Meeting Date: Tuesday April 14, 2020

Meeting Time: ACC Meeting 6:45 PM, Board Meeting 7:00 PM

Meeting ID: [See (and save) letter sent to all HAC members via US Mail]

Password: [See (and save) letter sent to all HAC members via US Mail]

Meeting phone number: 1 929 205 6099

Instructions for using three types of devices to join a Zoom meeting:

Smart Phones and tablets (iPhone, iPad, Android phones and tablets such as from Samsung, etc.)

1. Use the app store on your device to search for the "Zoom for Cloud Meetings" app (or "Zoom Client" or other variations as the name might vary slightly across type of phone or tablet used) and download the app. You **do not** have to create an account with Zoom in order to use the app to join our meeting. Simply downloading the free app will suffice.

2. Starting five minutes before the meeting time you can simply open the Zoom app and press the **Join a Meeting** on your screen. You will be asked to enter the Meeting ID (see above). Also in the "Screen Name" blank, fill in your first and last name as this will take the place of our usual physical sign in sheet at meetings. It will also allow us to address you by name during the meeting. Now push the **Join** button.

3. You will be asked for the password, fill it in (see above) and hit the **Continue** button.

4. You will now see a black screen that says: "Please wait, the meeting host will let you in soon." In a few minutes when all the members of the Board or the ACC arrive and the meeting is ready to begin, you will be admitted to the meeting.

5. On start up, you will see an icon on your phone's screen (usually either the bottom left or top right corner) that says **Join Audio.** If you don't see it immediately or it and other icons disappear, tap your screen and all the icons should reappear. On tapping **Join Audio**, choose "**Call using Internet Audio**" from the small menu that appears.

6. During the meeting if you wish to ask a question or respond to a question from the committee, tap your screen to bring up the icons, select the **"More"** option (probably bottom right of screen) and tap **"Raise Hand".**

Telephones (phones with no web browsers, apps, etc. This will also work with a Smart Mobile phone, if the above instructions are too complicated to follow, but you will of course not see video.)

1. Call the M**eeting phone number** shown at top of this page.

2. When asked for the Meeting ID punch Meeting ID given in HSA US mail mailing on your keypad followed by the # key. When asked for your Participant ID, just punch the # key. When asked for your Password, punch Password given in mailing, followed by the # key.

3. To "raise your hand" to respond to a question or ask to speak: Press these keys on your phone keypad: *9 (that is, press Star then press 9).

Computer (Microsoft Windows, Apple Mac, Linux. There may be small differences in the icons, and locations of information or order of information requested for the different kinds of computers and age of the operating systems used in each case.)

1. Go to zoom.us and click on **Join a Meeting** which you will find in the banner near the top of the page just right of center. Y**ou do not have to sign up for Zoom service to join our meeting.** You will now be given the chance to download the Zoom extension for your web browser. Download it and install it by following the directions you are given. When done, either Zoom will start up immediately, or, if not, go to zoom.us again on your web browser and once again click **Join a Meeting.**

   If the above fails because Zoom says you are using an unsupported web browser, an alternative method of installing Zoom is to go the the zoom.us/download web page and from there install **Zoom Client for Meetings.** Now run the Zoom application as you would any other application.
2. Once step 1 is finished and the Zoom application is running, enter the Meeting ID, found above.
3. Enter the password, found above.
4. Await for host to admit you to the meeting at the scheduled meeting time.
5. On start up, you will see an icon on your screen (probably the bottom left corner) that says **Join Audio.** Click on it and then choose "**Call using Internet Audio**" from the small menu that appears. If the selection icons for this and other functions disappear, you may have to click your mouse while it is positioned inside the zoom window to make them reappear.

6. During the meeting if you wish to ask a question or respond to a question from the committee, click on the **Participants** icon on the bottom of your screen to bring up a pop up box with the icons for all participants. If you hover your mouse pointer inside this pop up box over the top participant (which is you), you can select **"More"**. From that menu select **"Raise Hand".**

This notice will also be emailed to anyone who has agreed to be sent information and will contain the direct link to the meeting web address. Once the Zoom app has been downloaded on your device you can join any of the scheduled meetings by just clicking the emailed link. This email link is just a convenience. You do not need that email link in order to join the meeting, just follow the directions above. If you are not currently registered to receive emails from the HAC Board and would like to request an email meeting link for this purpose please contact the Board at Board@horseshoeacresclub.com.

Schedules and agendas for upcoming meetings along with any additional information on accessing these meetings will be posted on our website in the News section.

Meetings will continue monthly as scheduled using this format until governmental directives allow for normal group gatherings to continue.

Don't lose or misplace these instructions: The same IDs, password, and phone number will be used in all future online HOA meetings.