

MIDSTATE MIATA CLUB OF NY

"MIATA MEANDERINGS" NEWSLETTER

Volume 4, Issue 10, November 2020

President's Letter from Karen McKissock, November 2020



To our faithful members,

Well it has certainly been an unusual year for the Midstate Miata Club of NY... and I'm not very optimistic that we won't have some carry over to 2021 in terms of our ability to conduct business as usual. Therefore we are going to use some new technology to at least enable us to stay more personally connected. I feel we all miss our friends and I'd like to use Zoom to stay in touch virtually as we go forward. Seeing your faces and hearing your voices online will be our way of 'sticking it out together'. So I'd like to thank John Amon for being my guide to putting this in place. He's the best!!!

We will begin by hosting a 'training' session on 11/14/2020 at 11:00AM for anyone who would like to learn how to use it. It's pretty simple but getting everyone set up ahead of the meeting will allow us to avoid holding up the meeting for 'newbies' that might get bogged down.



Visit the Midstate Miata
Club on the Internet at:
www.midstatemiata.net

We will be 'meeting' on the following dates/times for the following:

11/14/2020 at 11:00 AM - training for all members (a procedure is included in this newsletter on pages 22 and 23)

11/21/2020 at 11:00 AM - MMC Board meeting (open to members that wish to participate; but not vote)

12/6/2020 at 1:00 PM - Online Holiday Toast in place of our annual party

TBD - Annual planning meeting in early March (details will follow)

Meeting invitations will be distributed ahead of each meeting with the proper link along with the Meeting ID and Passcode.

OK, moving on, Rochester is announcing a couple role changes. David King will replace Steve Stewart as the Area Rep. and Nancy Lowe will assume the Ice Cream scheduler role. I'd like to thank Steve for his MANY years of service and support and to thank David for stepping up to volunteer.

Next, I hope I don't miss anyone but we've had a few members recently be surgically repaired so feel free to reach out with a hello when you can.

Joe Lamphere, Bob Sabella, and Chuck Rischenole have been stitched/stapled back together and are all doing well. Best wishes for a fast recovery for all of them.

I will be sending information out next month about the process for electing new officers in 2021. It's pretty simple but want everyone to know how it works and the timing. Stay tuned.

Well, I think that's it for now but remember I think about you and the MMC always. Please stay safe and happy and don't Zoom Zoom on the ice. LOL

Karen

(585) 820-6010 (in case you're bored or have anything you'd like to talk about)

Karen McKissock
MMC President

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REMINDER FOR HOW TO RESPOND TO EVENT ATTENDANCE

To help streamline communications for gathering a list who is attending our events we will require members to contact **the Event Coordinator directly AND copy your Area Representative** to help them plan for caravans from your Chapter. You will ***only need to respond if you are planning to attend***, but if you need to cancel last minute you still need to let both parties know so they don't hold up the ride waiting for you. ***Please pay close attention to the contact info and deadlines.***

Event Etiquette

If you have RSVP'd for an event, the event organizer is likely expecting you to attend and will wonder where you are if you fail to show up at the appointed time and place. If you end up not being able to attend, please let the event coordinator and your area representative know. Otherwise, the whole group may be unnecessarily delayed waiting for you and it adds undue stress on the poor soul who is running the event. Also, if you contact the organizer on the day of the event, please don't use an email, use a direct phone call.

Event Planning

Before you put the finishing touches on your 2021 event consider reviewing the results of the spring 2020 poll. Thanks to Lee Maddy, the poll is on our website.

[http://www.midstatemiata.net/yahoo_site_admin/assets/docs/
Poll_Report_2020_Spring_Numbered.70160006.pdf](http://www.midstatemiata.net/yahoo_site_admin/assets/docs/Poll_Report_2020_Spring_Numbered.70160006.pdf)

You may be able to adjust the way you normally plan your events to better serve the membership. For example on the third question "What part of the events you have attended did you find LEAST enjoyable?" one person said "Driving too slowly" and another person said "Too high speed". Maybe in your event description, you could say something about the expected driving speed. You could say *Spirited Drive* or *Relaxed Drive* or something along those lines. Maybe include the distance to be driven and when rest stops will happen. There is not necessarily a need to change how you plan the event but rather just let people know. And people will be happier if they know more about how the event will be run.

