

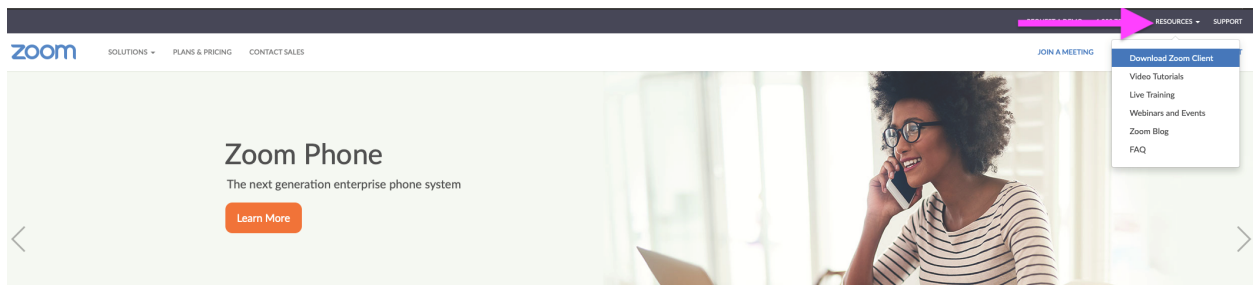
CAPE HAZE RESORT COMMUNITY ASSOCIATION

Using the Zoom Video Conferencing System

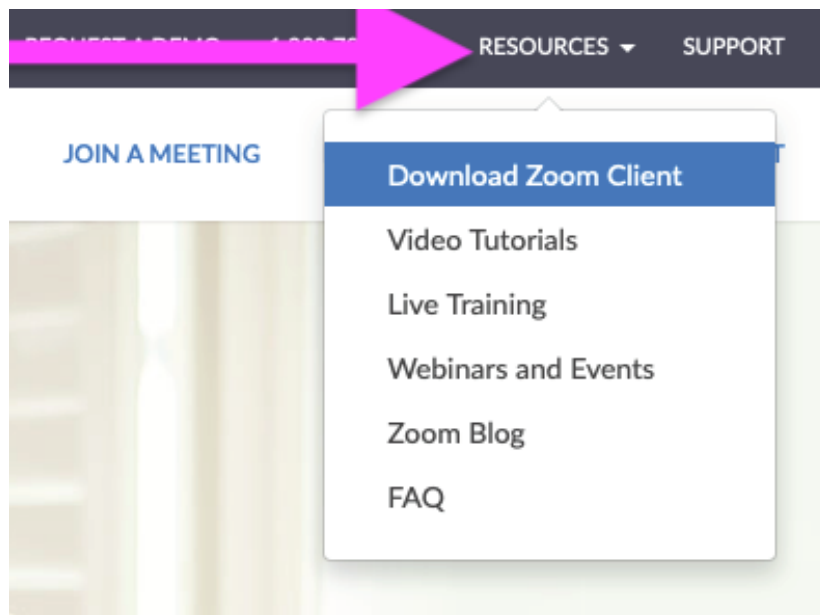
The Zoom video conferencing system allows owners to attend meetings with full visual and audio using their computers and tablets. Those who do not wish to use a computer may use a telephone, but they will not be able to speak or to see any visual materials (documents, photographs and so on) that may be used during meetings. Please be sure you have a well-established internet connection before beginning a Zoom conference.

Setup. The system is easy to set up and use. The easiest way to connect is to use the Zoom application. Please follow these steps:

1. Go to www.zoom.com and click the **Resources** tab in the upper right (arrow).



2. From the drop-down menu select **Download Zoom Client**.



3. A new window will open. Click **Download** under Zoom Client for Meetings.

The screenshot shows the Zoom website's navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. Below the navigation bar, there are three sections:

- Zoom Client for Meetings**: A blue button labeled "Download" with a red arrow pointing to it. The version number is 4.4.55313.0714.
- Zoom Plugin for Microsoft Outlook**: A blue button labeled "Download" with the version number 4.7.54033.0619. Below the button is a link: "Add Zoom as an Add-in for Outlook on the web".
- Zoom Extension for Browsers**: A grey box containing the text "Currently available for Chrome and Firefox."

