



## **APAC Instructions for online meetings using ZOOM.**

At APAC we have standardized on the ZOOM platform for virtual meetings. Some of you may already be familiar with Zoom. But if you are not here is how Zoom describes themselves:

"Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems."

Essentially, Zoom is an application for computers and mobile devices that enables remote video conferencing, communication and collaboration tools.

In order for you to participate in APAC online meetings you will need to do the following:

1. Download the ZOOM client onto your device and ready it to join a meeting. Zoom works on desktop computers, laptops and mobile devices like tablets and phones. You can choose to use any of these devices to join our meetings.
2. At the time of the meeting enter the Meeting ID and the Meeting Password into the Zoom client application and join.
3. Have fun and enjoy the meeting!

### **GETTING UP & RUNNING**

Here are some instructional links to help you get the Zoom client application and up and running and to join:

#### **Getting started on Windows or a MAC**

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

#### **Quick Start Guide for New Users:**

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

#### **Joining a Meeting**

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

## **Troubleshooting:**

For the best possible experience for you and other members It is HIGHLY RECOMMENDED that you review these links PRIOR to your first meeting and get set up and join a Zoom test meeting to ensure that you have things working properly. However, if you are having a problem the first thing to do is check here:

<https://support.zoom.us/hc/en-us/sections/200305593-Troubleshooting>

We do offer personalized support if you are still having problems. Send an email to [social.media@apac.bc.ca](mailto:social.media@apac.bc.ca) with your phone number and we will contact you and help you get set up.

## **MEETING ID's & PASSWORDS**

To keep our meetings secure we change the Meeting ID's and Passwords for every meeting. We send out Meeting Id's and Passwords on the day of the meeting in an email to you. Please DO NOT share this information with anyone that is not a member.

## **MEETING RULES & ETIQUETTE - General Guidelines and Housekeeping Rules**

Virtual meetings need to be run a little bit different than our in-person meetings in order to keep things moving smoothly and to ensure that we can all benefit and participate.

1. When you join a meeting you will be placed into a pre-meeting lobby and wait there until the meeting Host admits you to the meeting. This ensures that only our members enter our meetings.
2. When you are admitted to the meeting you will automatically be put on MUTE when you join. Please stay on MUTE. This should help with any of the data overhead that might lead to the meeting lagging. And it will make it easier for the host and other speakers to have their words transmitted completely. ZOOM has a function for putting up your hand to speak and when you are recognized the HOST will UNMUTE you.
3. Use CHAT. Feel free to use the in-meeting chat function. Zoom chat allows you to direct your chat to the entire group or to specific individuals.
4. DON'T Panic. If the meeting begins to lag or freeze don't panic. It's likely that after a few moments it will resume. If it lasts too long you can disconnect and rejoin.
5. Have FUN with it! This is new and unique for most of us and don't worry if things go awry we will figure it out together!