CLUB LOGO APPAREL

We are about to start the driving season and it is a perfect time to update your wardrobe. If you are jealous of other members you see wearing clothes with the club logo, there is no need. Club apparel can be ordered through Land's End. You go through the club website and follow the "Club Apparel" link, http://www.midstatemiata.net/club_apparel. Then select the "Our e-store web link" that will direct you to Lands End. Once you select your item(s), make sure you adjust the thread colors to contrast the item. (Not much point in black thread on a black fleece.) Don't be shy about calling them for help and make sure they know what you want. If you want to save some money and aren't in a hurry, get on their email list to be notified of sales. They periodically offer free logos and/or free shipping.

AREA REPRESENTATIVES

If you have found this newsletter on our Club website or been forwarded it by someone and you are a member, please contact your area representative as your email in the membership database is likely wrong. You should also check your junk email folder as it may have been filed there by mistake. We have four Chapters in the Midstate Miata Club of New York and four hardworking Area Representatives. You can contact them anytime with any questions that you have about the Club. Their contact information is always on the last page of the Newsletter. The geographic Chapters, names, phone numbers, and email addresses are listed here also.

Syracuse Area Representative	Dale Nagel	315-677-9342	dalen262@aol.com
Rochester Area Representative	David King	585-377-6461	doeskygato@aol.com
Southern Area Tier Representative	Barb Hunsinger	607-785-5459	bhunsin928@aol.com
Ithaca Area Representative	Gail Wagner	607-257-7445	gwtr3red@gmail.com

IMPORTANT CLUB WORLD WIDE WEB SITES

Here are a couple websites that you should know about.

Our Club has a website that most of you know about.

<http://www.midstatemiata.net/>

Our Club also has a Facebook page that most of you do not know about.

<https://www.facebook.com/MidState-Miata-Club-of-New-YorkInc-264163837256529/>

WELCOME NEW MEMBERS

We welcome you to the MidState Miata Club of New York! Ordinarily, we would be finishing our season in our Miatas with friends. We would have gone on dozens of drives, enjoyed meals, and even gotten ice cream. This year we have only gotten in a few drives and ice cream meetings. We do not know how this will play out concerning the COVID-19 pandemic in 2021, but we are following the situation closely.

I encourage you to try to get out to an event in 2021. We will be following the guidelines, wearing a face mask and practicing social distancing. This will be a little strange. People may not come up to you and welcome you to the Club and talk about your car as much as normal. Please know that this has nothing to do with you and everything to do with the pandemic.

We are asking all the 2020 new members to keep your round red sticker on your ID badge for 2020 and 2021 so we can say “Hi” and “Welcome to the Club” when things get back to normal.

First Name	Last Name	City	Chapter	Car Year	Color of Car
John & Jennifer	Hurlburt	Newark	Rochester	1999	Mica Green

OCTOBER REPORTS

Sunday, October 4th, Road Rally

Event Coordinator – Ray Mosher, Syracuse Chapter

New Date

As this minimalist COVID driving season draws towards a close, the 2020 “Social Distancing” edition of the Bill Hodge Memorial Road Rally is in the books. We had a respectable showing of 7 couples on October 4th in the hunt for bragging rights in the chase for the traveling trophy. Panoramic views and a zoom-zoom run up twisty Gulf Road were part of the experience. A poker hand tie-breaker was necessary for Team Cartini to prevail over Lee Maddy and Miriam White for a hard-fought win and the opportunity to host next year’s rally.

The post-rally socially distanced lunch, scoring, and award ceremony was held at Trappers II in Minoa. Thanks to all that came out and to former long-time members Norm and Karen Abbot for supplying the inspiration for the route.



