



Evergreen Estates Property Owners Association Zoom 101 Tutorial - Getting Started May 1, 2020

Given the COVID-19 pandemic need for social distancing we will start using Zoom to conduct online meetings. Zoom is a webcast tool that allows participants to speak, chat, view documents and see each other using their computers or smart phones.

Follow these steps to join a Zoom meeting using your computer and your favorite browser (e.g. Edge, Chrome, Safari, Firefox, ..., etc.).

- 1) Look at the first page of the meeting notice and locate the nine digit XXX XXX XXX zoom meeting ID number and the password for the meeting.
- 2) Browse to the zoom.us website by typing "zoom.us" at the top of your browser followed by the Enter key.
- 3) Click on "JOIN A MEETING".

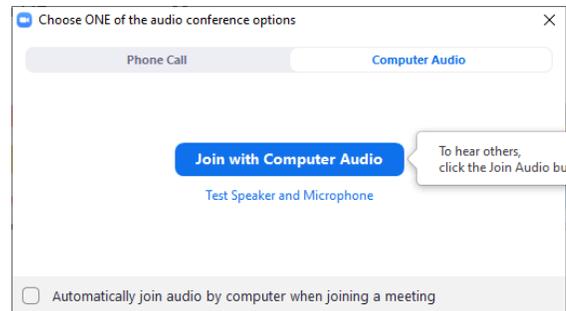
A screenshot of the Zoom website's "Join a Meeting" page. It features a white background with the title "Join a Meeting" at the top. Below the title is a text input field with the placeholder text "Meeting ID or Personal Link Name". Underneath the input field is a prominent blue button labeled "Join".

- 4) Enter the nine digit meeting ID number and click the "Join" button.
- 5) If this is your first time using Zoom you will need to authorize downloading and running the small Zoom app. The first time this app runs you will be prompted to enter your name. For Association meetings it will be helpful if you format your name as: *first last - lot address* (for example Rich Simms - 4487 Merlin).

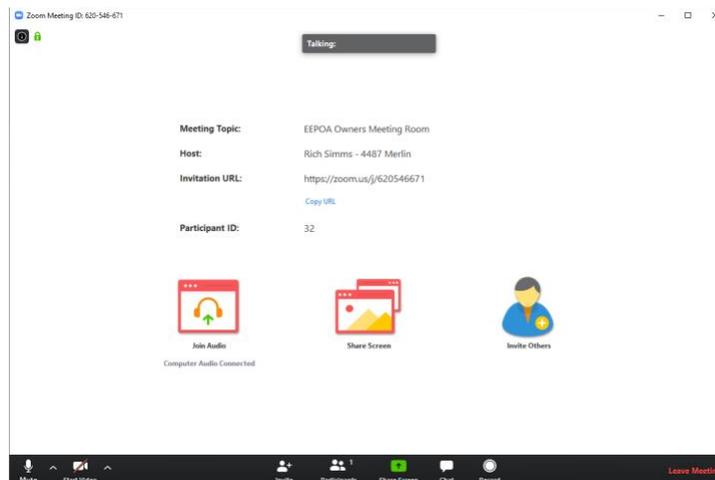
A screenshot of the Zoom application's "Enter your name" dialog box. The window title is "Zoom". The main heading is "Enter your name". Below it is a text input field with the placeholder "Your Name" and the text "Rich Simms - 4487 Merlin" entered. There is a checked checkbox labeled "Remember my name for future meetings". At the bottom, there are two buttons: "Join Meeting" (blue) and "Cancel" (white).

- 6) When prompted enter the meeting password.

- 7) If you attempt to join the meeting before the host please remain in the Zoom “waiting room”.
- 8) Once you join the meeting you will be prompted for your choice of audio so that you can speak and hear others. There are two options:
 - 1) Computer Audio - click "Join with Computer Audio" if your computer has a microphone and speakers. All modern laptops will have these.
 - 2) Phone call - otherwise click the "Phone Call" tab to see a list of dial-in numbers, the meeting ID and your participant ID to use when dialing in.



- 9) Now you are in the meeting. Check the meeting topic to make sure you joined the right meeting. The topic should be: "EEPOA Owners Meeting Room".



- 10) As you hover the mouse over the Zoom window you will see the Zoom attendee controls flash on:



- 11) When you move the mouse away from the Zoom window the controls will disappear. Practice moving your mouse in and out of the Zoom windows till you feel

comfortable that you can bring up the attendee controls when you want.

- 12) The attendee controls have several icons that you can use to control the meeting:
- 1) **Microphone** - each click on this icon toggles the microphone on (unmuted) and off (muted). When muted there will be a red slash line across the icon.
 - i. Please stay muted unless you are speaking so stray noises in your home are not injected into the meeting.
 - 2) **Video** - each click on this icon toggles your video camera on or off. When off there will be a red slash line across the icon.
 - i. For some fun, click the little "^" to the right of the Video icon and select Video Settings, then select Virtual Background. If your computer has enough horsepower you can import an image (click the "+") to use as your video background.
 - 3) **Invite** - not used.
 - 4) **Participants** - click to see all the meeting attendees.
 - 5) **Share screen** - click to share a window or entire screen with other participants.
 - 6) **Chat** - click to bring up chat window communicate silently with others.
 - 7) **Record meeting** - not used.
 - 8) **Leave Meeting** - click to leave the meeting.

Have fun using Zoom! The Zoom meeting used for Association meeting will allow you to join before the meeting starts so you can practice as much as you wish.



<https://evergreen-estates-poa.com/>