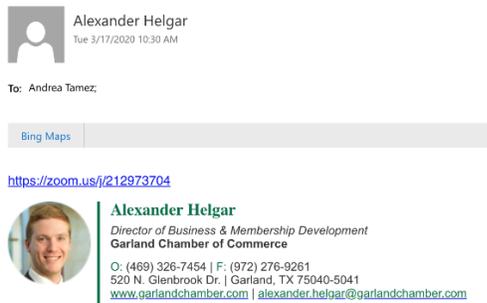


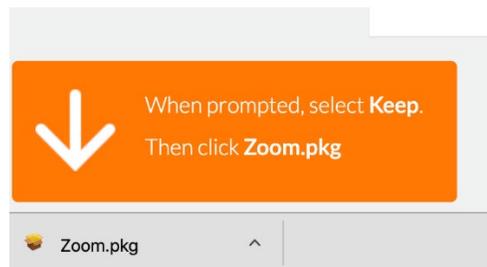
Step-by-Step Instructions on How to Virtually Meet Through Zoom Video Communications

1. You will receive an email with a link. See below:



2. Click the link and this screen will prompt you to download Zoom if not yet downloaded:

If nothing prompts from browser, [download & run Zoom](#).



3. Once you download Zoom, it will prompt you to input the meeting ID, which will also be included in the email. Remember you do not need to sign in to join a meeting, just use the Meeting ID provided to you by email and you will have access to the meeting.



** If you already have Zoom installed on your computer, the link from the email will direct you straight into the meeting room. For questions, please contact Alexander Helgar at alexander.helgar@garlandchamber.com or (469) 326-7464.

Q & A

Is it free to use?

Yes. When you are joining a meeting, it is free to use. The Garland Chamber will act as host for all meetings. If you are interested in hosting a meeting with more than one person, there is a charge and you can find pricing information on zoom.us.

How can I join a meeting?

There are two ways to join a meeting:

1. Download the FREE Zoom app. We know the following devices are compatible:

- Phones
- Desktops
- Laptops
- iPads and tablets

** If you are using a desktop, make sure you have a webcam and the microphone enabled for meetings that require face-to-face interactions.

2. There is also an option to call in. Once the Chamber has set up the meeting, we will send out information on the number to call in for the meeting.

How can I ask questions?

There is a chat feature that you can reach on any device. This will be used to ask questions for speakers and make any comments about the event.

What Garland Chamber events will use Zoom?

Direct Connect and April BOLD Speaker Series 2.0 will use Zoom Video Communications. The Garland Chamber will announce event updates on the website and weekly to the membership.