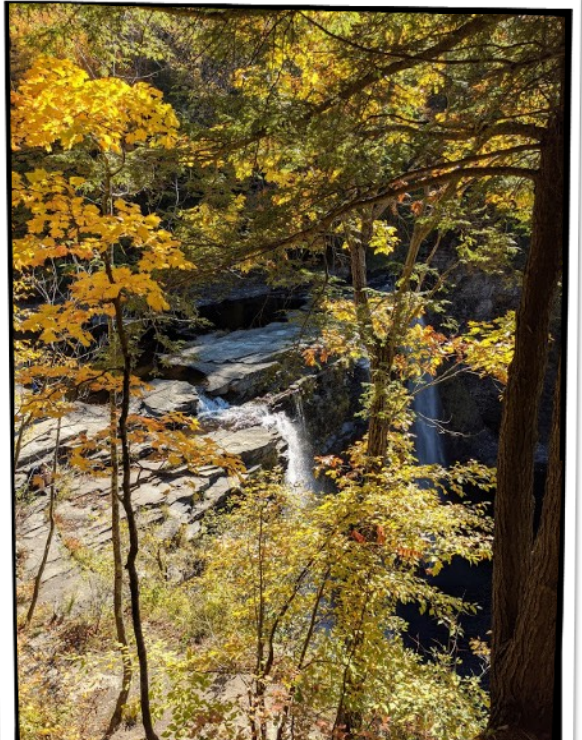
mosherskl@yahoo.com (the last character is a L, not i) or 315-635-2584 or 315-935-6281

Sunday October 11th, Fall Colors, Country Roads, and Water Falls

Event Coordinator – Jerry Willis, Syracuse Chapter

New Event

Most with masks hanging from their ears, for perhaps a near end of season finally, 22 people in 13 Miatas arrived at the trip start. Some from afar Rochester and Cortland to perhaps escape our club's 2020 season's covid19 slowdown. The weather fully cooperated with a sunny 58 degrees and lots of leaf color. It was tops down for the curvy country 'Miata' roads that were in great shape for some fun driving. Some participants even exclaimed they especially liked the 9-mile detour roads around a bridge that was out. They said they saw salmon in the Salmon River while passing over some of the bridges along with hundreds of salmon fishermen from all over the northeast. The 110 foot high waterfall unique area seemed to be much enjoyed. We lucked out! Thanks to mother nature coming through for us! 9 Miatas continued on to enjoy some good end of season homemade ice cream.



Here are more photos. https://photos.app.goo.gl/oNoEMCribTPtSaUN7o_lake_676@hotmail.com or 315-676-3072

Sunday October 25th, Fall Run

Event Coordinator – Del and Virginia Austin, Souther Tire Chapter

New Event

SHOULD WE OR SHOULD WE NOT PUT THE MIATA AWAY

Do we dare get one more Fall ride in before we put the Miata in deep sleep until next Spring? That is a question we all asked ourselves this weekend? The leaves have fallen, there has been a frost, but the weatherman said sunny day, but cool. What is cool to a bunch of Miata owners that have been robbed of a Miata spring, and summer. This may very well be the end of our driving season unless you own a pair of snow tires.

Well is it top up or down, or snowmobile suits or hoodies, but twelve adventurous Miata enthusiast's and their seven cars went for it. The plan was to make a run on some roads we knew and did not know. And I for one love it when a plan comes together. Most tops down, great roads new and unknown. And a special love for SNICKERDOODLE cookies. We even found a great shed outhouse with all the necessities.

The ride took the group of happy Miata owners into Broome and Chenango counties. Very nice roads, with some big hills and curvy roads. The sun stayed out and the seven cars ran very well together, nice and tight staying the speed limit, taking in New York's scenic views.

It may have been the last run of 2020 for some of us, but it was a run enjoyed by all. And now we can sit by the fires in our warm homes and plan 2021. (WE HOPE!) Clean it up, look back, cover it up, and enjoy your winter.

And please wear a mask when out in public! Stay Safe!



Here are more photos! <https://photos.app.goo.gl/vG2c4mTQw7G59QtCA>

Del & Virginia Austin

NOVEMBER EVENTS

None except for online Zoom meetings, but do enjoy Thanksgiving with friends and loved ones in whatever format makes sense. Remember the tough year and remember all those who were ill or we lost. Stay strong. Stay safe.

