

How to join a Zoom Meeting of the KRA Board:

You can join a Zoom meeting using computer, smart phone, tablet, or telephone (standard or cell phone). If your device has a camera and microphone, you will be able to see the participants (though not all at once) and ask questions which will be heard by all. Users of computers without microphones and cameras will be able to see the participants, but not to speak or be seen. Standard telephone users cannot see, of course, but can hear and, if called on, can speak.

The procedure for joining a Zoom meeting is a bit different for each of these methods, but for all of them three things are important. 1) The Meeting ID (different for each meeting), 2) the Meeting Password (also different for each meeting), and 3) the Kalresweb Password (same for every password protected page on our website), which you will need to open the invitation to the meeting. The invitation contains the Meeting ID and Meeting password.

If you use a computer, smart phones, etc. you should decide well before the meeting whether you want to open a Zoom account and download the Zoom software. *You don't need a Zoom account or Zoom software to attend a meeting.* A Zoom account needn't cost any money if you get a basic account. You can download the software at zoom.us/download and sign up for a Zoom account at on <https://zoom.us/signup> The basic account is free and allows you to create and host meetings no more than 40 minutes long.

Also well before the meeting, make sure you can find the Meeting ID and the Meeting Password in the "Invitation" on the website. You may be asked for a password to open the invitation; use the same Kalresweb password you use to get the resident directories. If you don't know the password, ask a neighbor or friend, or email editor@kalresweb.org where someone may be able to call you back and give it to you. We do not give out passwords by email. If you don't have a computer, you will need to get a friend to find the invitation and print it out for you.

On the day of the meeting, get ready to join the meeting by join the meeting before 9:50 AM by opening the meeting invitation on the website or putting the printed invitation in front of you. At 9:50 AM, join the meeting. Click on the link to the meeting in the Invitation, or if using your phone, call one of the US numbers given in the invitation, and then supply the Meeting ID and the Meeting password found in the invitation when you are prompted for them.

When you have given all the required information, you will be taken to a Waiting Room until the host of the meeting lets you into the meeting itself. This is a security measure. The host may ask you questions to ensure that you are no interloper.

At 10:00 am the meeting will start. Your microphone will be muted until you are called upon to speak. In the unlikely event that a participant becomes unruly, that participant may be removed from the meeting and will not be able to return.