Zoom Conference instructions:

Note: The Zoom OAAS COVID-19 calls are being recorded and will be available online.
If you do not wish to be recorded, please do not participate in the call.

IMPORTANT: All public chats will be seen by all the participants and will be included in the video.
You can private message your question to the Host or Co-Host.

A) REGISTERING FOR THE MEETING:

1) Click on the link in the email invitation to register for the Zoom call.

2) You will be asked to input your First and Last Name and email address and Agricultural Society or Business name. **NEW!!** – you must enter your Agricultural Society or business name, <u>or you may not be admitted to the call</u> – so we can ensure that only invited participants can register.

Below is a sample of the information from the email invitation from the OAAS.

You are invited to a Zoom Roundtable Discussion on COVID-19.

When: Apr 1, 2020 07:30 PM

You must register in advance for this meeting by clicking on the following link:

https://zoom.us/meeting/register/vpIkdu6upzksvgnjZybBiXK9nETDNu6yIA

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3) Don't forget to click the following box before clicking the "**Register**".
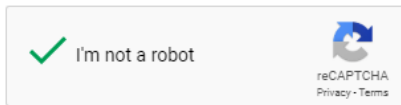
You may register at any time, but we suggest registering <u>at least several hours prior to the call</u> due to the large number of participants.

B) ACCESSING THE MEETING:

1) You will receive a confirmation email from *Vince Brennan* *no-reply@zoom.us* At the top of page 2 is a sample of the email

2) **NOTE:** if you don't receive a confirmation email, please contact the OAAS Manager.

The information should be similar to the sample below – **ensure that you are clicking on the links in the email you receive and NOT the ones in this document.**

There are several options for accessing the Zoom call. See the example on the next page.

TROUBLESHOOTING – if you have problems accessing via your computer, you can dial in via your phone – the numbers and the Meeting ID are on your Registration email **NOTE:** Long distance charges may apply.

Security Settings - Zoom is adding different security settings on a regular basis so there may be slight changes the next time you log in. We have updated the settings in Zoom as per instructions from Zoom and other specialists to stop people from hacking into our call. If you have been advised not to use Zoom for this reason, you may dial into the call on your cellphone or landline phone.

3) Steps

1. You may click on the Click Here To Join link at any time to join the call immediately

2. Email link - If you register sometime before the meeting, you can add the invite to your Calendar – it allows Google, Yahoo or other email software.

   Click on the appropriate link and it should download the date to your calendar. The process is different depending on what Email software you use. Outlook creates a .ics download that appears at the bottom of your screen.

   meeting-93896490....ics

   Click on it and it brings up an '*Appointment*' page that you have to save to add it to your Outlook Calendar

   To log into the meeting, click on the appointment in your calendar.

3. Smart phone - click on the link in the email on your smartphone for "*iPhone one-tap*" phone number – and it will dial the Zoom conference phone number. **IMPORTANT:** This link should work for iPhone and Android phones.
   Don't input the second part of the number(meeting ID) – the system will input it for you (you will hear it inputting the numbers) and should log you into the call automatically.

4. If calling from a landline or cell phone you can call the Telephone option

   4a you will be prompted to input the Meeting ID #

Hi *Your Name*,

Thank you for registering for "OAAS COVID - 19 Round table Discussion".

Please submit any questions to: manager@oaasfairs.com

Date Time: Apr 1, 2020 07:30 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: Click Here to Join ⇐ ①
Note: This link should not be shared with others; it is unique to you.
Add to Calendar Add to Google Calendar Add to Yahoo Calendar ⇐ ②

Or iPhone one-tap
   Canada: +17789072071,,369176926# or +14388097799,,369176926# ⇐ ③
Or Telephone:
   Dial(for higher quality, dial a number based on your current location): ⇐ ④
      Canada: +1 778 907 2071 or +1 438 809 7799 or +1 587 328 1099 or +1 647 374 4685
or +1 647 558 0588
   Meeting ID: 369 176 926 ⇐ 4a
   International numbers available: https://zoom.us/u/adsziojJhX
You can cancel your registration at any time.

NOTE: If you haven't used Zoom before, I suggest you start the process of logging in **at least 30 minutes** before the call starts to allow time for the app to download to your computer or smartphone.