Saturday, November 14th, Online Zoom Training at 11:00 a.m.

Event Coordinator – Karen McKissock, Rochester Chapter

NEW

Saturday, November 21th, Online Zoom MMC Board Meeting at 11:00 a.m.

Event Coordinator – Karen McKissock, Rochester Chapter

NEW

DECEMBER EVENTS

Sunday, December 6th, Midstate Miata Club of New York Annual Holiday Party

Event Coordinator – Mary Lou Reisdorf, Rochester Chapter

Cancelled

Due to concerns with the COVID-10 virus, an informal poll was taken mid-September and most members from all four Chapters indicated that they would not attend this year.

Watch of news of the 2021 Annual Holiday Party, scheduled for December 6th, 2021

Sunday, December 6th, Online Holiday Toast on Zoom Meeting at 1:00 p.m.

Event Coordinator – Karen McKissock, Rochester Chapter

NEW

In light of the current conditions that prohibit us from holding our longstanding Holiday Party, I'd like to host a virtual Zoom meeting event and hope it goes like this....

You all get dressed up in your best Christmas Sweater and get a glass of your favorite beverage (alcoholic or not). Then you dial into the meeting (an invitation will be sent out ahead via your Area Rep) and we'll all be able to see each other and say Happy Holidays and toast to a new and better year. Sweet and simple but a way for us to remain optimistic that we will all have opportunities to ride together next season. I hope you will all join in for a few minutes with your friends.

If you have any questions, please contact Karen McKissock at kmckiss1948@gmail.com or at (585)820-6010.

TECHNICAL TIPS – ‘WENCH WITH A WRENCH’

By Gail Wagner – Midstate Miata Club of NY



Have A Merry, Merry Miata !!!

Hi, Miata Folks,

I imagine by now most of us, me included, have sadly packed our little cars away in winter storage. But let's think positive and be optimistic.

Holiday gift-giving (and receiving☺) is coming, so here's some holiday Miata-related gift suggestions to slip in front of your spouse or significant other. Yes, it's always nice to give, but you have to admit, it's awfully nice to "receive", especially if it's something on your wish-list.

These items can be purchased on-line from Go-Miata (www.gomiata.com), Moss Miata (www.mossmiata.com), AutoAnything (autoanything.com), TireRack or your fav auto part/supply store. Just Google it. Prices listed below are approximate.

Have a wonderful Holiday Season and hope to see everyone when the snow melts!

Zoom Zoom Safely!

Gail



💖 Miata Stuff You Gotta' Have or Wish You Could Have 💖

Car Accessories & Gifts:

- ☐ New Mazda Factory Floor Carpet Mats - \$8.00 - \$109.00
- ☐ Silicone Wiper Blades - \$20.00 each
- ☐ Zoom-Zoom or Mazda chrome or black license plate frame - \$30.00 +
- ☐ Water and UV resistant car cover (I like CoverCraft) - \$130.00 - \$250.00
- ☐ Retro Chrome Trunk Lid Luggage Rack - \$229.00
- ☐ Chrome or matte black exterior gas filler cap - \$100.00
- ☐ Weather Tech Waterproof Trunk Liner - \$100.00
- ☐ Vinyl Convertible Top Boot - \$250.00
- ☐ Dual Interior Cup Holders (no tools needed to install) - \$50.00
- ☐ Dual Air Horn Kit - \$55.00
- ☐ Hood Lift Kit (after unlatching, lifts slowly by itself. I have one.) - \$50.00
- ☐ Mazda Key Chain (Leather or chrome) - \$10.00 - \$12.00
- ☐ Wolfstein "RaggTopp" convertible Top Cleaner and Conditioner Kit (restores and cleans like magic) - \$40.00
- ☐ Portable Battery Starter w/mini cables - \$60 - \$200
- ☐ Miata MX-5: Twenty-Five Years - \$34.99
- ☐ 3-Piece Fitted Miata Trunk Luggage - \$197.00
- ☐ Robbins Top with Glass - \$400 - \$650.00
- ☐ Drainage Plug Brush - \$12.99
- ☐ Trunk Cargo Net - \$13.00

