

## Zoom Meeting Instructions.

### PRIOR TO THE MEETING, WE RECOMMEND THAT YOU:

**If using Apple products: Download the app** at your earliest convenience **and do all the necessary updates** before the meeting. You should be on version 5.0 [now](#). More information is available [here](#).

**If using a product other than Apple:** go to [www.zoom.com](http://www.zoom.com) and click Join a Meeting at the top right side. When the next screen appears, type in the Meeting ID in the box. The Meeting ID is below. If you think you will use Zoom for yourself, you can download the software. <https://support.zoom.us/hc/en-us/categories/200101697>

**Download the presentation** so that you can review it at your leisure and have it at reference during the meeting.

### MEETING LOG IN INFORMATION:

There are several ways to log into the meeting. Log in information below:

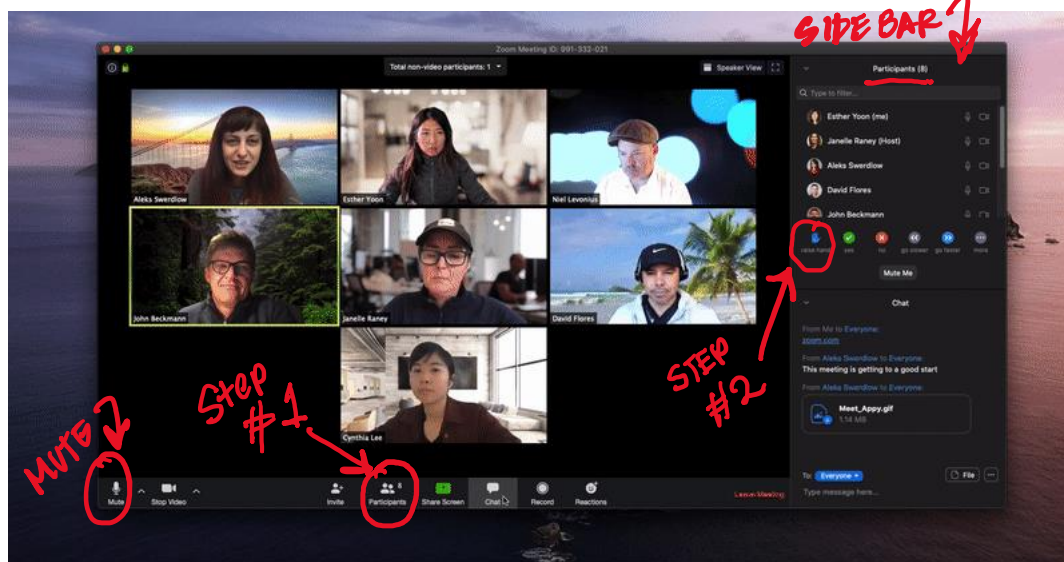
The **Meeting ID: 858 2343 1185**  
The **URL** (internet address): <https://us02web.zoom.us/j/85823431185>  
Find your local number: <https://us02web.zoom.us/j/85823431185>

### KEY FEATURES TO FAMILIARIZE YOURSELF WITH:

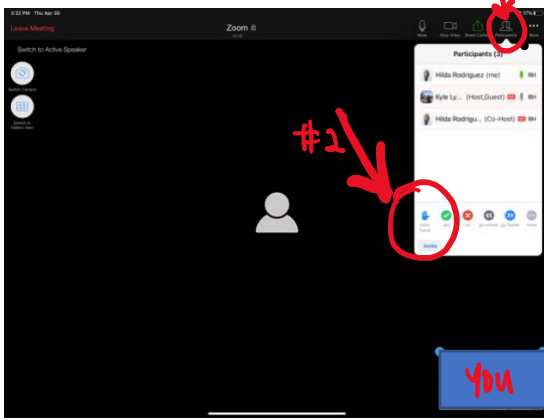
We recommend that you log in from a computer, where buttons are easier to find. We will be guiding all of you through the meeting, but we have posted a few features with screenshots for you to find the function.

**Raise your hand:** in a desktop: hover your mouse over the bottom of the screen and click on "participants" or "manage participants." Sometimes you won't see this "menu" until you hover over the bottom of the screen, and this will prompt a sidebar. You will see on it the list of participants, and at the bottom, on the left side you will see a blue hand symbol.

Raise your hand in Desktop view:

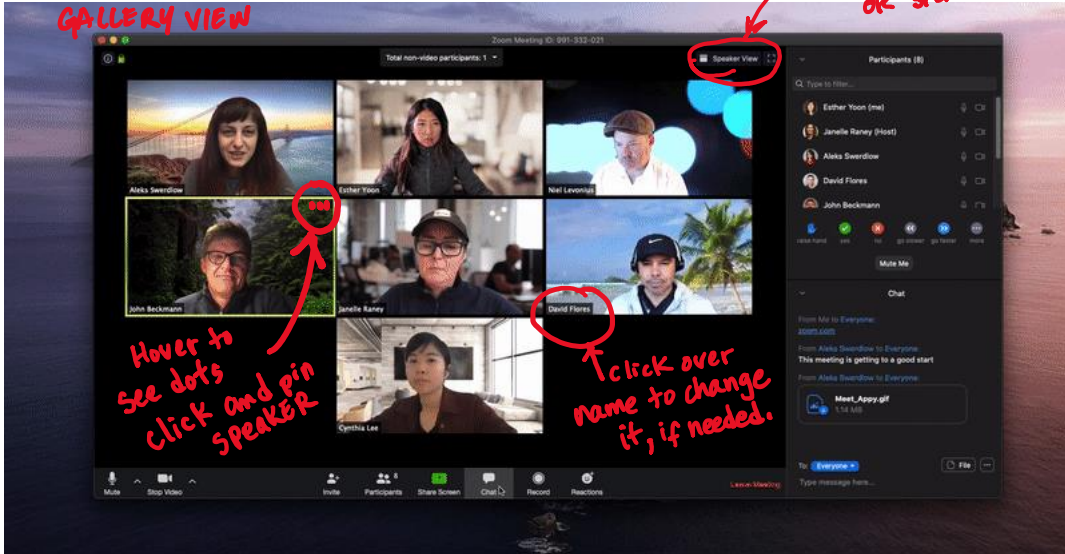


Raise your hand in tablet view:



**Pin Screen:** this feature is handy when you choose the gallery view. The gallery view allows you to see all members at the meeting. The person that is speaking will be highlighted. By hovering over the three dots on the top right of the image, you can pin that person, so their image is larger. You may also choose speaker view, which automatically switches the view to the current speaker but does not "pin" a speaker in particular.

Pin Screen view:



**Rename yourself feature:**

Just click over your name and retype the name under which you want to be recognized.

## MEETING PROTOCOL:

We will follow our agenda as usual.

All members will be muted during the presentations. Once the Q&A begins, we will accept questions from members who have their hands raised. The Vice President and Secretary will assist the President in recognizing members interested in asking questions.

The second part of the meeting will be private, and only members will remain in the virtual room. All non-members will be removed from the meeting, and the meeting will continue. Discussions will follow using the raise your hand feature. All votes will be roll call votes unless we have a unanimous vote.

Please note that the meeting will be recorded, and several automatic announcements will come up to alert you. We look forward to seeing you on Tuesday!