4. Once the application (program) downloads, double click the file to install it.

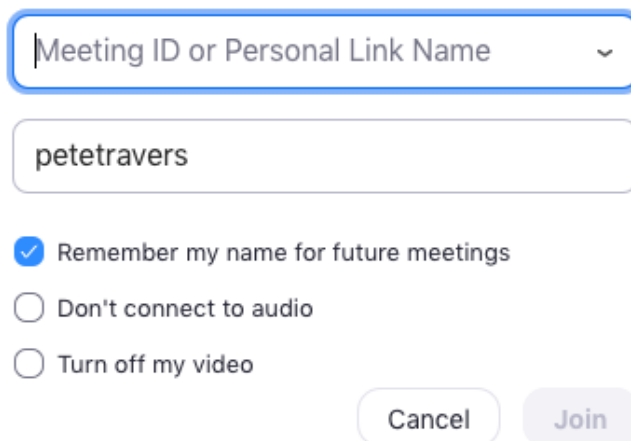
Joining a Meeting. When you wish to join a meeting, open the application (program) and click **Join a Meeting**.

The screenshot shows the Zoom application window with the Zoom logo at the top. Below the logo are two buttons: a blue "Join a Meeting" button and a white "Sign In" button. At the bottom of the window, the version number is displayed: "Version: 4.3.5 (59242.0310)".

2. Enter the meeting ID. **The Meeting ID is found on the meeting notices sent to you via email or posted at the resort. Call-in phone numbers are found on these notices as well.** After you have entered the meeting ID **and your name** in the space provided, click **JOIN**.

Do NOT check the box labelled "Don't connect to audio" (otherwise no one will be able to hear you). **If you do not want your camera image to be seen by other participants**, check the box "Turn off my video."

Join a Meeting



Meeting ID or Personal Link Name

petetravers

Remember my name for future meetings

Don't connect to audio

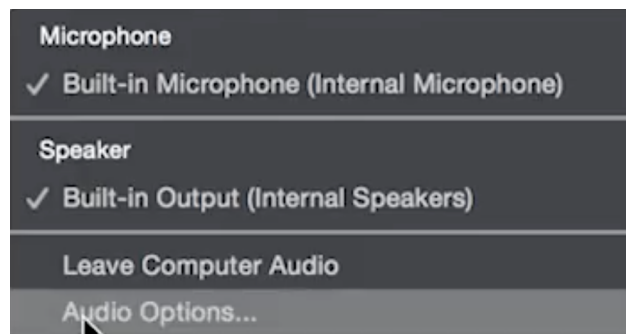
Turn off my video

Cancel Join

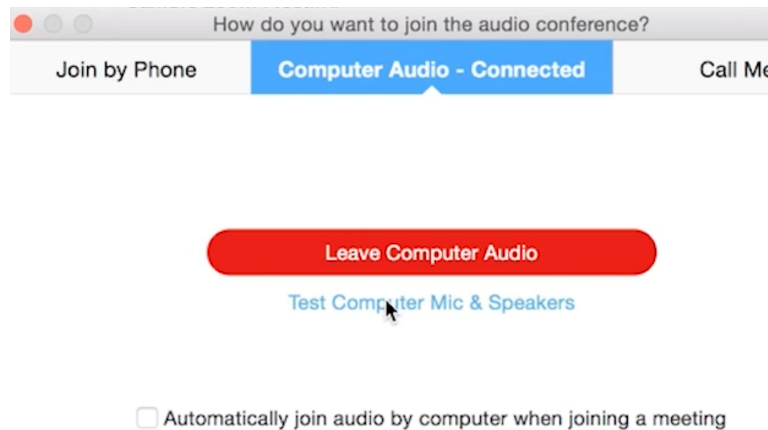
3. If you are asked, agree to connect with computer audio (and video if you wish).

4. If you are calling in by phone only, simply dial the phone number on the meeting notice and be prepared to enter the meeting ID when prompted to do so.

AFTER YOU HAVE CONNECTED, many users have trouble with sound. The specific controls provided by Zoom have a different look on Windows (PCs) machines and Macs. Look for an option like this and select "Audio Options:"



After selecting the audio options, you will see a pop-up looking something like this:



Select "Test Computer Mic and Speakers". You will then see a pop-up looking something like this:



Note that this gives you the option of selecting the speakers (built-in, headphones (if you have them or something else) and your microphone and allows you to test them. Please test speakers and microphone before you do anything else.

Since you may join Zoom meetings before they are actually scheduled to begin, we recommend you join early and spend some time with this testing process to become familiar with Zoom and its controls. This will make your experience very much better during the sessions.