

## ATTENDING A ZOOM MEETING

Join Zoom Meeting on Saturday, March 28, 2020 at 10:00 am

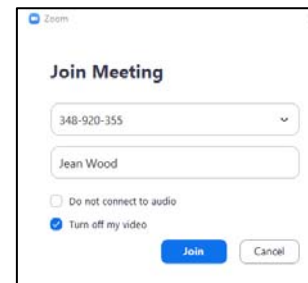
<https://zoom.us/j/348920355>

Meeting ID: 348 920 355

The Executive have had previous video meetings using this program and found it to be very effective. In order to participate in a video meeting, there a few basic guidelines:

- 1) You can attend Zoom meetings with your computer, tablet or phone.
- 2) You join a zoom meeting by clicking on the link provided or, if the application has previously been installed, by opening the program's application.

- a. If you are attending a Zoom meeting for the first time, you will be prompted to download and install the application to join the meeting.
- b. If the application has been installed, click on the "join" image and a screen will pop up. Simply fill in the information and click on "join".



- 3) The meeting is limited to 100 participants. Except for the executive and the directors, the meeting is first come, first serve.
- 4) As soon as possible, please provide Jean Wood with the names of the two regional directors and the names of the two alternates, who will be voting on behalf of their association. [jeanwood@telus.net](mailto:jeanwood@telus.net)
  - a. For Regions with two associations, you will have a director and an alternate from each association.
  - b. For Regions with only one association, you will have two directors and two alternates for that association.
- 5) Your audio is automatically muted upon joining the meeting. Please do not turn your audio on until you've been recognized by the chair. On the bottom left corner of the window, you will see a microphone which you click in order to turn audio on/off.
- 6) Your video is not automatically turned on when you join the meeting. Unless you are one of the four directors and alternates from each region, please leave your video turned off. Once you get into the meeting, this will be made clear by what you see on your screen. If you are one of the directors and do not wish to be seen, please leave your video turned off rather than point it elsewhere in the room.
- 7) Because a video meeting can become too cumbersome when too many people are speaking, I ask that only your association directors speak at the meeting. If you wish more information or have a question on a topic, please let your director know by way of chat. On the bottom bar of your window, you will find a chat button. This will open a dialogue on the right side of your screen under the list of

participants. Be careful using this option; the default contact name is “everyone”. Be sure that you have selected the name of the person that you wish to message, otherwise your message will go to everyone present at the video meeting. If you wish to directly address the board, please let your director know your intention so that they may bring it to my attention.

- 8) Please raise your hand in order to be recognized. The keyboard shortcuts are listed on the next page.
- 9) Due to the large number of items on the agenda, speakers will be limited to 5 minutes.
- 10) Reports will not be read at the meeting so please take the time to read and print them beforehand.
- 11) Please note: The video meeting is automatically recorded by the host. Should you wish to record it as well, please let the host know.

**SEE YOU AT THE GENERAL MEETING (BOD) ON SATURDAY, MARCH 28, 2020 PROMPTLY AT 10:00 AM.**

## AVAILABLE KEYBOARD SHORTCUTS

### WINDOWS

- **Alt+Y: Raise/lower hand**
- **Alt+F1:** Switch to active speaker view in video meeting
- **Alt+F2:** Switch to gallery video view in video meeting
- **Alt+V:** Start/Stop Video
- **Alt+A:** Mute/unmute audio
- **Alt+F:** Enter or exit full screen
- **Ctrl+2:** Read active speaker name

### MAC

- **Option+Y: Raise hand/lower hand**
- **Command(⌘)+Shift+A:** Mute/unmute audio
- **Space:** Push to talk
- **Command(⌘)+Shift+V:** Start/stop video
- **Command(⌘)+Shift+N:** Switch camera
- **Command(⌘)+Shift+W:** Switch to active speaker view or gallery view, depending on current view
- **Command(⌘)+Shift+F:** Enter or exit full screen
- **Command(⌘)+Shift+M:** Switch to minimal window

If you are using an iPad with a keyboard, the following shortcuts are available in a Zoom meeting:

- **Command + Shift + A:** Mute/Unmute my audio
- **Command + Shift + V:** Start/Stop my video
- **Command + Shift + M:** Minimize meeting
- **Command + W:** Close the front window, such as the participants or meeting settings window