Tips and Tricks for Zoom Set Up

for Board Members and Presenters

1. SIGN UP FOR A FREE ZOOM ACCOUNT Go to zoom.us/signup and enter your email address to create a free account with Zoom web conferencing. If you already have a Zoom account, skip to step #3 below.

2. DOWNLOAD ZOOM on your cell phone, tablet, laptop, or desktop computer. Though it works best if you can use a device with a camera to fully participate in meetings. Please allow extra time for the install before joining your first meeting. If you don't have one of the devices just mentioned, you can call in if necessary. If you can't download Zoom and need to connect via web browser, you can use the Zoom web client (more info on browser compatibility here).

3. ACCESS MEETING INFORMATION Board and committee members will receive a personalized Zoom link via email to join each meeting. It's important not to share this link with others as it is specific to you and your name. A separate Zoom meeting link will be posted on the ECFRPC website for members of the public wishing to attend.

4. QUIET SPACE AND HEADPHONES are ideal for meeting participation**.**

5. JOIN THE MEETING On meeting day, log into Zoom 10-15 minutes early using your personalized link to make sure everything is working. We'll provide instructions on how to participate when the meeting begins. To mute and unmute yourself, use the button on the bottom zoom toolbar. Also, use the video icon to turn your video cam on and off.

6. REMAIN MUTED WITH CAM ON. We request that you remain muted unless recognized by the Chair. We also request your video cam remains on during the meeting to facilitate better participation.

Zoom Meeting Tools