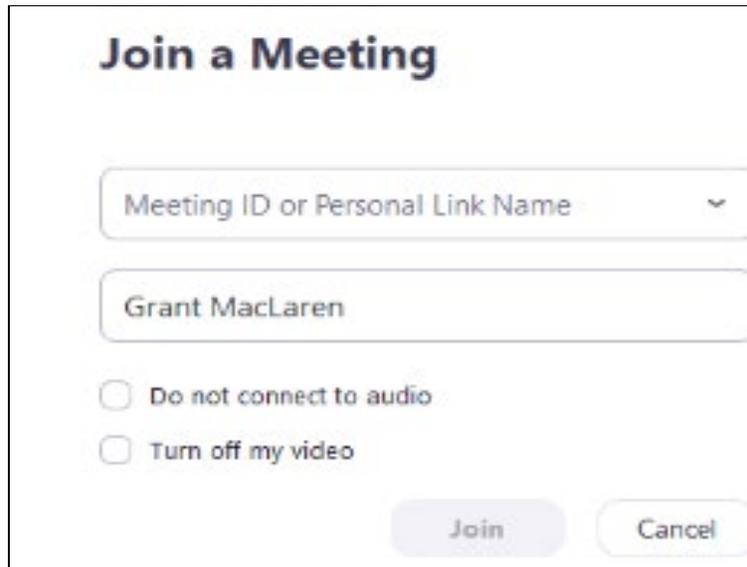


Here are instructions for joining the Elm Fork Beekeepers meetings using ZOOM web-conferencing.

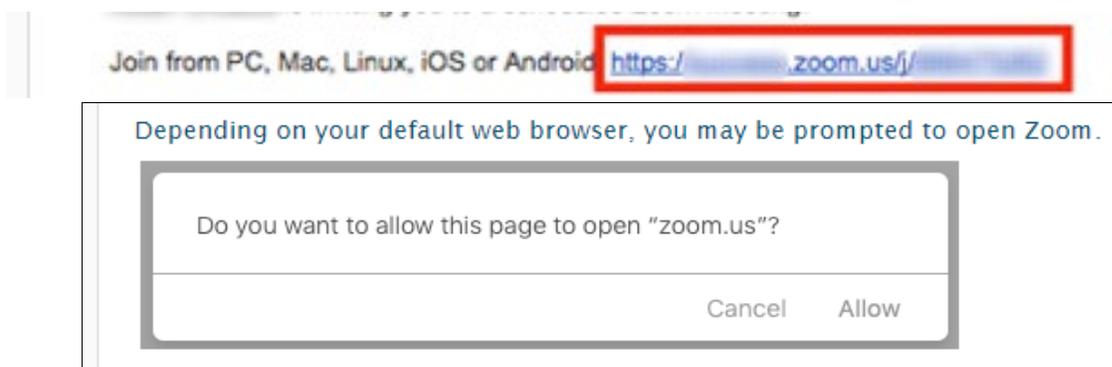
First, it is simple – there are two ways to join a ZOOM meeting.

1 - Download the free ZOOM desktop client/app and join manually. Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. Enter that unique meeting ID in the space provided and enter your name. You will also be able to select to use or not use your audio or camera – we recommend you DO USE your computers audio. Next, click JOIN and you are in.



The screenshot shows the 'Join a Meeting' screen in the Zoom desktop client. At the top, the title 'Join a Meeting' is displayed in a bold, dark blue font. Below the title, there is a text input field labeled 'Meeting ID or Personal Link Name' with a dropdown arrow on the right. Underneath this is another text input field containing the name 'Grant MacLaren'. Below the name field, there are two radio button options: 'Do not connect to audio' and 'Turn off my video', both of which are currently unselected. At the bottom right of the form, there are two buttons: 'Join' and 'Cancel'.

2 - You do NOT have to download the ZOOM app. You should be able to join by simply clicking the “JOIN MEETING” link provided in the meeting invite email. Clicking that link will open your browser and take you to the meeting login screen.



Depending on your browser settings, you may be asked “Do you want allow this page to join zoom.us?” Click “ALLOW” and your browser should join you to the meeting.

Once in the meeting you may be able to see a list of others in the meeting and a row of pictures of others in the meeting. You will also be able to turn on or off your computers camera and microphone using controls in the ZOOM window.

We respectfully request once you have joined and announced yourself, PLEASE MUTE your microphone. Open mics cause a lot of background noise and make conducting the meeting difficult. The host also has the ability to mute your mic if you have trouble muting it.

You are free to unmute to ask questions, or you can use the CHAT function to type a question for the presenter.

If you have trouble joining, please call Byron at **210-262-1862** (for the first meeting we will open the meeting 30 minutes early to allow time for everyone to get the bugs of joining worked out. Please be patient as you may get voice mail if lots of members are calling to get connected. For subsequent meetings, we will open the meeting 15 minutes early.)