

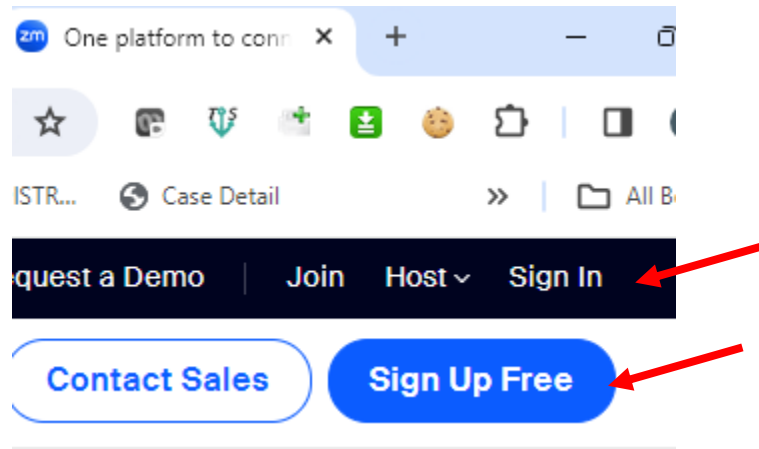
Zoom Guidance for Black Point Meetings

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The ability to virtually participate (or at least observe) BOG meetings has been generally well received, even with a few unfortunate bumps along the way. With all technology, there's often a learning curve and the inevitable "it worked last time" frustration.

Please use this guide to help you connect over Zoom.

1. In order to minimize the risk of "zoom bombs", the guidance from Zoom is that all users must "authenticate". All this means is that you need to have your own Zoom account. Zoom accounts are free as an end user. There's absolutely no cost to you. You may already have an account through work or school or some other mechanism. Just make sure you are logged in with Zoom to get to the meeting.
2. If you don't have a Zoom account yet, go to www.zoom.com and in the upper right corner of the screen, click Sign Up Free. That will walk you through the process of setting up the account. If you have an account, click on Sign In. If you forgot if you have an account, create a new one – it's FREE!



3. Once you have signed in, go to the announcement about the BOG meeting which contains the Zoom link.

For the April 25, 2024 meeting this is the link:

<https://us02web.zoom.us/j/89291255154?pwd=cVtCODERnnpBdnFXNmI5S1EwbVVTdz09>

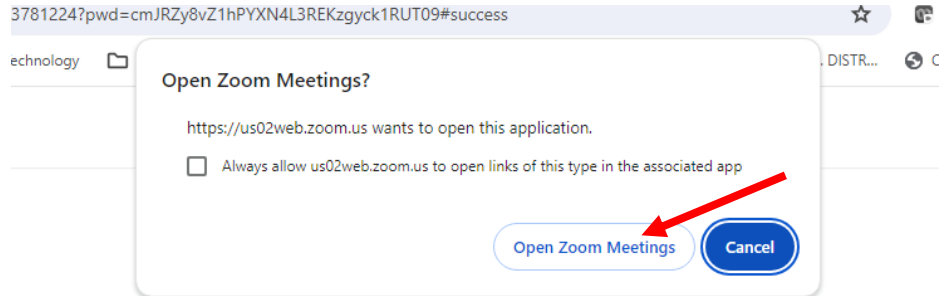
or, on the Zoom website you can click to Join and use the meeting ID and passcode to join

Meeting ID: 892 9125 5154

Passcode: 549145

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- When you click on the meeting link, you are likely to get this window. This is the Zoom app. If you haven't used Zoom in awhile, it will probably make you update so just be patient.
- Click on Open Zoom Meetings.



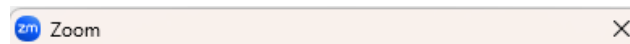
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

- If you didn't sign in previously, you will get this alert, prompting you to sign in. Click Sign in to Join



