

# Instructions for Participation in the Annual Meeting via Zoom

ERUUF's annual meeting this year will take place in person, but there will also be an option to join virtually on Zoom.

The following instructions were written for using Zoom on a computer. The location of buttons may differ on a phone or an android device.

If you are an ERUUF member and want to join virtually, you should receive registration information via multiple emails. It is necessary to register for the meeting by **May 16 at 12:00 PM** in order to get an invitation to the Zoom meeting. Please reach out to [office@eruuf.org](mailto:office@eruuf.org) if you have not received a meeting registration link by 4:00 PM on May 16th. Do not share your registration link with anyone else.

After registering, you will be sent a Zoom invitation that looks something like:

Join Zoom Meeting  
<https://us02web.zoom.us/j/0000000000>

Meeting ID: 0000000000  
One tap mobile  
+13126266799,,00000000# US (Chicago)  
+16468769923,,00000000# US (New York)

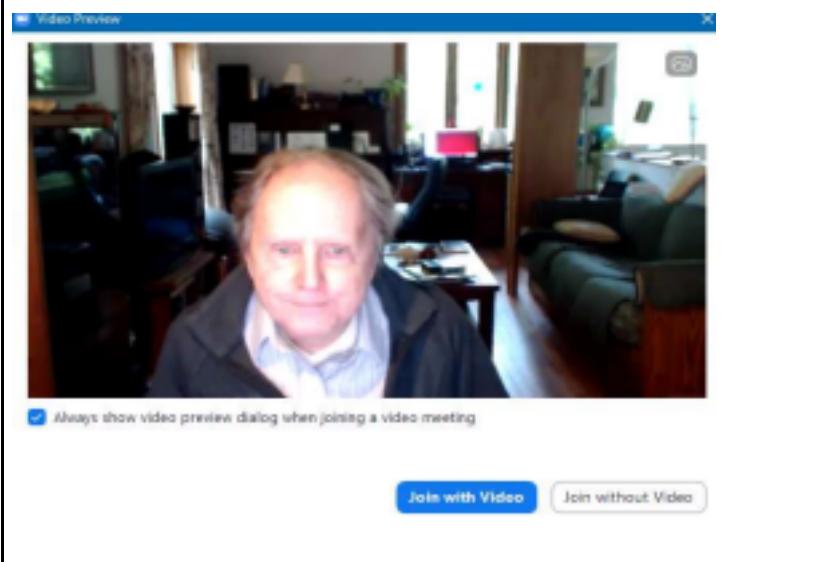
Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 876 9923 US (New York)  
+1 301 715 8592 US (Germantown)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)

Meeting ID: 0000000000

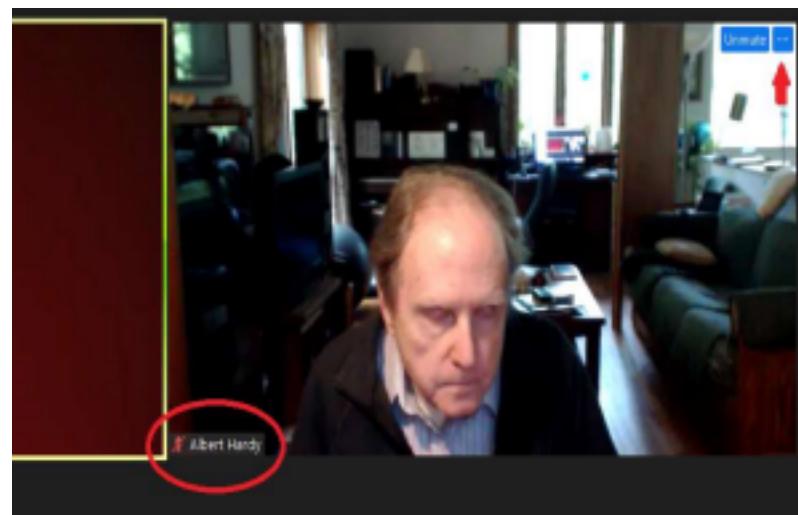
You can use a personal cell phone by dialing the number in the Zoom invitation and entering the meeting ID. If you are joining by telephone, dial one of the numbers above and when prompted key in the Meeting ID from your invitation. You may be asked to identify yourself so that the meeting organizers can associate your phone number with your name.

