

MSO Annual/Town Hall Meeting

Tuesday, June 23, 2020 (*6:00 – 7:30 pm)*Please join by 5:55 pm

MEETING PREP AND PRIMER

PRE-MEETING PREP

1. Meeting attendance using a PC or Laptop is recommended for the best user experience.
 - a. Joining by mobile phone or tablet (using the ZOOM app) is a back-up option
 - b. Joining by phone (audio only/NO use of ZOOM app) does not allow online member voting nor submission of questions online
 - c. **Do not join by phone AND another device simultaneously** (audio disruption likely)
2. In advance of this meeting, make sure you have downloaded the most current ZOOM application to your device:
 - a. **Computers:** <https://zoom.us/download>
 - b. **Tablet or Mobile Phone:** via your app store

MEETING REGISTRATION

1. **Registration Deadline: Tuesday, June 23rd at 5:30 pm (earlier registration preferred)**
2. **Registration has 2 steps:**
 - Initial Registration through MSO Website www.mso-hns.org
 - