If you are already comfortable with Zoom, skip to Section 3

Section 1 - New or newish to Zoom?

- Watch this very brief and helpful video from another Zoom user: https://www.youtube.com/watch?v=9isp3qPeQ0E
- Set up a free account at https://www.zoom.us/

If you have a PC, move past next sentence

If you have Mac, tablet, smartphone: Download the app in your app store. It'll be called Zoom Cloud Meetings or Zoom Client Meetings.

All of the things you need are available on all devices, including the smartphone app, but you will find it easiest to find them all quickly if you are using your desktop, laptop or tablet. The advantage to using your smartphone Zoom app is the ability to walk around.

Now - open up Zoom and become familiar with it.

Look under the hood, kick the tires, take Zoom out for a test drive!

Still have Set Up Questions? Message Justin Baird on FB Messenger, in our 37th LD FB Group or via email at wjustinbaird@gmail.com with any questions if you have any at this point.

Section 2 - Privacy Issues and Protection

- Our meeting will not be recorded.
- Attendees will not be able to record the meeting.

We hope that you will be able to be seen by your fellow 37th LD Democrats and be heard if called upon to speak, but what if..

“I do not want my face visible, my name seen nor my actual voice heard. How can I attend anonymously?”

In certain circumstances, we have a solution for this.

Email Chair Stephen Reed at reedsc@gmail.com and inform him of this need.

We can walk you through how you might be able to appear anonymously.

Section 3 - Registering in Advance (RSVPing) - TODAY, Please!

Click the Zoom Meeting Registration link:
https://us04web.zoom.us/meeting/register/vJElc-qspz4tZKTzrVNeYPZk_79dBJv59w
• Enter your first and last name as you believe you are listed in our membership or PCO records.

Registration in advance is vital as it allows time for the eboard to verify you without it delaying the start of the meeting on April 13th.

Within a half a day, your registration will be reviewed and approved and you will receive an email from Zoom with the link you will use to join on April 13th. It will also contain the Meeting ID and a clickable link to add the meeting, with the link, into your calendar.

2 or more members registering as one?
When you register, please indicate that. Example, while your Zoom account may be Jessica Rabbit, if you are a PCO and your isolation buddy Peter Rabbit is a Member, consider showing that your first name as Jessica & Peter and your last name as Rabbit.

Section 4 - Meeting Night: Monday 4/13/20

Grab your nibbles, get a big glass of water or a tasty alternative beverage, situate yourself comfortably with good light, plug in headphones/earbuds if you have them or find a quieter place in your home to join the meeting from.

6:45pm - If you are using Zoom for the first time or first time in ages, launch the meeting now so that your device has ample time to load updates and drivers.

6:54pm - Launch the meeting

- Password 724558 will be needed next or after the next two steps
- If given a choice between Join With Browser or Join with App/Join using Zoom.us, choose Join with App/Join using Zoom.us
- JOIN WITH VIDEO (if you choose)
- USE COMPUTER AUDIO (even if on a smartphone) or you'll be permanently muted and will have to Leave and Re-Enter

6:54pm-7:00pm - Waiting Room

The first place you'll end up in is a Page with our logo informing you that you will be admitted as soon as the meeting starts. This is the Waiting Room. It allows the credentials team to begin checking people in. Don't be alarmed.
When the Chair is ready, everyone will be admitted into the room at all at once and he will welcome you all, convene the meeting and go over how things will proceed.
**View** - In the upper right corner there are nine total dots, three wide, three down. If you click that you can choose Speaker View to have the featured speaker in center and fellow attendees scrolling across the top or Gallery View to see everyone in the meeting in wee thumbnails with a highlight around the speaker.

**Command Bar** -
On a smartphone, move your finger to the bottom, more commands at the three dots on the right.
On a browser, the command bar is at the bottom, but often doesn’t show up until you move your cursor down toward it.

- **Mute** - To Mute/Unmute - Most of the time you will be locked in Mute and unmuted if called upon to speak. You can mute yourself back if the Host hasn’t already.
- **Start/Stop Video** - Start Video means we can see your smiling face. Stop Video turns that off and either displays your name or the photo you have saved in your profile.
- The ^ symbol to the right of Start/Stop Video: Leads to command for a virtual background
- **Participants** - Opens a window to the right listing all of the meeting attendees. Next to their names will be symbols showing their connected Mic and Camera and a slash through them if they are off at present. You may also see symbols in between (a raised hand, meaning they would like to be called on, for example.)
- **Chat** - This opens a Chat box on the right directly under the Participants list. There will be times when you will only be able to chat to the Host, times when you can privately message other participants and times when Chat will be disabled. It is used mainly for recording votes and asking for help.
- **Message Buttons**: Between Participants and Chat there are Yes and No buttons that are sometimes used to tally votes, a raised hand, thumbs up, etc. The three dots to the right of that list might be additional options.

**What if I want to speak?**
This would work like any normal in-person meeting. You would raise your hand. One of the message buttons is intended for you to Raise Your Hand.

The Chair or current speaker may call on you soon or after they’ve made it through to a pausing point or the end. Keep your hand up unless you change your mind. When the speaker is ready to recognize you, they’ll call on you by name while the Host unmutes you and lowers your hand.

**What if I need help with commands or need technical guidance?**
In the Chat window, message Host. If Chat has been totally disabled, Raise Your Hand.

-----------------------------------------------------------------------
If you have any questions about the meeting procedures, email reedsc@gmail.com and if it includes Zoom specific (establishing an account, downloading the app, zoom commands), please cc: wjustinbaird@gmail.com

While we would all prefer meeting in person, now more than ever we need to move forward replacing Republicans during the #TheNewNormal!

We look forward to seeing you on Monday evening, April 13th!