

WHC eMeeting Instructions

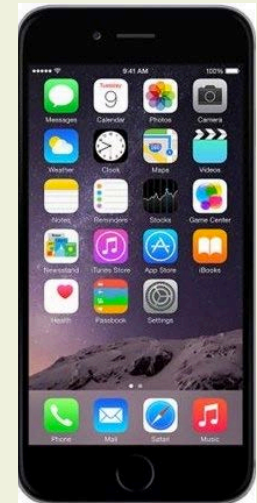


When you can't be there in person

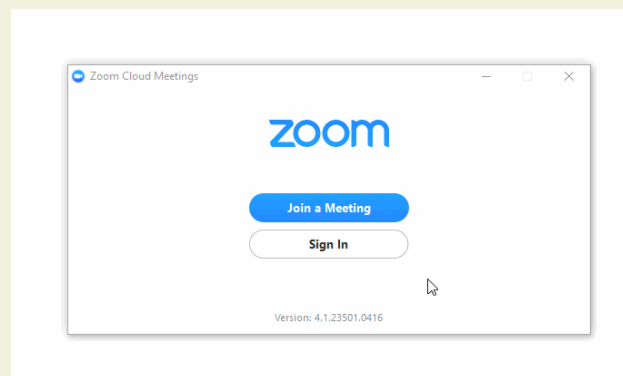
What Do You Need?



***Web Browser
for Video***



***Cell Phone
for Audio***



Login Credentials



Step 1: Audio

On Your Cell Phone, Connect to WHC
Conference Call Line

Telephone Number: (712) 451-1133
Access code: 778756



Once Connected, **Mute Your Phone**
So We Don't Get Your Background Noises

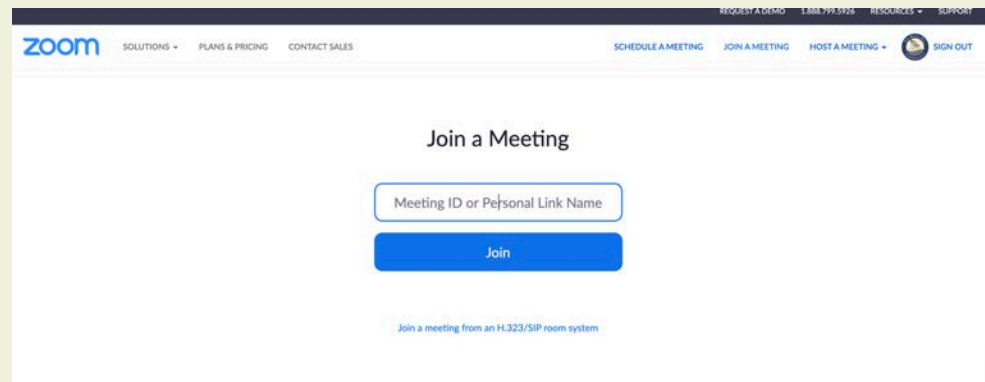
Step 2: Connect to Zoom



Click on the Zoom Link You Were Provided

Join Zoom Meeting
<https://zoom.us/j/123456789>

Meeting ID: 123 456 789





Loading Zoom Application

If this is the first time you used zoom, you will need to install the application

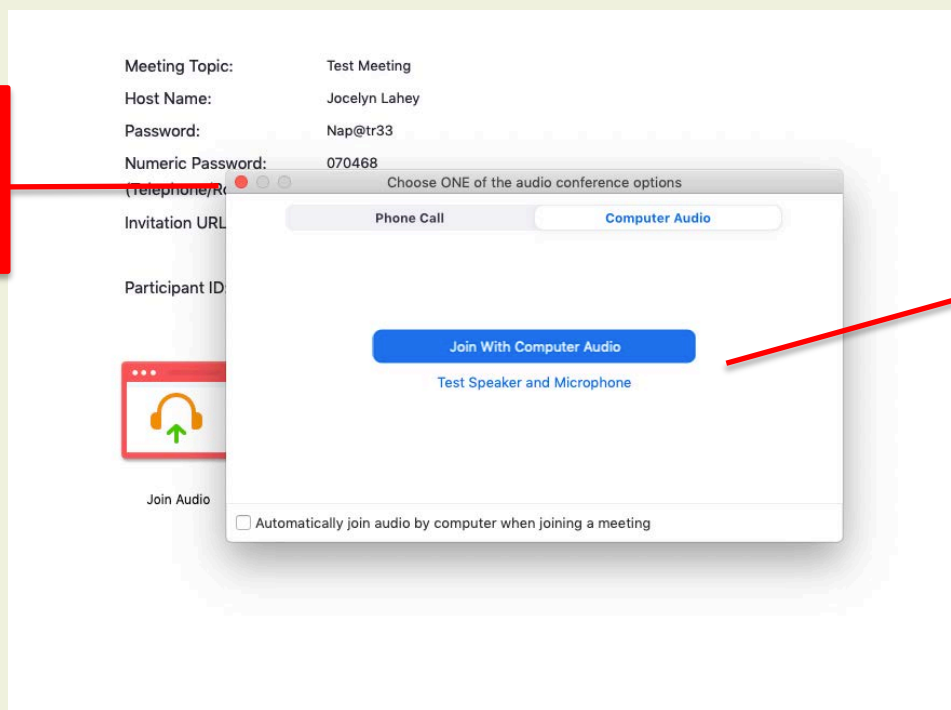
The image shows a screenshot of the Zoom website's download page. At the top left is the Zoom logo, and at the top right are links for "Support" and "English". The main content area features a white box with the text "When prompted, select Open with and then OK." Below this is a screenshot of a Firefox dialog box titled "Opening ZoomInstaller.pkg". The dialog box shows the file "ZoomInstaller.pkg" (11.3 MB) from "https://zoom.us". It asks "What should Firefox do with this file?" and has three options: "Open with: Installer (default)" (selected), "Save File", and "Do this automatically for files like this from now on." (unchecked). "Cancel" and "OK" buttons are at the bottom. Below the dialog box screenshot is the text "A download should start automatically in a few seconds. If not, [download here.](#)". At the bottom of the page, there is a copyright notice: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies".



Turn Off Zoom Audio

You will be asked if you want computer or telephone audio. You do not want either. Cancel out of this box by clicking on the red X.

Click Here to
Close
Window



Do Not
Choose
Either

The Zoom Screen



A screenshot of a Zoom meeting interface. The main content is a browser window displaying the website for The Watch Hill Conservancy. The website has a dark blue header with the organization's name and a navigation menu. Below the header is a large image of sailboats on a lake. The Zoom interface includes a top status bar, a bottom toolbar with icons for Join Audio, Start Video, Invite, Participants, Share Screen, Chat, Record, Reactions, and Leave Meeting. A small video thumbnail of a participant named Jocelyn Lahey is visible in the top right corner. Several callout boxes with red text and white backgrounds point to specific features: "Screen Share" points to the browser window, "Participants" points to the Participants icon in the toolbar, "Open Chat" points to the Chat icon, "Leave Meeting" points to the Leave Meeting icon, and "URI" points to the video thumbnail.

Screen Share

Participants

Open Chat

Leave Meeting

URI

Jocelyn Lahey

Click to join audio

Join Audio Start Video

Invite Participants Share Screen Chat Record Reactions

Leave Meeting