



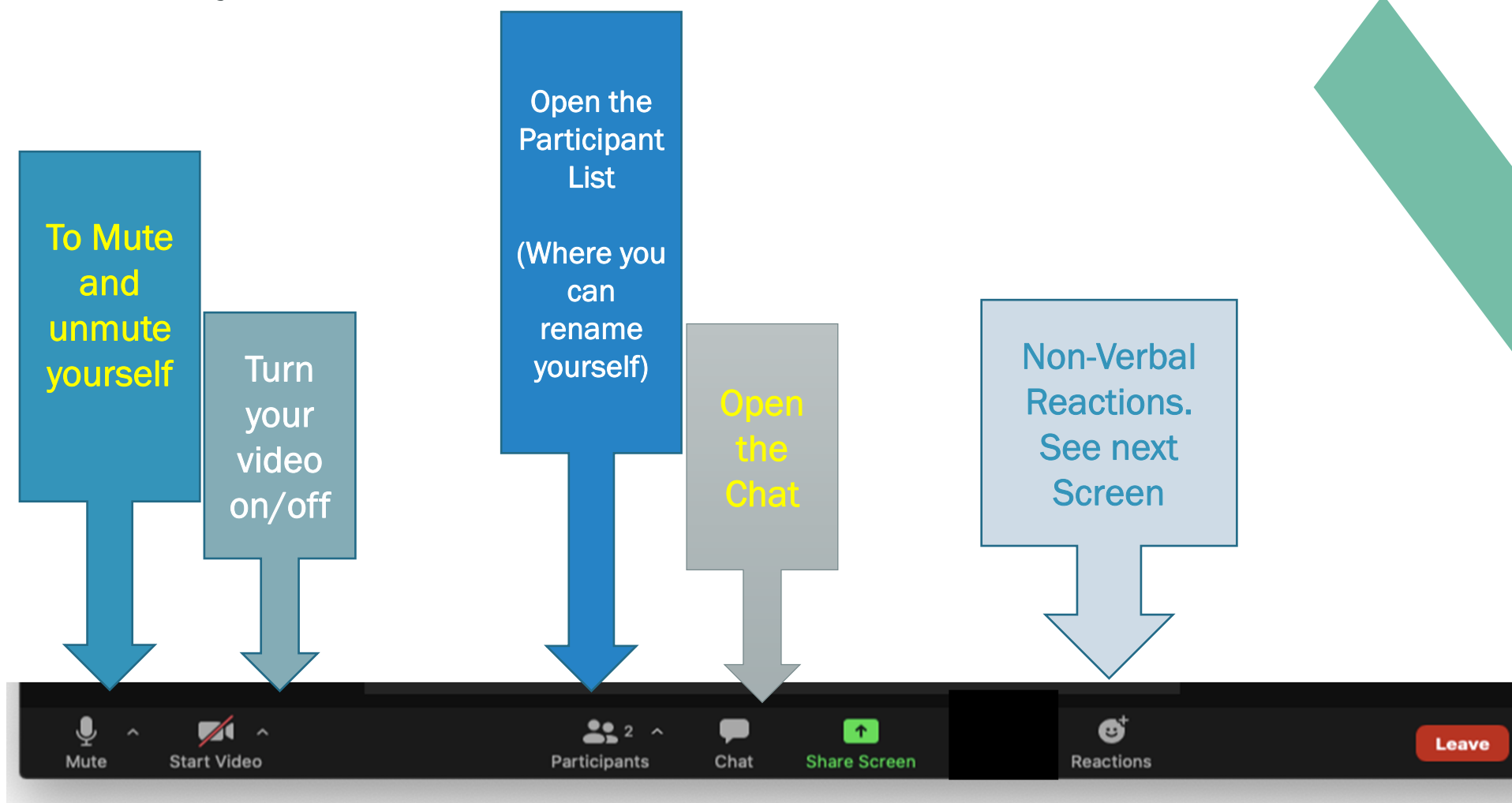
# Welcome!

