

Dear Viva Village members and volunteers,

We have virtual meeting capacity! The Governing Council has started using the Zoom meeting platform and now it is available for Village activities. Women or men's coffee? Yes! Book club? You can meet too! Teams, activities are all welcome to stay in touch using this technology. The only limitation is that we can only have one meeting or event at a time.

How do we organize our virtual gatherings?

Activity organizers are given a User ID and password. They will set up the meeting and then send you an email invitation. For meeting organizers who would prefer to have assistance, Barbara Bernstein is available to assist. She can reserve the time and can get the meeting started for you.

Important: All activities should be posted on the Village website calendar to avoid overlapping meetings.

To join a Zoom meeting:

1. You will receive an **email invitation** from the meeting host
2. Click on the **link** in the email. You may be asked for the password included in the email
3. You will be taken to the meeting

You do not need a Zoom account to attend a Zoom meeting but you will be prompted to download the software. Click on the link provided. You may wish to create an account, but that is not required to participate in a Zoom meeting.

This short video shows how to join a meeting.

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

No camera? No problem. You can also join a meeting by phone only:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Follow the verbal prompt and enter the meeting ID number (also included in your email invitation).

Once you are in the meeting:

Using the icons on the Zoom screen, you can:

- Mute/Unmute your microphone
(Please mute your microphone when speaking to someone outside the meeting.)
- Turn on/off camera ("Start/Stop Video")
- Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" shows the meeting participants as tiles across your screen.

Questions?

Please email or call Barbara Bernstein if you have any questions or need assistance:
vivavillagecoordinator@gmail.com or 971-703-8108 (If she doesn't know the answer to your question, she will find out!)