Sign in to join this meeting

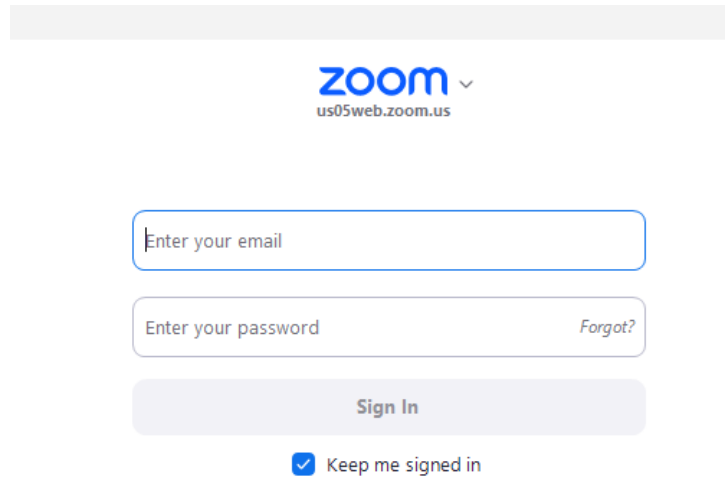
The host requires authentication on the commercial Zoom platform to join this meeting. Please sign in with a commercial Zoom account to join.

Sign in to Join

Don't Sign in

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7. You will be prompted to enter your email and password (aka, your Zoom account).



The image shows a Zoom login interface. At the top is the Zoom logo with a dropdown arrow and the URL 'us05web.zoom.us'. Below the logo are two input fields: 'Enter your email' and 'Enter your password'. To the right of the password field is a link that says 'Forgot?'. Below the input fields is a 'Sign In' button. At the bottom of the form is a checkbox labeled 'Keep me signed in' which is checked.

8. You may be prompted with some “Two Factor Authentication”. The code will be sent to your email (or possibly a text message to your phone – it depends on how you set up your account).

One-Time Passcode

To sign in to your Zoom account, check your email (bpbog.chapin@gmail.com) and enter the verification code below.



The image shows six empty rectangular input boxes arranged horizontally, intended for entering a six-digit one-time passcode.

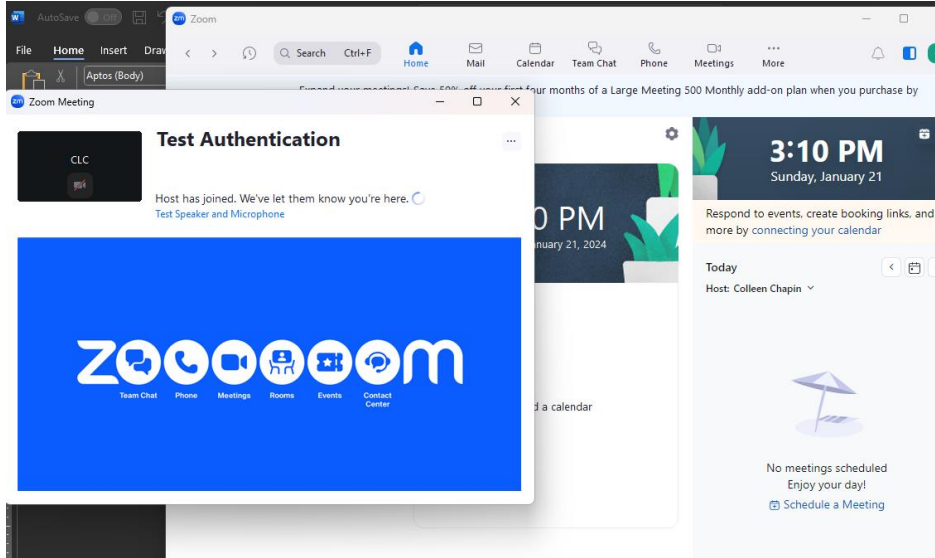


A light blue button with the text 'Verify' centered on it.