For the Driving “Enthusiast”:

- ☐ Stainless Steel Brake Lines - \$150.00
- ☐ Perforated Performance Pedal Set, Silver or Black – \$99.00 - \$125.00
- ☐ Brake Pads – Akebono (Mazda OEM), Hawk or Brembro – \$30.00 - \$135.00 per set
- ☐ Cold Air Intake – \$250.00 - \$350.00
- ☐ Shifter Rebuild Kit (1990-2005) - \$90.00 - \$124.00
- ☐ High Flow Permanent Air Filter (Just hose it off to clean) - \$50.00
- ☐ New Wheels each - \$100 - ???
- ☐ Front & Rear Sway Bars- \$200.00 set
- ☐ Front Shock Tower Brace - \$200.00 - \$300.00
- ☐ Non-adjustable Bilstein or Koni shock absorbers – \$100.00 - \$300.00 per pair
- ☐ Hard Dog Roll Bar - \$400.00 - \$600.00 (plus installation cost)
- ☐ Performance NGK Spark Plug Wire Set - \$40.00 - \$70.00
- ☐ Colored spark plug wires - \$55.00
- ☐ Performance Cat-Back Exhaust System (Borla, RacingBeat, etc.) - \$200 - \$700.00
- ☐ Bilstein or Koni Shock Absorbers (4) - \$450 - \$700
- ☐ NGK Iridium Spark Plugs - \$9.00 - \$13.00 each
- ☐ Summer High Performance Tires - \$100 – 250 each

DISCLAIMER

Please note these tips are not reviewed or approved by the Mazda Motor Corporation or any other corporation or entity other than the originator. The Midstate Miata Club of NY does not accept any liability for damage or injury as a result of utilizing these tips and pointers. Please use common sense and always remember safety first!

MIATAS & MIATA ITEMS WANTED & FOR SALE

WANTED

Wish List for Miata Purchase:

- 2007 to 2015 with retractable hard top
- Automatic Transmission
- Cruise Control
- Exterior Color: any color <— this is an update
- Interior Color: any color <— this is an update

Do you have a car that meets these requirements or do you know someone who does? Doug has recently joined our Club and is searching for his Miata!

Contact Doug Tabit
cb400f@frontiernet.net
585-545-8079

FOR SALE

One new, unused, Continental Dry/Wet Extreme Contact Summer Performance Tire 205/ZR16. Paid \$90, sell for \$20. (I changed brands and this was an extra.)

Call Gail 607-227-8877 in Ithaca.



For Sale

4 each "Flatstopper" mats. Paid \$189. Sell for \$90.

Dave in Cortland: 607-756-9138



Opinion of John Amon

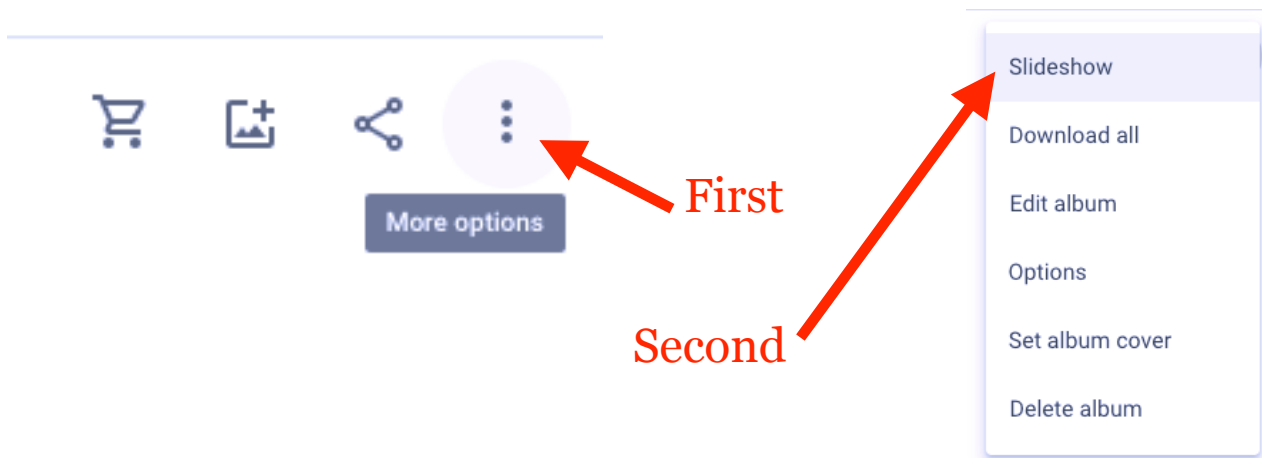
Miriam White helped me discover Google Photos. THANKS Miriam!

