

## MHAO General Membership Meeting Zoom Meeting Instructions

### Meeting Details:

Time: Nov 8, 2020 1:30 PM Pacific Time  
The Host (Doana) will open the meeting at 1:00 PM  
Join Zoom Meeting Link <https://zoom.us/j/3191994249>

### To dial in by phone:

+1 253-215-8782, Meeting ID: 319 199 4249#

*You can use the computer to watch the meeting and use the phone to hear/speak at the same time. Go to page 2, Audio for instructions.*

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### Instructions if you can't use the link on your computer/phone

Open Internet Browser  
Type **join.zoom.us** in the address bar  
Enter Meeting ID: 3191994249 or personal link name: doana.anderson  
Click Join

You should get a message saying "download and run Zoom". Do this and allow the application (program) to install. It should then take you to the meeting waiting room.

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### Joining the meeting without downloading the application

(Instructions are from Zoom.com)

1. When the dialog box comes up, click on "**download and run Zoom**"  
Your computer will attempt to download the .exe file.  
**Close the window that is downloading and do not run.**
2. If you go back to the original screen, a **new message appears**:  
"If you cannot download or run the application, **join from your browser**"  
Click on the link to join from your browser.

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, **launch meeting**. Otherwise, **download and run Zoom**.

If you cannot download or run the application, **join from your browser**.

## **ZOOM FEATURES**

### **Waiting Room:**

For extra security, participants might go into a waiting room when they first join the meeting. The host will allow you to enter the meeting.

### **Audio:**

If you have a lot of background noise, please keep yourself muted unless you are speaking. If background noise becomes distracting, the host can mute the participant. *At the start of the meeting, everyone's microphone will be muted.*

### **Computer Audio:**

A window will open that allows you to select Computer Audio and test your microphone and speakers.

Make sure that your computer is not muted or the volume is set too low.

To unmute, click on the mic icon at the bottom of the screen.

### **Phone Audio while using computer to watch meeting:**

You can participate in the meeting on the computer and use your phone for audio at the same time. Dial 1 253-215-8782, ID: 319 199 4249#. If you have already joined the meeting via computer, you will have the option to enter your 6-digit participant ID to be associated with your computer.

### **Video:**

You may turn on your camera if you like by clicking on the camera icon on the bottom left of the screen.

### **Views:**

There are two types of views in Zoom, "Speaker" and "Gallery". Speaker view shows the active speaker, gallery view tiles all of the meeting participants. The view can be selected at the top right hand of the computer screen.

### **Chat:**

Click on the Chat icon to enter a message during the meeting. It can be to everyone or private to an individual participant.

### **Participant List:**

Opens a screen that includes a "Raise Hand" icon that you may use to raise a virtual hand.

### **Share Screen:**

The host can give permission to anyone who wishes to share a screen from their computer with the group. The participant clicks on the green Share Screen icon at the bottom of the page. A window will pop up with the screen options to choose from. To end sharing, click on the red message at the top of the page.