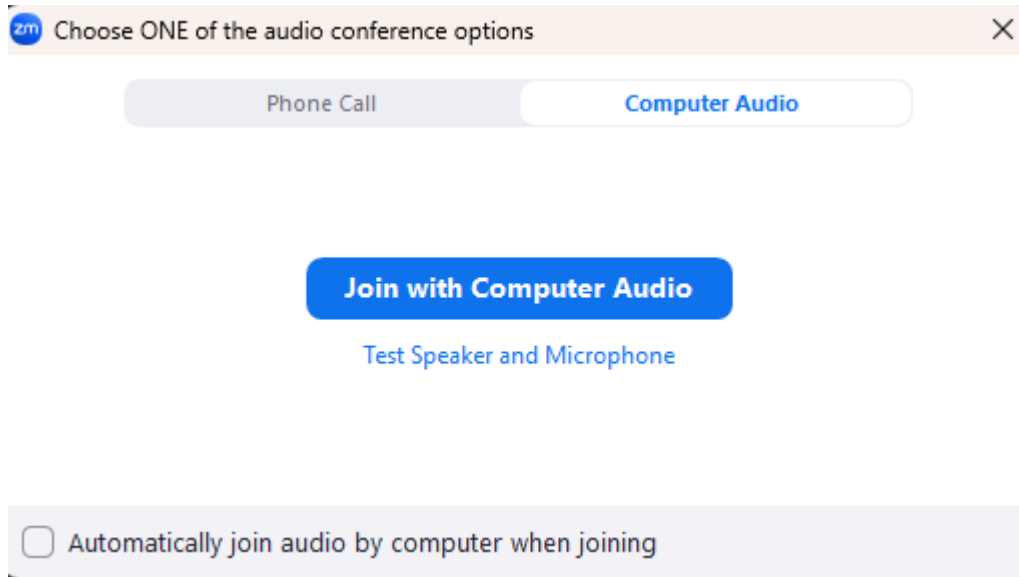
Can't find the email? Resend in 52s

9. And then you should get connected. It may take a few minutes to be let into the waiting room so please be patient.

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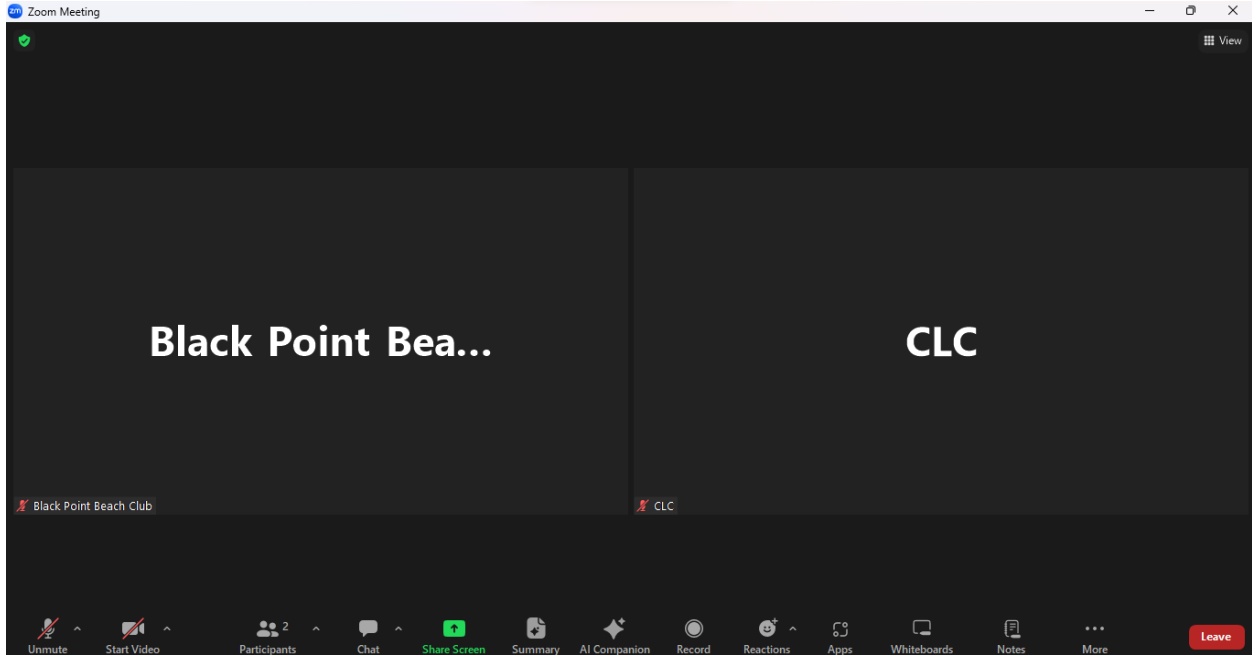


10. Go ahead and Join with Computer Audio



11. And then you should be in!

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12. While this isn't a requirement it is extremely useful to understand who is connected. If you're in the room, we probably know who you are so identifying yourself on the Zoom screen is the next best thing.

Simply move your mouse to the upper corner of your name (maybe it's iPad user or something similarly generic). Click the three dots ... and select Rename. Then please provide your name so we know you have arrived.