I would like to post all the photos you send but there is not enough room. I only have room to put 2 or 3 photos in the newsletter. You could post more photos online someplace such as Google Photos and include the link in your report. It is easy to create and share an album.

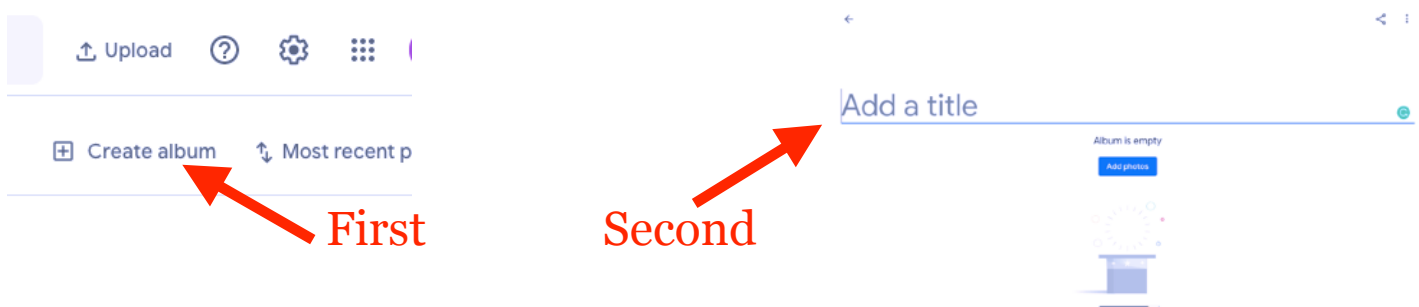
Here is the link to Miriam's photos so you can see what it looks like. You could use Instagram, Flickr, Google Photos, Amazon Photos, Photobucket, Shutterfly, Facebook, or other site.

Photos of Jerry's event were posted by Miriam. <https://photos.app.goo.gl/oNoEMCribTPtSaUN7>

You can watch the photos as a slide show by first clicking the three dots in the upper right corner and then 'slideshow'.



You can create an album of your event to share. Simply enter either Google 'google photos' or go directly there by entering <https://photos.google.com/>. On the top right side, choose 'Create album'. An empty album opens up. Type a title. Then you can add photos to that album by either selecting the photos or dragging and dropping them on the page.



When you are all finished, choose 'share' from the top right.



Then from the bottom of the pop up window, choose 'copy link'



COVID-19

Keep in mind that we could be dealing with the same COVID-19 virus today as the COVID-19 virus that we had at the beginning of 2020, but some mutations have been reported. The only ways we have to protect our families and ourselves are the simple things we can each do: always wear a face mask when in public, stay a social distance from others outside of our household, and wash our hands. You can also monitor your family's and your symptoms.

As of today, there are no vaccines. However, here are some procedures and medications for those who are very ill and in the hospital. But you do not want to go there if you do not need to.

Follow the NYS guidelines and stay safe.

<https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19>

If you haven't already done so, please download the COVID Alert NY app today and help NY stop the spread.

<https://coronavirus.health.ny.gov/covid-alert-ny>

COVID-19 Fatigue is real, and we each are suffering from it to different degrees and in different ways. COVID-19 Fatigue can be caused by a number of factors, including; stress, anxiety, emotional toll, and PTSD.

