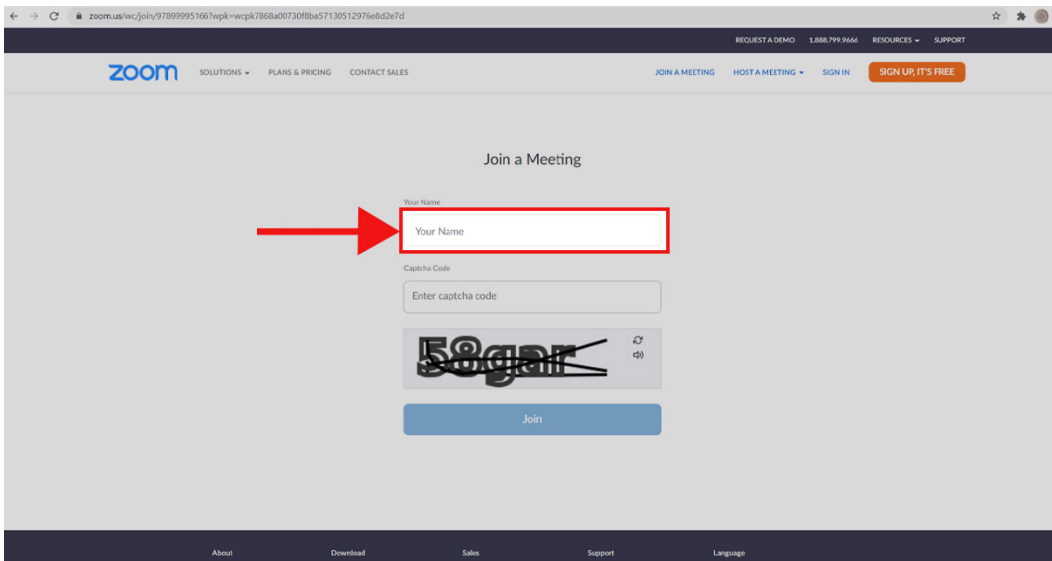
## Step 15

A sentence will then appear below. Click on the “join from your browser” link.



## Step 16

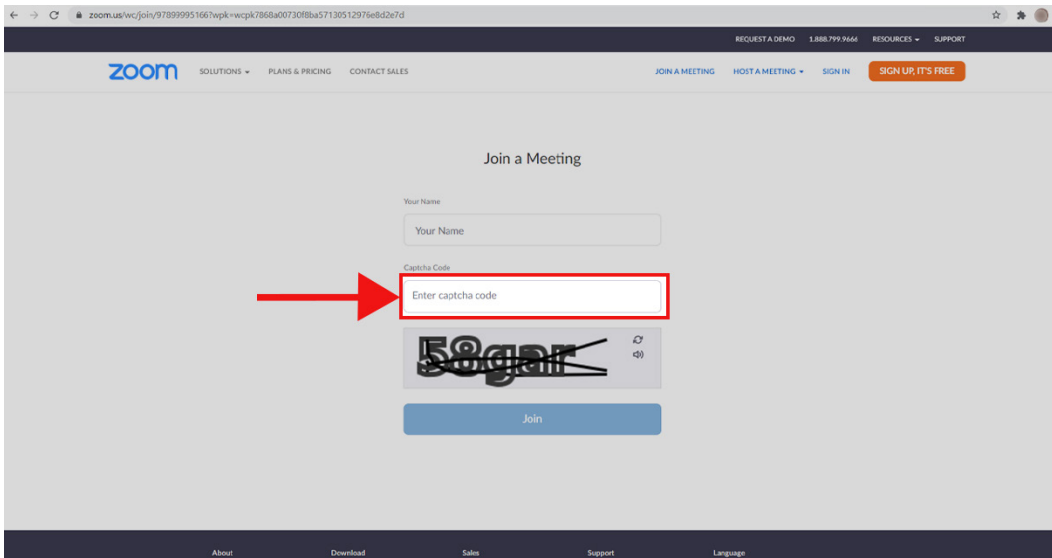
Enter your name in the “Your Name” field. This will be the name displayed to everyone in the meeting.



