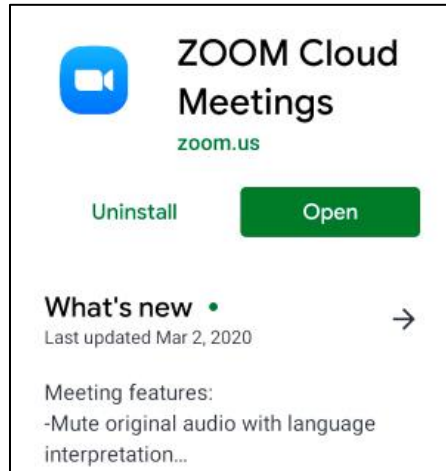


Since software is subject to update, the below screens may not exactly match what you see, but the concepts will be the same.

To prepare your phone to allow you to attend virtual meetings held on Zoom, you first need to install the free Zoom app; go to the store where you get your apps. Search on **zoom** and find **Zoom Cloud Meetings**, and then install it.

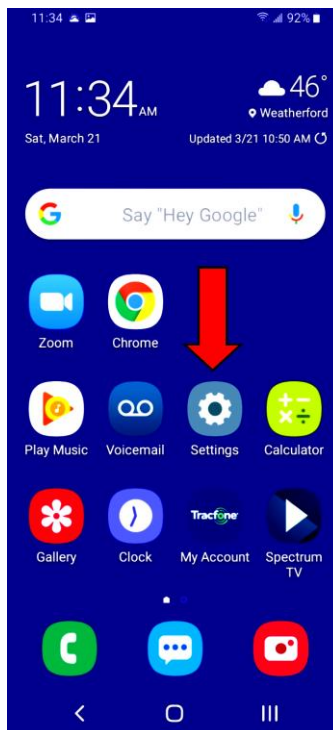


Before you open the app and attend a meeting, you will probably want to make sure that your phone doesn't ring while you are in the meeting. To do this, you need to set **Do Not Disturb**.

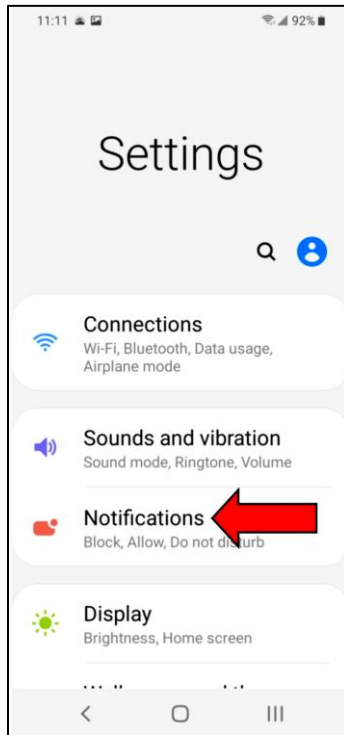
If you are using an Android phone

Do Not Disturb is found under **Settings / Notifications**.

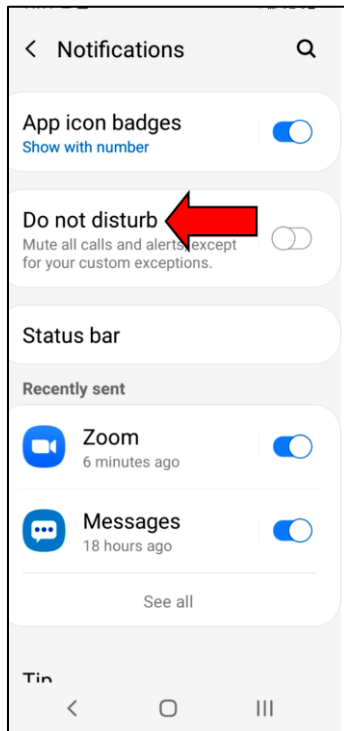
Open **Settings**



Choose **Notifications**:



Set **Do Not Disturb** – slide the switch to the right so it turns blue.

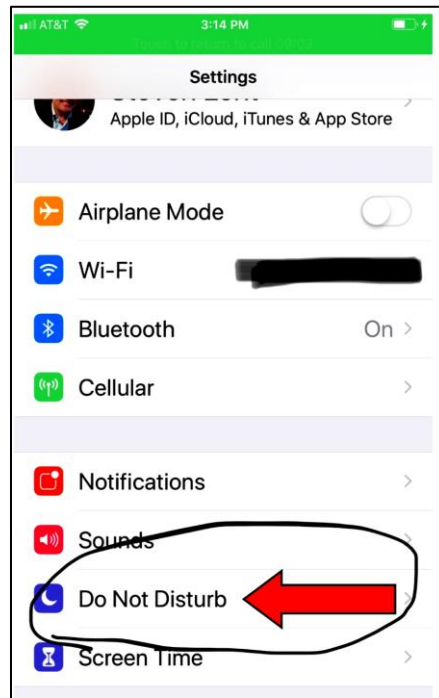


Now you can exit settings.

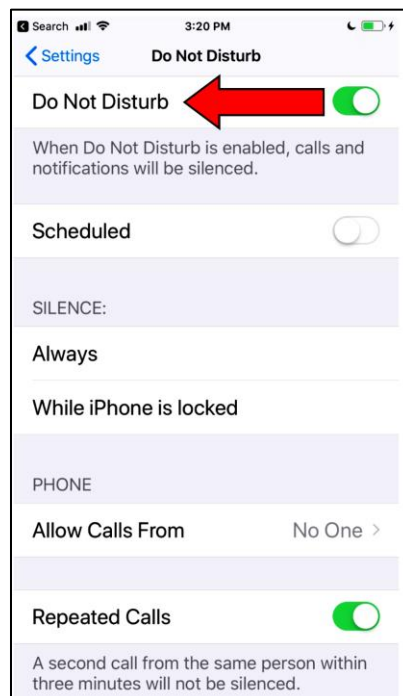
If you are using an Apple phone or other iOS device

Do Not Disturb is found under **Settings/ Do Not Disturb**

First, Open **Settings**.



Select **Do Not Disturb**.



Set **Do Not Disturb** – slide the switch to the right so it turns green. Finally, close **Settings**.

Now you are set to follow the instructions in **How to Attend a Virtual Meeting at the BSM**.