CCSF Zoom Instructions:

Mandatory- Updating your zoom to the latest version:

In order to navigate between the panel discussions yourself you must update your zoom to the most recent version. Luckily, this is very easy to do and will only take a few minutes!

There are two options:

1. You can download the newest version by clicking on any of the following links:
   - https://zoom.us/support/download
   - https://zoom.us/download
   - https://zoom.us/download2

2. If you already have the Zoom desktop client installed, you can check for updates by doing the following:
   - Sign in to Zoom desktop client.
   - Then, click your profile picture then click Check for Updates.
   - If there are any available updates, click to download them.
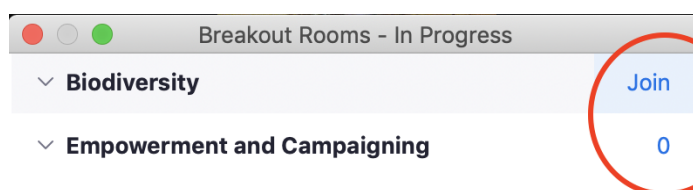
Navigating between panel discussion breakout rooms

Each panel discussion will be held within a breakout room. Please read the instructions below to understand how you can join each breakout room and also how you can move between breakout rooms during each session.

Joining a panel discussion breakout room:

1. In the bottom of your zoom screen you will see a "breakout room" button. Click on it:

2. A window will pop up with a list of the panel discussions. On the right side of the panel discussion name that you want to join, hover your cursor over number (number of people in the breakout room) and the "join" button will appear. Click on this for the panel that you would like to join. This will take you to the correct breakout room.
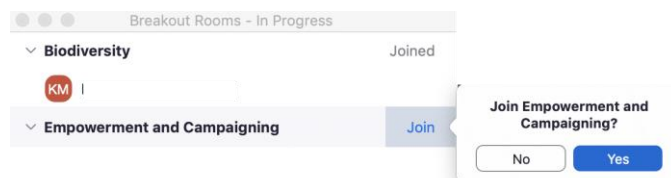
Moving between panel discussion breakout rooms

1. If you are watching a panel discussion but decide that you would like to watch the other one that is running simultaneously, you can move into the other breakout room. Click the "breakout room" button in the bottom panel of your zoom screen and select "choose breakout room".

2. A window will pop up with the panel discussions that are currently in progress. As before, hover your cursor to the righthand side of the name of the panel discussion and the "join" button will appear. Click "join" for the panel discussion that you would like to join and select "yes" when asked whether you want to join.

Returning to the main room

1. If you would like to return to the main room at any point, then select the "leave room" button in the bottom right corner of your zoom screen and select "leave breakout room"