



# Talented Tenth District

## Virtual Meeting Training & Review

### Log in Instructions

Highly Recommend to Join via Laptop or Desktop



# Meeting Etiquette, Rules & Flow



- ✓ Hold off on eating meals during the meeting.
- ✓ Find a quiet space to meet, shut the door, and mute yourself as necessary.
- ✓ Eliminate distractions and focus on the agenda
- ✓ Be aware of your surroundings and items in the background
- ✓ On entry you automatically are muted.
- ✓ Be aware of your audio and video settings.
- ✓ Remain muted throughout the entirety of the meeting unless recognized.
- ✓ Brothers will be recognized by raising your hand.
- ✓ The moderator will unmute you and recognize you.
- ✓ FAQs – Can't see raise hands



# How to Join a Zoom Meeting Steps 1-4

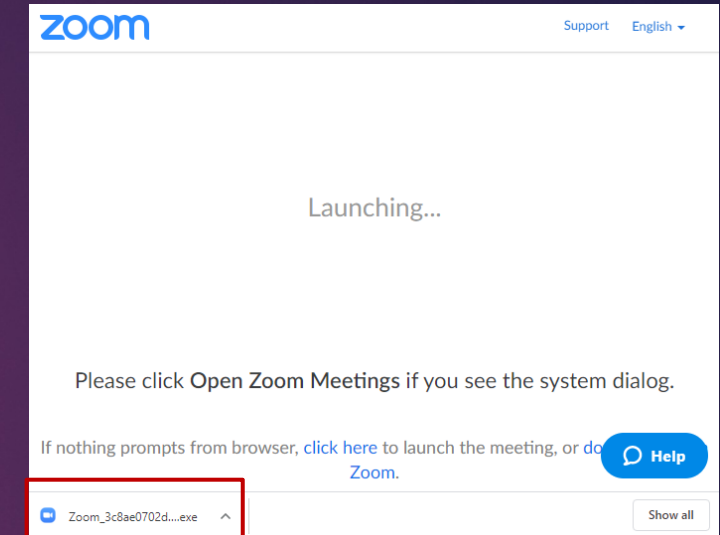
## Step by Step Instructions:

1. Either: click on the Zoom link you have been provided by email. It will look something like this:  
<https://zoom.us/j/355051911>

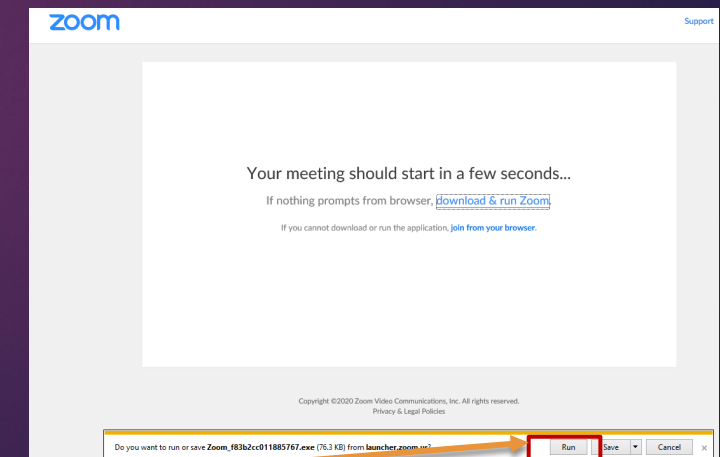
## If the link is not working:

2. Go to <https://zoom.us/join> and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)
3. When entering a Zoom meeting for the first time from a computer you will need to download a small application file.
4. Download and run the application file:
  - a) **Google Chrome** should automatically download the file and point to it as shown to the right. Clicking on the Zoom\_launcher.exe file will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation
  - b) **Internet Explorer** should automatically download and by clicking on run the file will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation

## Chrome



## Internet Explorer





# How to Join a Zoom Meeting Steps 5-9

Step by Step Instructions:

5. Either: click on the Zoom link you have been provided by email. It will look something like this:

<https://zoom.us/j/355051911>

If the link is not working:

6. Go to <https://zoom.us/join> and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)
7. When entering a Zoom meeting for the first time from a computer you will need to download a small application file.
8. When prompted enter the meeting ID provided, click join
9. Next enter the meeting password provided, click join meeting

Join a Meeting

Join

Zoom

Enter meeting password

Join Meeting Cancel



# How to Join a Zoom Meeting Step 10 & 11

10. Just before entering the meeting you will be prompted to enter a display name.

This name is identify yourself to the other members in the meeting – For the District Meeting Enter Brothers are required to enter: **State - First Initial Last Name, Chapter or District Council** (examples below)

Zoom

### Enter your name

Your Name  
MI - F. Saffold, DDPR

Remember my name for future meetings

Join Meeting Cancel

Zoom

### Enter your name

Your Name  
IN - L. Rhone, Zeta Phi, Basileus

Remember my name for future meetings

Join Meeting Cancel

Zoom

### Enter your name

Your Name  
IL - T. Davis, Sigma Omega, Delegate

Remember my name for future meetings

Join Meeting Cancel

Zoom

### Enter your name

Your Name  
MN - T. Adams, State Rep

Remember my name for future meetings

Join Meeting Cancel

Examples : MI – F. Saffold, DDPR | IN – L. Rhone, Zeta Phi, Basileus | IL – T. Davis, Sigma Omega, Delegate

11. You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio (TIP: by ticking the “Automatically join audio by computer...” option box first, will mean you won’t get prompted again in the future).



# How to Join a Zoom Meeting Step 12 – Final Step

## Join Audio via Computer

You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio (TIP: by ticking the “Automatically join audio by computer...” option box first, will mean you won’t get prompted again in the future).

## Join via Computer & Audio via Telephone

It is possible to use a combination of computer for video and phone for audio.

If you use this option, then enter by computer first and select the Join By Phone tab when the audio pop-up window appears (see example below). This will display the NZ dial in number for you (or you can change it to display one of the many other countries which have a “local” dial in number by clicking on the flag icon), as well as the Meeting ID to enter and your Participant ID.

Dial in as noted above, however after entering the **Meeting ID**, you will be prompted to enter your **Participant ID**. Simply enter this number followed by # and your video and audio will then be synchronized

