



SET-UP FOR BOARD & COMMITTEE MEMBERS

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. You'll receive an email from Zoom where you will click on a link to activate your account. If you already have a Zoom account, skip to step #3 below.

2. CHOOSE YOUR DEVICE & DOWNLOAD ZOOM

You can use a cell phone, tablet, laptop, or desktop computer. Zoom is a video conferencing service, so it works best if you can use a device with a camera. After signing up, visit Zoom.us/download and download the "Zoom Client for Meetings" onto your computer. On mobile devices, search your app store for the free Zoom app and download it. *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. FIND THE MEETING INFO

Board and committee members will receive a personalized Zoom link via email to join the meeting. *It's important not to share this link with others*, because it's tied to your name and how you'll appear in the meeting. A separate Zoom meeting link will be posted on the MetroPlan Orlando website for members of the public wishing to attend.

4. 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.

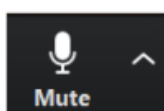
TIPS FOR PREPPING YOUR SPACE

- Make sure you are in a quiet environment with no distractions.
- Take a moment to scan the room behind you. Other members will be able to see your space – including anyone walking around.
- If possible, use a headset with a microphone for better sound quality. **Cell phone earbuds typically work well.**
- Once you have joined the meeting, you will be on mute by default. To speak, unmute yourself using the button on the bottom toolbar. Also, check the video icon to see if you are visible to others or not (refer to the basic Zoom icons below).

NEED HELP?

If you're having trouble with set-up and need assistance, please call Curt Ostrodka from VHB for tech support at 407-893-4788.

Mute is **OFF**



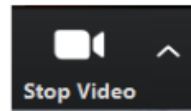
People **CAN HEAR** you

Mute is **ON**



People **CAN'T HEAR** you

Video is **ON**



People **CAN SEE** you

Video is **OFF**



People **CAN'T SEE** you