Zoom instructions:

A) REGISTERING: Click on the link in the email to register for the Zoom call. You will be asked to input your First and Last Name and email address. Below is a sample of the information from the email that this document is attached to.
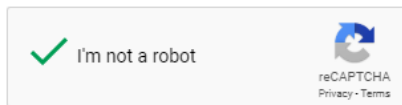
You are invited to a Zoom Roundtable Discussion on COVID-19.

When: Apr 1, 2020 07:30 PM

You must register in advance for this meeting by clicking on the following link:

https://zoom.us/meeting/register/vpIkdu6upzksvgnjZybBiXK9nETDNu6ylA ⬅

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Don't forget to click the following box before clicking the "**Register**".

B) ACCESSING THE MEETING: You will receive a confirmation email from *Vince Brennan no-reply@zoom.us*   At the top of page 2 is a sample of the email

The information should be similar to the sample below – **ensure that you are clicking on the links in the email you receive and NOT the ones in this document.**

There are several options for accessing the Zoom call. See the example on the next page. .

1. You may click on the Click Here To Join link at any time to join the call immediately

2. Email link - If you register sometime before the meeting, you can add the invite to your Calendar – it allows Google, Yahoo or other email software.

   Click on the appropriate link and it should download the date to your calendar. The process is different depending on what Email software you use. Outlook creates a .ics download that appears at the bottom of your screen. Click on it and it brings up an '*Appointment*' page that you have to save to add it to your Outlook Calendar
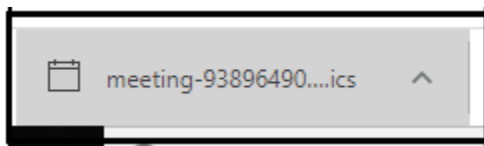
   To log into the meeting, click on the appointment in your calendar.

3. Smart phone, click on the link in the email on your smartphone for "*iPhone one-tap*" phone number – and it will dial the Zoom conference phone number. **IMPORTANT:** This link should work for iPhone and Android phones.
   Don't input the second part of the number(meeting ID) – the system will input it for you (you will hear it inputting the numbers) and should log you into the call automatically.

4. If calling from a landline or cell phone you can call the Telephone option

   4a) you will be prompted to input the Meeting ID #

Hi *Your Name*,

Thank you for registering for "OAAS COVID - 19 Round table Discussion".

Please submit any questions to: manager@oaasfairs.com

Date Time: Apr 1, 2020 07:30 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: Click Here to Join ⬅ ①
Note: This link should not be shared with others; it is unique to you.
Add to Calendar Add to Google Calendar Add to Yahoo Calendar ⬅ ②

Or iPhone one-tap
　　Canada: +17789072071,,369176926# or +14388097799,,369176926# ⬅ ③
Or Telephone:
　　Dial(for higher quality, dial a number based on your current location): ⬅ ④
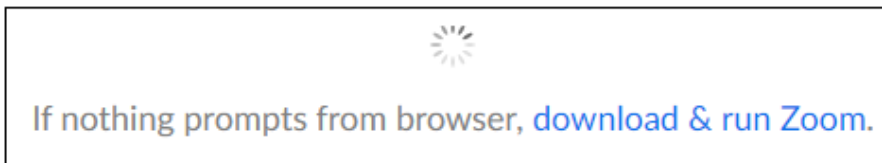　　　Canada: +1 778 907 2071 or +1 438 809 7799 or +1 587 328 1099 or +1 647 374 4685
or +1 647 558 0588
　　Meeting ID: 369 176 926 ⬅ ④a
　　International numbers available: https://zoom.us/u/adsziojJhX
You can cancel your registration at any time.

If you haven't used Zoom previously or recently you will get this message –

If nothing prompts from browser, download & run Zoom.

If it pops up - you will need to click on the link **download and run Zoom** to download the software – it normally takes only a couple of minutes
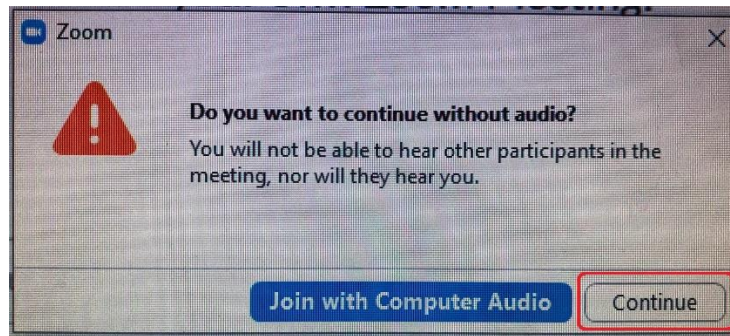
You should get the following message

If your computer has a microphone, click on the "**Join with Computer Audio**" blue button to join the call.

You can click on the "**Test Speaker and Microphone"** button to verify.

NOTE if you don't have a microphone on your computer, click on the 'x' in the top right corner of the box.

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The following message will come up – click on the "**Continue**" button to join the call.

Once you have successfully logged in, you should get the following message – the meeting will start shortly.

Please wait, the meeting host will let you in soon.


COVID 19

If the meeting is already live, you will be automatically added to the meeting,

C) <u>HOW TO PARTICIPATE IN THE DISCUSSION OR ASK A QUESTION</u>

The system will automatically mute all participants. If you wish to share information or ask a question you will need to do one of the following:

a) **Raise your Hand** - to participate or ask a question

At the bottom center of the page click on "**Participants**". This will bring up a screen with the words "*Raise Hand*". Click on the "**Raise Hand**" on the little screen to let the Host know you wish to ask a question. Questions will be taken in order. You will have the option to "Lower Hand", if desired.
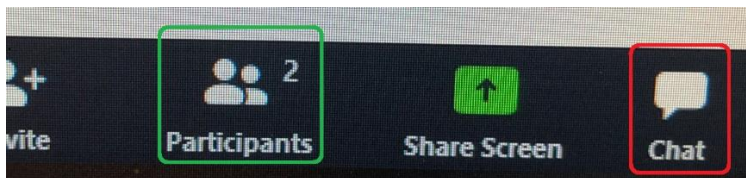
The Host will unmute the participant so they can make their comments.

b) **Chat** – you can type a question to the group.

If you do not have a microphone on your computer, you will have to use this option.

IMPORTANT: Your message will be seen by all the participants.

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