



*Nationally Recognized! Locally Active!*

## CORRECTED Mid May Board Update



Guess I need to keep the OOPS image around. I apologize for the mistake in the earlier message. Both of the links went to the practice meeting. This is the **Corrected** version. Early risers, try this one. Late risers, delete the earlier message and use this one!

So sorry! Three people checked, guess three people need to get their eyes checked and we need a new link checker!!!

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## UPCOMING ZOOM MEETINGS

Please note...you must register for these meetings to be part of them!

### Practice Meeting May 14, 1 PM

You are invited to a **Zoom Practice meeting**. This is only for first time Zoom users who wish to check their ability to connect prior to our official May 18<sup>th</sup> general meeting.

When: **May 14, 2020 01:00 PM Eastern Time (US and Canada)**  
Register in advance for this meeting for clicking on this [link](#).

After registering, you will receive a confirmation email containing information about joining the meeting. Retain the confirmation email and use the link in it to join the meeting.

### Scheduled May Meeting May 18 1030 AM

You are invited to the **League of Women Voters -The**

**Villages/Tri-County General Meeting via Zoom.**

The presentation will be *The News: Separating Fact and Fiction*.

When: **May 18, 2020 10:30 AM** Eastern Time (US and Canada)

Register in advance for this meeting by clicking [here](#)

After registering, you will receive a confirmation email containing information about joining the meeting. Retain the confirmation email and use the link in it to join the meeting.

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## How to Set Up and Use ZOOM

For beginners using Zoom, we highly recommend you read “Guidance for Downloading Zoom” and “When you are ready to Join the Meeting” in advance of the meeting. This information is summarized below.

Downloading Zoom to your device at least an hour before the meeting will greatly increase your odds of successfully becoming a participant for the meeting. Generally, the default settings will work appropriately.

Your device must have a camera and microphone to participate in the Q&A session following the presentation.

We recommend joining the meeting early to avoid getting locked out as there is a 100 person limit based on the subscription.

### This is how meetings will proceed:

When you first sign up for Zoom, you will have an option to provide a name. Please provide at least your first name. The meeting host will mute the mics of all participants except the presenter and meeting moderator.

If you have questions during the presentation, you may see a Chat Box on your screen where you can type in your questions in advance. When the presentation is finished, the Q&A/Discussion Session will begin.

To ask a question or make a comment, open the Participants feature (Listen for directions on how to use this tool before the Q&A Session begins.) and select the “Raise My Hand” icon (Blue Hand). A little before a questioner is called on, the Organizer will un-mute that person’s mic. PLEASE DO NOT SPEAK UNTIL THE MODERATOR HAS CALLED ON YOU by name. Also, please be brief in your question or comments.

### Guidance for Downloading Zoom –

**If you have not previously downloaded the Zoom**

**Application onto your computer, do so at least an hour before the meeting, using the following instructions:**

**For PC’s –**

Download zoom app for windows or Mac using the following link  
<https://zoom.us/support/download>

Follow the installation instructions.

**For mobile devices –**

Download Zoom from the application store on your mobile device  
(App Store for IOS, Google Play for Android)

**When you are ready to join the meeting (but not more than a half hour before it):**

·Find the E-Mail announcing the meeting and containing the link to the meeting

·On PCs (Windows and Mac OS) - Turn off all other applications but Zoom and your email tool

·Open the meeting announcement and click on the link to the Zoom meeting.

·Select “Allow” when your PC asks “Do you want to allow this page to open “[zoom.us](https://zoom.us)”?”

If you try to join before the host has enabled the meeting you will see a message to wait.

· Select “Join with video”

Once the host/organizer has enabled the meeting you will be in a “Wait Room” until the Moderator and Presenter are ready to begin

· Join with Audio when prompted –

On mobile devices – Select “Call using Internet Audio”

On PC – Select “Join with Computer Audio”

General Housekeeping -

If your video is on, then everyone can see you so please behave as if you were in a public meeting.

The only people who can join the meeting are those that have the link so, for security, please do not share the link on public forums.



