

**SWNI Board of Directors
Zoom Instructions
May 2020**

Zoom video conference access information:

- Sylvia Bogert will send an email inviting you to join a Zoom meeting ahead of the Board meeting date.
- The **Zoom meeting ID number 884-516-9434** and the **Passcode** for joining the meeting will be listed in the email. Please note that the ID number will remain the same for all SWNI Board meetings, but the Passcode will change to maintain security.
- You'll be able to use the link in the email invitation to access the meeting.
- The email will also contain a call-in phone number for those who wish to join the meeting via phone.

Key reminders:

You can join the Zoom meeting via the link in your email. Another alternative method is to download the Zoom application set up on your electronic device.

If you are using an **Android, Apple or Windows tablet or smartphone**, go to either the Apple App Store or Google Play Store to download the Zoom app.

1. Sign into Zoom either by registering or by choosing one of the sign-in options.
2. Select **Join a Meeting**
3. Enter the **ID number**
4. Enter the **Passcode**
5. You're in!

If you are accessing the call via standard **Desktop or Laptop** follow the link that is listed in the email invitation.

On-Screen controls when you are using Zoom:

1. Click the "Up" arrows next to the camera icon at the bottom of the window.
2. Use the blue-highlighted **"Raise Hand"** icon in Zoom to indicate you wish to ask a question.
3. If the method above doesn't work, click on **"Participants"** at the *bottom or right side of the window*. This will bring up another window with the list of participants. Click on **"Raise Hand"** at the bottom of that window
4. Select **Audio** to test your microphone and speaker. It looks like a microphone icon.
5. Select **Video** to adjust video settings to your preferences. It looks like a camera icon.
6. Click on the microphone icon to **mute your audio**.
7. Click on the camera icon to **turn off your video**.

If you are joining the conference from your phone and don't want video:

1. Dial the phone number listed in the **email**.
2. **When requested, enter the ID number and Passcode** were included in Sylvia's email.

Phone number to join is: **1-669-900-9128 + ID number 884-516-9434 + Passcode**

Phone commands in Zoom are *6 to toggle mute/unmute and *9 to raise hand.

Need help? Visit the Zoom website for tutorial videos:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Problems connecting with Zoom before or during the meeting? Text or call Sylvia Bogert at **503-292-7091** before or during the meeting. She will assist you with getting connected.