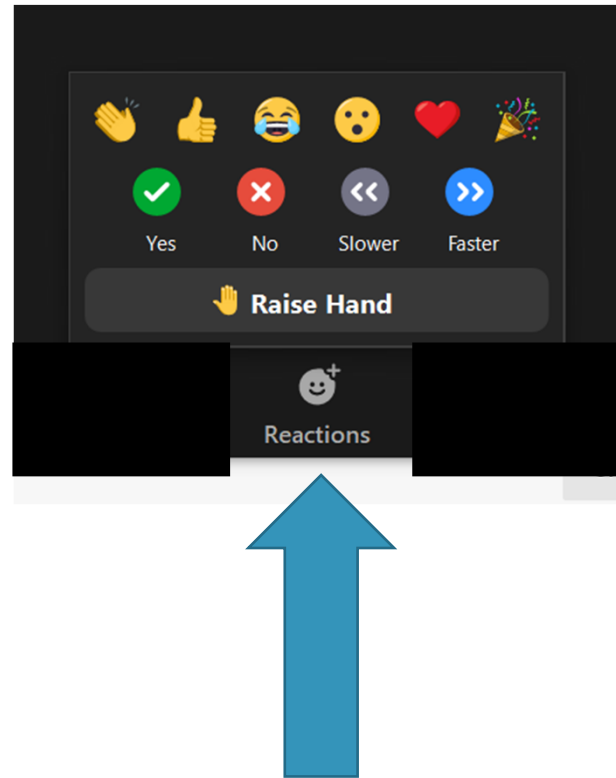
Please type your  
name into the CHAT.

- Feel free to also type where you live or your business name.
- Indicate if this is your first time attending an EBNA Meeting.

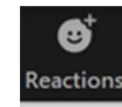


Hover at the bottom of your Zoom screen to view your controls:



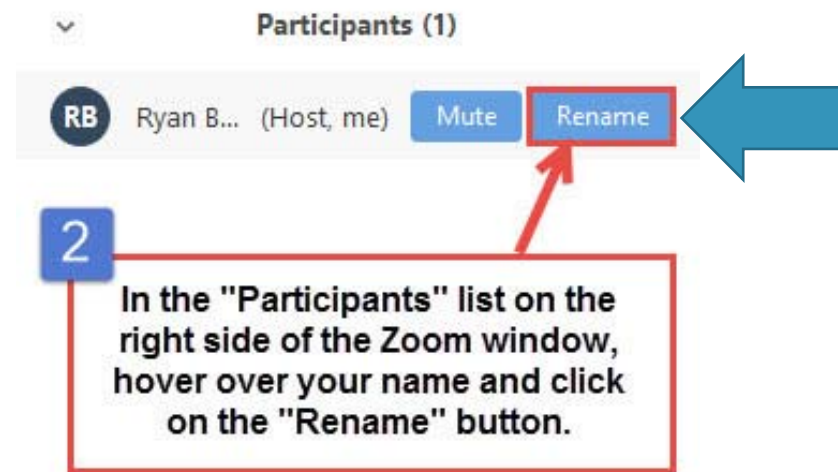


Click on **Reactions** to raise your hand.  
And to express non-verbal reactions!



# ZOOM NAME FEATURE

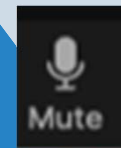
Please make sure your name appears as your ***FIRST*** and ***LAST NAME***. To rename yourself, hover over your name in the participant box, click on the blue **“More”** box and choose **“Rename”**.



# Muting and Unmuting

All participants will be muted throughout the meeting.

Please keep yourself on mute, but....



- If you are called on to speak, please unmute yourself.
- When you finish speaking, please mute yourself.

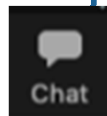


# Asking Questions

When time permits, participants will be asked to raise hand if you have a question.



- You can also always post questions or comments in the Chat.
- No guarantees, but moderators will do their best to get to all comments and questions in the Chat.



If you are not receiving EBNA emails,  
see a link in the Chat to sign up for our email list.

You can also sign up at [www.ebnaboston.org](http://www.ebnaboston.org)  
(See “[Join Our Mailing List](#)” at the bottom of every page.)

Not yet a member? Go to [www.ebnaboston.org/membership](http://www.ebnaboston.org/membership)

# Thank You!