Each of us is experiencing the COVID-19 virus differently, but experiencing it none the less. I hope you each will admit this and watch out for it in yourself. And watch out for your family and friends. I suggest that you take steps to lessen the effect of it to the fullest extent you can. Sometimes talking to family or friends can help, sometimes talking with your religious leader can help, sometimes talking to a mental health support person can help. Reference the next section titled Mental Health Resources.

In any case, try to take care of family and friends and yourself through the winter!

MENTAL HEALTH RESOURCES

Mental health resources are available to any New Yorker who needs them. The ongoing effects of this pandemic are impacting many peoples' mental health. New Yorkers can call the state's hotline at 1-844-863-9314 to get free emotional support, consultations, and referrals to a provider or visit headspace.com/ny for free meditation and mindfulness resources.

###

MMC Leadership Team

OFFICE	NAME	PHONE	E-MAIL
President	Karen McKissock	585-820-6010	kmckiss1948@gmail.com
Vice President	Mary Lou Reisdorf	585-455-7044	reisdorf@yaho.com
Secretary	Miriam White	315-637-0472	white.miriam@yaho.com
Treasurer	Ronnie Sabella	315-463-9643	ronnievs@twcny.rr.com
Past President	Ray Mosher	315-935-6281	mosherrskL@yaho.com

ROLE	NAME	PHONE	E-MAIL
Membership/ Historian	Bob Sabella	315-463-9643	rsabella@twcny.rr.com
Activities Chair	Jay Cartini	315-676-4776	JPCartini@aol.com
Webmaster	Lee Maddy	315-637-0472	mrmiataman@yaho.com
Area Rep/Syracuse	Dale Nagel	315-677-9342	dalen262@aol.com
Are Rep/Rochester	David King	585-377-6461	doeskygato@aol.com
Area Rep/Southern Tier	Barb Hunsinger	607-785-5459	bhunsin928@aol.com
Area Rep/Ithaca	Gail Wagner	607-257-7445	gwtr3red@gmail.com
Newsletter	John Amon	585-617-4334	John.N.Amon@gmail.com
Sunshine Club	Chris Kuhn	585-880-6880	coneill1965@gmail.com

THANKS TO OUR LOCAL DEALERS

BERG RACING & AUTOMOTIVE (Miata Specialists) 1660 Boulter Industrial Park Webster, NY 14580 (585) 545-4265 John Weisberg, Owner berg-racing.com	10% discount on labor for MMC members including general automotive repair, alignment, suspension upgrades, roll bar installation, race pre for track and HPDE. Must ask for discount before work is done.
BOB JOHNSON MAZDA (was MarketPlace Mazda) 3755 W Henrietta Rd, Rochester, NY 14623 (585) 359-4900 mazdaofrochester.com	15% discount on Service and Parts. Must ask for discount before work is done or when ordering parts.
BURDICK MAZDA 5885 Circle Dr E, Cicero, NY 13039 (315) 455-7051 burdickmazda.com	15% discount on Service and Parts (Coupons Excluded). Binghamton members receive an additional 10% on service. Updated in 2019.
MAZDA OF WEST RIDGE 4692 W Ridge Rd, Spencerport, NY 14559 (585) 352-5995 mazdaofwestridge.com	15% discount on Service and Parts after you have owned the car for 6 months or longer. Must ask for discount before work is done or when ordering parts.
ONTARIO MAZDA 2337 Rochester Rd, Canandaigua, NY 14424 (585) 396-7100 ontariomazda.com	10% discount on Service and Parts to Club members and veterans. Must ask for discount before work is done or when ordering parts.
ROMANO MAZDA 3120 Erie Blvd E, Syracuse, NY 13214 (315) 446-9666 romanomazda.com	Unknown, does anyone know?
STEET-PONTE MAZDA 5074 Commercial Dr, Yorkville, NY 13495 (315) 736-3381 steetpontemazda.com	Unknown, does anyone know?

SOMETIMES YOU NEED TO CALL IN AN EXPERT!