You can download and install the Zoom app to an android phone from the Play Store. From the app you can connect to a meeting by the Meeting ID.

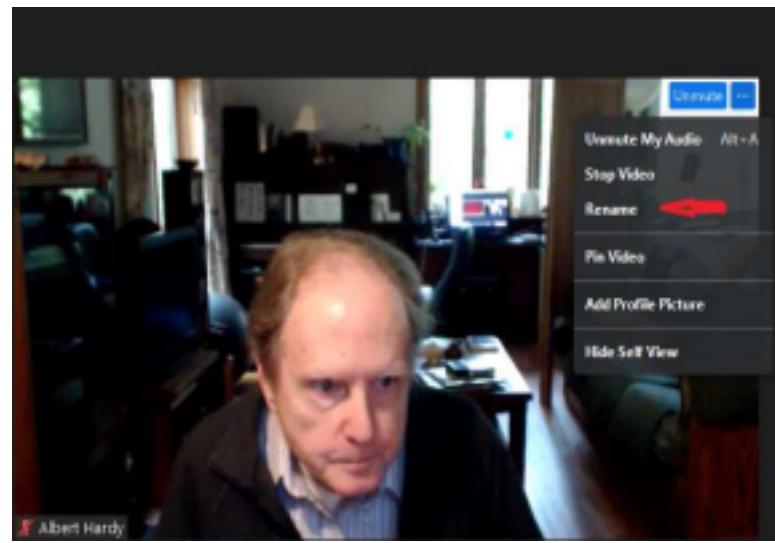
**Joining the Meeting:** Five to 10 minutes before the meeting time (11:30 am, Sunday, May 18), click the blue https link under *Join Zoom Meeting* in your invitation. If there are multiple members in the same household, each should login with their own device for voting. Do not share your Zoom invitation with non-members. After clicking the join link, you may see a pop-up window like this. You can click the blue “Join with Video” button.



**Setting Your Name:** When you join the meeting you will see a slide with brief instructions telling you to rename yourself if your real name does not show up in Zoom. Move your mouse cursor to the upper right-hand corner of your picture to see the blue buttons. Click the one with the three dots ( . . . ).



Choose Rename from the drop-down menu that appears and type your correct name.



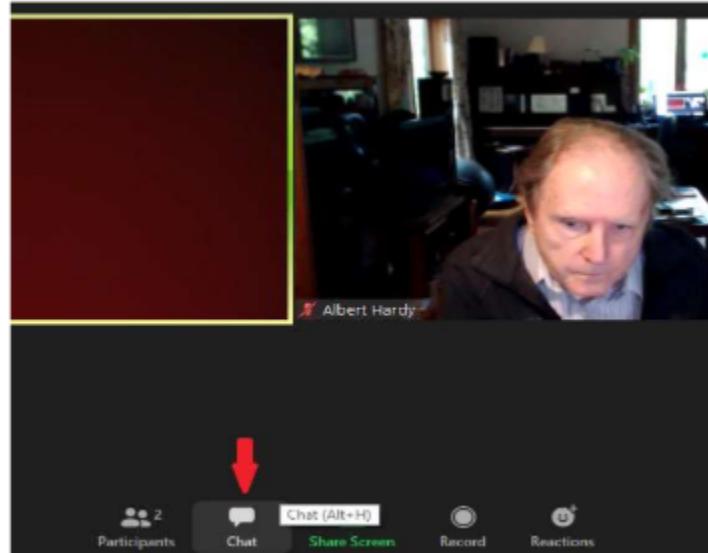
**To Ask a Question or Make a Motion:** When a quorum is reached the Chair will call the meeting to order and summarize the rules of the meeting. After a speaker has given their report, you can ask questions, using the chat function.

To ask a question during the meeting, please type your question in the chat and someone in the room will read your question aloud.

**Voting:** When it comes time to vote, the host will launch a poll in Zoom that will pop up on your screen. Simply answer the question(s) appropriately.

**Opening the Chat window:**  
The Chat window will be used by Zoom participants to ask questions, which will be read live in the room.

If you need technical support during the meeting, you can reach out to Meeting Support using a private chat message. Open the chat window by clicking on the Chat button that appears when you move your cursor to the bottom of the screen.



In the Chat window that opens, click on the name you wish to send a message to. For example, select *Everyone* to ask a question or select a specific person (e.g., Meeting Support) for technical support.

