

Hi Fellow Club Members!

Happy July, Happy New Rotary Year, Happy Friday!

Dave, Katie and I wanted to drop you an email about our Zoom meetings.

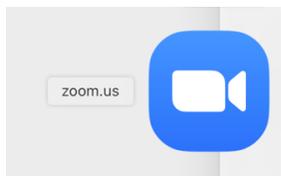
Some are still finding it a bit challenging to get in, or to 'find' the login, or just to get ready to be ready. It's all good.

Here's the lowdown -

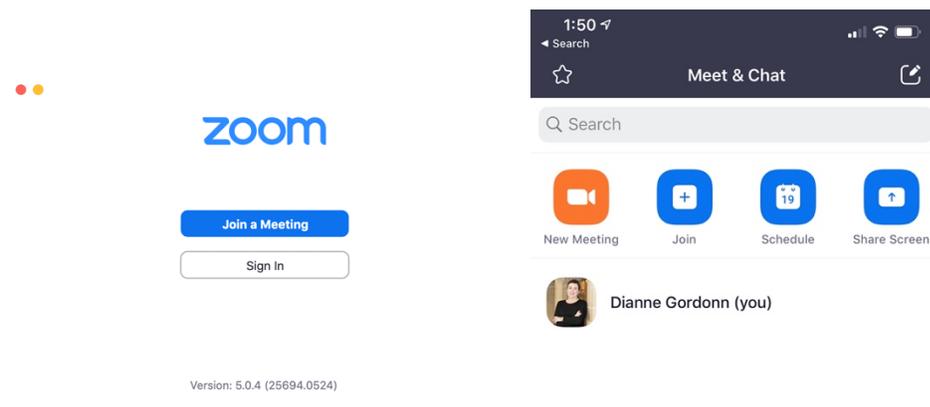
We use the exact same login each week for our Club Meetings. Our membership allows me to create what Zoom calls a "Personal Meeting Room" with a custom login and password. Mary, and Dave before, have been consistent with adding this login to each week's Club Update email.

But I'm also attaching it here, WITH a tutorial on how you can save yourself some time and even 'grab and go on the fly.' The below should ONLY be used by Club Members. Guests and Speakers should use the link provided by the Speaker Committee and Mary.

If you have saved Zoom on your computer/phone, you see this logo often:



Click on it, yup, do it. When you do, this should pop up – left image is desktop, right image is phone:

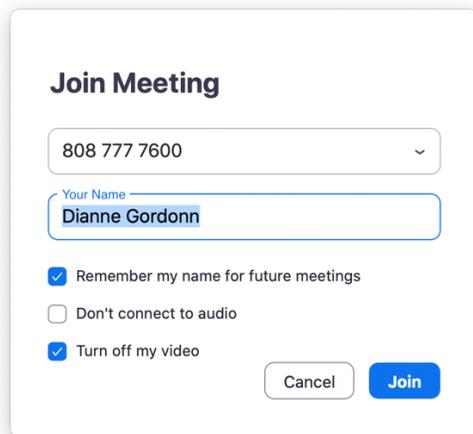


Click “Join a Meeting” or “Join.” When you do, this appears, but without my name and without the meeting number. You are going to enter those yourself.

Meeting number: 808 777 7600 – this is always the same number.

Your Name: Your name, not mine, and not Dorothy

Be sure to check “remember my name for future meetings.”



The screenshot shows a white dialog box titled "Join Meeting". At the top, there is a dropdown menu containing the meeting ID "808 777 7600". Below this is a text input field labeled "Your Name" with the name "Dianne Gordonn" entered. There are three checkboxes: "Remember my name for future meetings" (checked), "Don't connect to audio" (unchecked), and "Turn off my video" (checked). At the bottom right, there are two buttons: "Cancel" and "Join".

Click Join and this window appears.

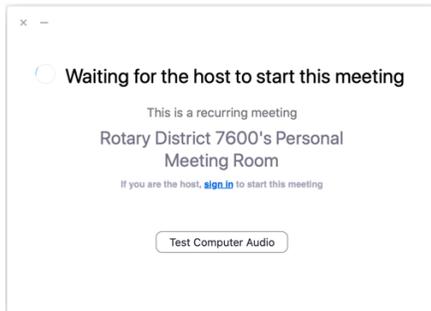


The screenshot shows a window titled "Join a Meeting" with the Zoom logo at the top. The main text says "Please enter the meeting password". Below this is a "Password:" label followed by a text input field containing seven dots. A "Join" button is located at the bottom right of the window.

Version: 5.0.4 (25694.0524)

This is a 2-step process to assure it's us. Don't fret, we're almost there. Enter into the password window the following number: **496435**

NOW LOOK!



If you get to the meeting early, you will see this screen. If you get to the meeting after me, then you will be 'in' the meeting and see all the bright shining smiles of your fellow Rotarians.

That's it, Team RCHR! That's joining our weekly meeting, Zoom style.

The above tutorial works for any meeting you have been invited to where you have the Meeting number and password.

This tutorial **does not** work for RCHR Board Meetings as we send out specific invite that requires you to pre-register. This is because our Board Meetings need a quorum and this allows us to know how many have registered in advance. And these are Member only meetings, unless otherwise noted.

Now, some online meeting etiquette, in no particular order:

- You are on TV – dress like you’re on Jeopardy. If you cannot be dressed as you would if we were meeting in-person, then maybe go without the video. You can still participate without video.
- Mute is your friend. Mute allows you to answer others in your space without us hearing the conversation. Mute allows you to take that phone call you’ve been waiting on. You can always unmute when you need/want to.
- If you must take a call, have a side conversation, get up for that second cup of coffee – stop your video. It’s the little camera icon. Click on it and wait for the red cross bar. Now you can’t be seen as you do your business. Then start your video when you’re done.
- Multi-tasking. We all do it. It’s nearly expected. But if your multi-tasking allows me to watch you chew, watch you clip your fingernails or watch you pick at body parts, maybe stop your video while you take care of those things.
- Lighting. Since you can see yourself when you are on Zoom, what you see is what we see. If you’re in a room with a window behind you, close the blinds a bit. But not so much that you end up looking like you’re informing for the FBI. Turn on a lamp to your right or left or a soft overhead light. Leave the shadowy figure image behind.
- Strategically place your camera. If you are on a laptop, you can move the cover so that the camera is looking at you straight on. If you cannot, then put a book under and try again. Looking at your nostrils is not our idea of fun. Neither is you looking down into the camera as if you are telling us a secret. Straight on. Use a book, a stand, something to give you the right level. If you’re on a desktop, you cannot manipulate the camera angle as much, so manipulate yourself in front of the camera. User a higher or lower chair, etc.
- On the move – phone users. If you are on the move – driving, walking to your office, moving from room to room – thank you for inviting us but we don’t need to be on the roller coaster ride with you. Yes, that’s what it looks like. Stop the video and we’ll see you again when you reach your destination. I sat on a Board call for an organization and watched a man’s belly button area the whole time. He was on his phone and holding it while leaving his office, taking us to his car and driving home – all while watching his midline.

Hope this helped a little, made you smile a bit, and maybe will even help in other Zoom’ing you may be doing.