

Complete Instructions for Prior Setup BEFORE a ZOOM meeting

The important thing is if you're going to use a smartphone, computer or pad, download and install the app from Zoom (PC/Mac), the App Store (Apple stuff) or Google Play Store (Android) and test it well before trying to join the meeting.

It is strongly recommended that you use a computer connected to a reliable internet connection for best results. Download, install and test the Zoom Client to your computer before joining the meeting:

https://zoom.us/download#client_4meeting

For phones or pads, search for "Zoom Cloud Meetings" in App Store or Google Play Store...it takes just a few minutes to download and install.

AFTER you've installed the app, you can test your connection by using the internet Browser on your device (phone or pad or Laptop) and going here:

<https://zoom.us/test>

Click on Join and see if you see yourself... I know, It's nearly impossible to hit the join button at the test site with an Android phone... :-(

Try to do this soon - don't leave it for the last minute – Email us and we'll try and help you if you have problems or questions.

All the information you need to know about connecting is HERE!!!

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

THEN at the appointed time open the Zoom App and JOIN the meeting by entering the meeting ID and Password we will supply in our announcements OR use the Link in the announcement that will automatically start the Zoom App.

Once you've joined, turn on your audio and video and if you wish, select Gallery mode for viewing more than one other person at a time.

Gallery mode will allow you to see up to 4 people at a time on Android phones or Chromebooks, up to 9 at a time on an iPad and up to 49 at a time in the Zoom Application running on a PC or Mac.

Obviously, a computer running the Zoom application program is best.

Meeting etiquette:

Check to make sure that your audio is muted upon entering the meeting (we will set the meeting to automatically mute).

Please make sure your picture shows your first and last name as we have them in your membership record so we can get a head count of voting members to determine if we have a quorum.

Please open the Chat Feature to send/receive important messages to/from the meeting hosts. Be careful that you've selected a designee before sending a chat message – the default is EVERYONE.

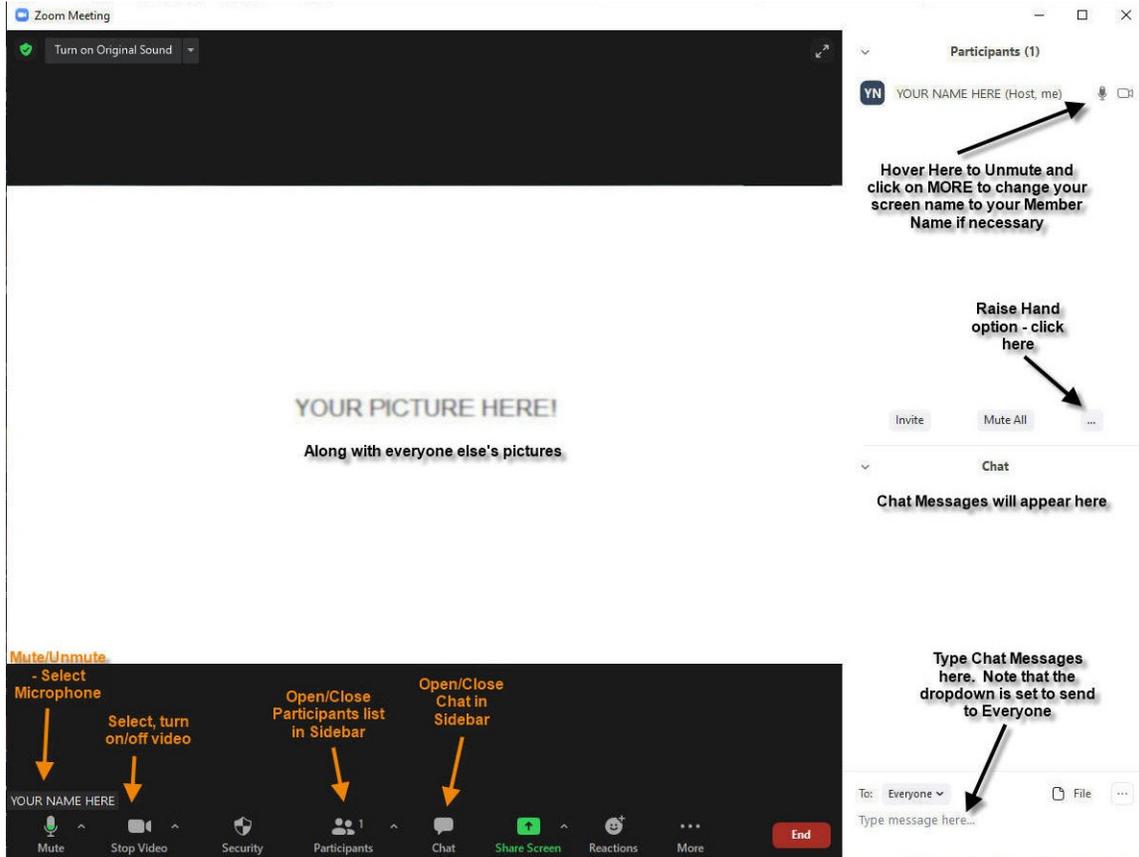
You don't have to be registered to attend a meeting on Zoom.

We will be recording the meeting and the recording will be available post-meeting for viewing on our YouTube Channel:

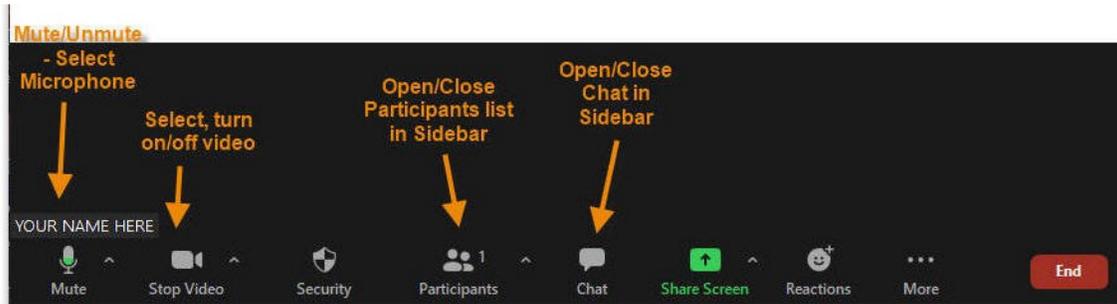
<https://www.youtube.com/c/konacoffeefarmers>

We are going to attempt to stream the meeting onto your YouTube Channel as it's happening. That may simplify viewing the meeting but you will be unable to ask questions or make comments on the YouTube stream.

If you are using a computer, your meeting should look something like this:



Here are the meeting controls that will appear when you hover your mouse at the bottom of the Zoom meeting window:



NOTE: some of these controls (like Share Screen) are only available to hosts or folks who are authorized by the host.

Here's the Sidebar and its controls:

