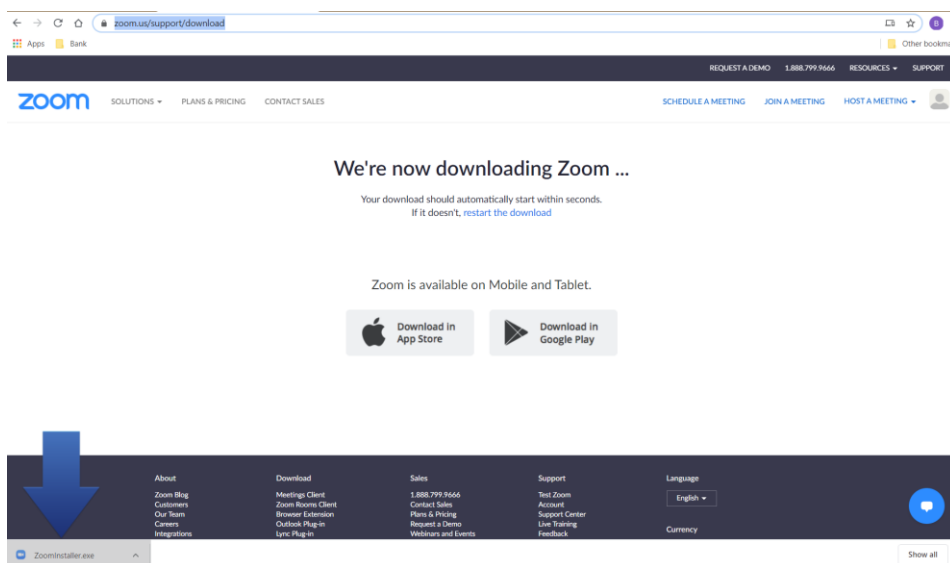


Lesson 2 – Zoom Meeting

- ❖ In this lesson we will learn how to join and participate on a WRGC general meeting.
- ❖ Going forward we will continue to use the Zoom application for executive meetings and General club meetings so that all club members unable to attend meetings at Cranley hall have an easier time staying connected during the ongoing pandemic. Zoom is simple to use. It is a dedicated program that the club subscribes to and can be accessed from your computer, tablet, cell phone or your landline telephone. Zoom has **no affiliation** with Facebook, Instagram, or Twitter or any other application.
- ❖ Everyone must have the Zoom application loaded onto their machine (PC, laptop, tablet or cell phone) to participate in a White Rock Garden Club meeting. You can use any device that has both a microphone and a speaker.
- ❖ Install procedures from the general Zoom website. You will need a data or Wi-Fi to do this (**install only done once, patch updates offered as need arises**):
 1. <https://zoom.us/download> is the website page
 2. Select the download that matches your equipment (PC, tablet, phone, etc.), and download the application that matches your equipment, a Mac or Android.
 3. Follow the prompts during the download. The process only takes about 5 minutes.



Lesson 2 – Zoom Meeting

- ❖ To join a monthly general meeting via Zoom call, you will receive an email invitation that includes a hyperlink. The invitation will look similar to this:

```
Topic: WRGC General Meeting and Christmas Party
Time: Dec 14, 2021 02:00 PM Vancouver

Join Zoom Meeting
https://us06web.zoom.us/j/86241148117?pwd=dVZadHQvR3BRR0J4VHUrcnY5SERCZz09

Meeting ID: 862 4114 8117
Passcode: uPsJB4
One tap mobile
+17789072071,,86241148117# Canada
+12042727920,,86241148117# Canada

Dial by your location
+1 778 907 2071 Canada
+1 204 272 7920 Canada
+1 438 809 7799 Canada
+1 587 328 1099 Canada
+1 647 374 4685 Canada
+1 647 558 0588 Canada
Meeting ID: 862 4114 8117
```

- ❖ The hyperlink is the blue underlined sentence of word, letters and numbers. You can click on the link in the email invitation at the meeting time and zoom will be opened in an internet browser. If, for some reason, that doesn't work you can copy the complete blue line and paste it into the URL line of a browser window. To enter the Zoom call you will be put into a waiting room. Time in the holding area is minimal as the coordinator is letting in invited members one at a time. This ensures that only invited guests can join our call.
- ❖ The coordinator will end the call for all members on the completion of the meeting. You can, however, remove yourself if you choose by selecting End.
- ❖ Tips during the call:
 - Only 1 person can speak at a time, raise your hand if you want to comment
 - Turn off all back ground noise
 - Make sure you are facing the light. No back lighting.
 - Audio can be turned off until you want to talk
 - Video can be turned off if you don't want to be seen (but we love to see everyone)

Questions?

You can contact any member of the Website Committee for answers.

WRGC Website Committee

(Bev Sass, Melanie Rantucci, Margrit Elmiger-Isert, Marilyn Murphy, Eileen Davidson and Osana Seselja)