INSTRUCTIONS FOR USING ZOOM:

Your Meeting ID and Password are on the enclosed sheet entitled "Important Information Regarding Your Chapter 13 Meeting of Creditors."

If you have a **smartphone or a tablet with a camera**, download the Zoom Cloud Meetings app onto your device.

A few minutes before the meeting is scheduled to begin, open the app and click or tap on "Join a Meeting."

Type in the Meeting ID, but DO NOT click "Join" yet.

In the box that shows the name of your device (like "John's iPad"), type in your first and last name and delete the device name. This way we can see who is waiting to join your meeting.

Now click or tap "Join." Type in the meeting Password in the space provided.

You will see a message or a screen that says something like "please wait, the meeting host will let you in soon." We will start your meeting as soon as possible.

You may need to give Zoom permission to access your camera, speakers, and/or microphone. You do NOT need to give Zoom permission to send you notifications.

When the meeting starts, look for an icon in the menu bar that says "Join Audio" and click on it, then "Call using Internet Audio."

When the meeting is over, you may delete the Zoom app if you do not plan to use it again.

To participate using a **laptop or desktop computer** (PC or Mac) connected to the internet, you need: a camera (webcam), speakers (which might be built in to the computer), and microphone (which might be built in to your webcam). Make sure they are enabled and working properly.

A few minutes before the meeting is scheduled to begin, open a web browser and go to https://zoom.us. Click or tap on "Join a Meeting." Enter the Meeting ID.

Follow the instructions to download and install the Zoom desktop app on your computer. After it is installed, the app should open automatically. Enter your name and the meeting Password.

If the app does not open, or if you installed the app on your computer in advance of the meeting, open the app and click on "Join Meeting" and follow the directions for entering the Meeting ID, your name, and the meeting Password.

You will see a message or a screen that says something like "please wait, the meeting host will let you in soon." We will start your meeting as soon as possible.

When the meeting is over, you may uninstall the Zoom app if you do not plan to use it again.