If you live in the southern area the Miata club, Binghamton, then you know about POTHOLES. Our members take runs into Pennsylvania several times a year. And on rare occasions your car will find one. I know both Harry Frisbie and I have found several. There is one out there with your name on it. Harry and I both run chrome Drag 19 wheels, and as the pothole gods would have it, we both have bent the wheels. Now, not all potholes ding and ruin your rims, but Pennsylvania's potholes have a reputation for real big ones.

The thing that makes it a big problem for us is the CHROME Drag 19 rim no longer come in the chrome finish. So, the solution, you find an expert. I came across a company that comes to your house. They cover parts of NJ, Eastern NY, and most of our club's areas. I hope you never have to use them, but what they did for my rim, I just want to let you know if you need them, they are the EXPERTS!

Del Austin



ZOOM MEETING CHEAT SHEET TO HELP YOU GET STARTED

We are going to have some Zoom meetings this year. At this time, we are planning the Board Meeting on November 21, 2020, the Holiday Party Toast, and the spring Annual and Planning Meeting.

We will host practice meetings for anyone who would like to participate. It will be on November 14, 2020, a week before the actual meeting. Watch for details.

These instructions will help those you, who have not used Zoom, get started. Some of you may have had more experience than I and I welcome your input!

There is no cost or obligation to you. You will have a better experience if you download the Zoom program to your computer. You can download a version for Windows or Mac computers as well as tablets and phones (check your app store).

<https://zoom.us/download>

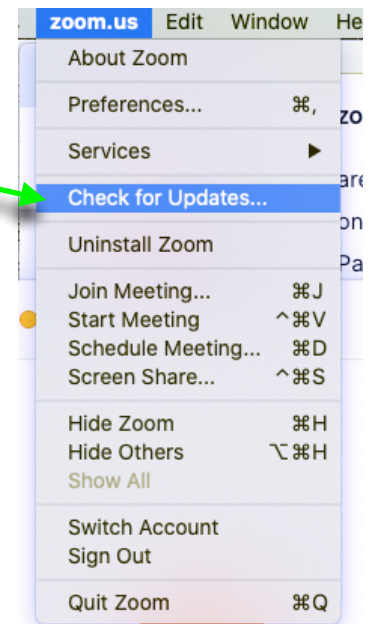
Be sure to check for updates.

You can read Zoom's 'Getting Started' to help you do just that. It covers almost everything!

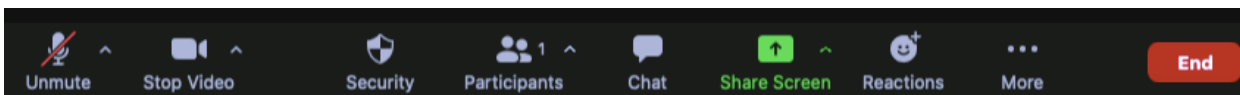
<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

You will receive an email invitation before each meeting announcing that meeting that will include link to the meeting, the meeting ID number, and the Passcode.

All you need to do is click on the link to begin. If you have downloaded the Zoom application, you should see that automatically start. Or you will see Zoom in your web browser.



Across the bottom, shown below, and working from left to right, you will see the following options.



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

1. The **Microphone button** can be unmuted and muted. This button will enable everyone you hear you. Please set it to mute at the beginning of the meeting to allow everyone to listen to the presenter without too much background noise. A red line through the microphone indicates you are muted.

2. Choosing the **Video button** allows you to turn on and off your video. Doing this will stop the video of you from being displayed to everyone in the meeting.
3. The **Security button** does not typically need any changes.
4. The **Participants button** displays everyone who is participating in the meeting.
5. The **Chat button** brings up a chat window so that you may type questions, answers, or suggestions. This is much like a text window.
6. If you are presenting, you can share a document. Click on **Share Screen button**, and a pop-up window appears showing all the programs you have open on your computer. Click the document button that you wish to share (recommended), or you can share everything by picking Desktop.
7. You can use **Reactions button** to show your support to the presenter.
8. When you are done, you can choose the button **End button**.

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