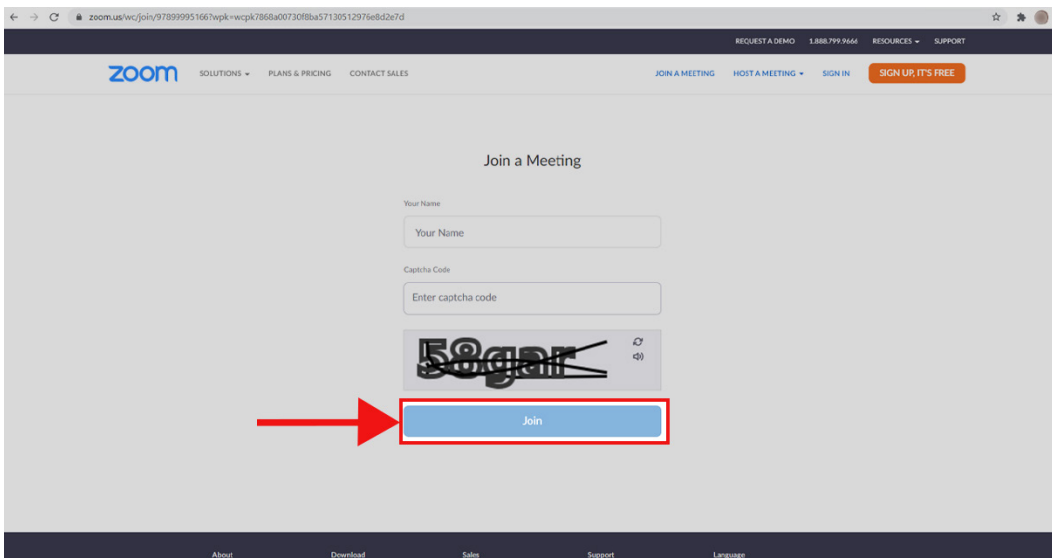
The screenshot shows the Zoom 'Join a Meeting' page. The 'Your Name' input field is highlighted with a red rectangle, and a red arrow points to it from the left. Below the name field is a 'Captcha Code' section with an 'Enter captcha code' input field and a captcha image displaying the text '58gar'. A blue 'Join' button is located at the bottom of the form.

## Step 17

Enter the captcha code into the “Enter captcha code” field (the captcha code is located below the field). Then click the “Join” button.



This screenshot shows the same Zoom 'Join a Meeting' page, but the 'Enter captcha code' input field is now highlighted with a red rectangle, and a red arrow points to it from the left. The 'Your Name' field is no longer highlighted.

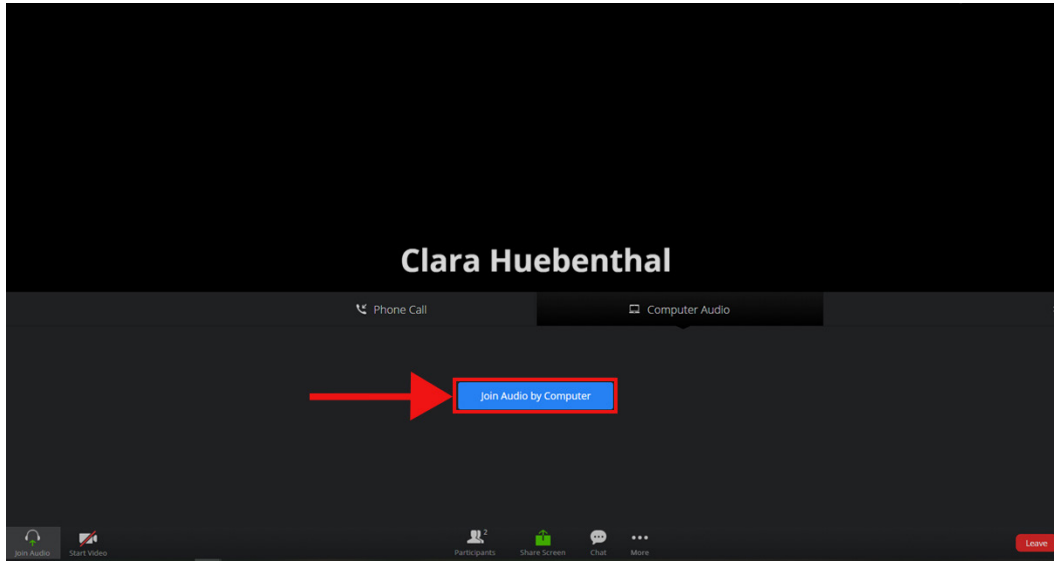


This screenshot shows the Zoom 'Join a Meeting' page with the blue 'Join' button highlighted by a red rectangle and a red arrow pointing to it from the left. The input fields for the name and captcha code are no longer highlighted.

## Step 18

The meeting will then open in your browser. Click the “Join Audio by Computer” button to turn on your device’s microphone and to hear everyone in the meeting.

**\*If your device does not have a microphone, you can purchase a usb microphone, or join the meeting via telephone by dialing the number in the description that is on the virtual services calendar and entering the meeting ID number and password.**



## Step 19

To mute or unmute your audio at any time, click the microphone button on the menu bar that says “Mute” or “Unmute”.



## Step 20

To start or stop your video at any time, click the video button on the menu bar that says “Start Video” or “Stop Video”. **\*If your device does not have a video camera, you can purchase a usb camera, or join the meeting without video.**





**If you have any issues, please contact your Case Manager, or Lisa Christensen at [lisa.christensen@marc-cr.org](mailto:lisa.christensen@marc-cr.org) | (860) 342-0700 ext. 813**