

ZOOM CALL MEETING INSTRUCTIONS

STEP 1: Click on the Zoom meeting link on the home page

STEP 2: Either download the Zoom app, or choose to open the meeting via web browser

STEP 3: Sign in with YOUR FULL NAME

We need to keep track of who is attending the meeting, just like the sign-in sheet you would see at the front desk.

STEP 4: Establish whether or not you have an audio connection

If you have established an audio connection: Please make sure you are muted. If you wish to address the Board, please send in a private chat message to **Greg Cook** and he will introduce you when need be.

If you have not established an audio connection: PLEASE DO NOT LOG OFF ON YOUR COMPUTER. Instead, call in at 1-312-626-6799. The meeting number and your participant/member ID can both be found if you click the 'I' icon at the top left of your zoom meeting screen.

Calling in with your member ID number keeps your name and phone number together, so we don't have to distinguish which phone number belongs to who.

STEP 5: Please be respectful and follow normal protocol when wishing to address the Board with any questions. This is no different than any other meeting, you must give notice to speak with the Board Members.

IF YOU STILL REQUIRE FURTHER HELP IN GETTING INTO THE MEETING: Please visit this link for troubleshooting options: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

BOARD MEETING REMINDERS

- The agenda for the current meeting can be found on our Home Page for your convenience.
- Please continue to update yourself on what is changing with the current situation our world is facing and the effects it may have on our industry in MN on our 'What's New?' page on the website.