4) If you haven't used Zoom previously or recently you will get this message –
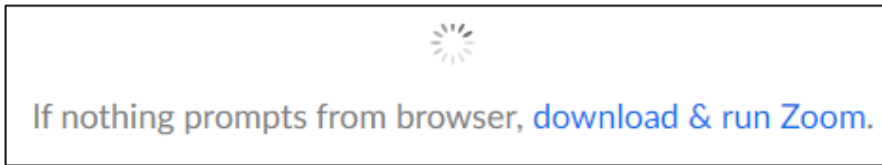
If it pops up - you will need to click on the link **download and run Zoom** to download the software – it normally takes only a couple of minutes

5) The following message should come up – if it doesn't proceed to the next screen within 10 seconds, select **"click here'**
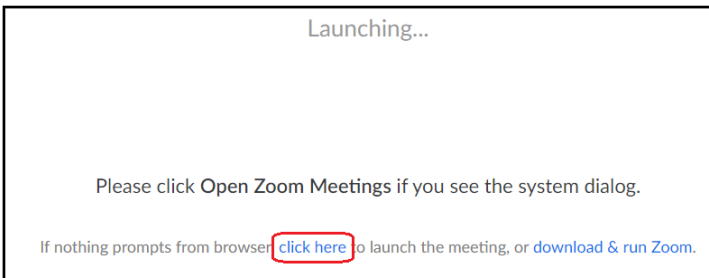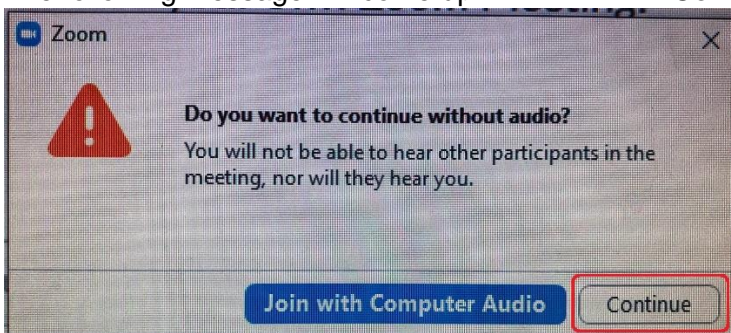

You should get the following message

6) If your computer has a microphone, click on the "**Join with Computer Audio**" blue button to join the call. You can click on the "**Test Speaker and Microphone"** button to verify.

7) **NOT**E if you don't have a microphone on your computer, click on the '**x**' in the top right corner of the box. The following message will come up – click on the "**Continue**" button to join the call.

8) Once you have successfully logged in, you should get the following message – the meeting will start shortly.

Please wait, the meeting host will let you in soon.

 COVID 19

If the meeting is already live, you will be automatically added to the meeting.

C) <u>HOW TO PARTICIPATE IN THE DISCUSSION OR ASK A QUESTION</u>

IMPORTANT – please ensure that your video is turned off.

1) The system will automatically mute all participants. If you wish to share information or ask a question you will need to do one of the following:

a) **Raise your Hand** - to participate or ask a question

At the bottom center of the page click on "**Participants**". This will bring up a screen with the words "***Raise Hand***". Click on the "**Raise Hand**" on the little screen to let the Host know you wish to ask a question. Questions will be taken in order. You will have the option to "Lower Hand", if desired.
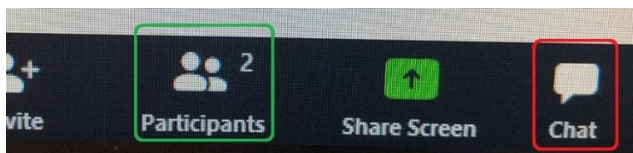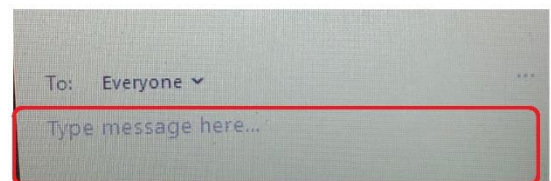

2) The Host will unmute the participant so they can make their comments.

b) **Chat** – you can type a question to the group.

If you do not have a microphone on your computer, you will have to use this option.

IMPORTANT: Your message will be seen by all the participants and will be included in the video.

You can private message your question to the Host or Co-Host.

D) Other Information

1) Calling in by phone

IMPORTANT – check the provided numbers to verify if you could be charged long distance charges.

If you are on the phone, to raise/lower your hand, enter *9. When your turn comes up to speak, we will ask you to unmute/mute with *6.You shouldn't have any issues with a laptop or smartphone accessing the webinar.

2) No video and/or audio capabilities on computer, laptop or tablet:

- You can access the webinar via computer (with or without video camera and microphone) or by telephone (cell or landline). You will need audio/speakers to hear the conference – if you can hear music or YouTube on your computer, you should be okay with Zoom.

- If your computer does not have video camera, you will still be able to see and hear the information on your computer screen

- If your computer does not have microphone, you will still be able to see and hear the information on your computer screen, you will be able to type your questions by chat but can't verbally ask them.

IMPORTANT – you can call in via a phone for audio **and** use your computer or tablet for video.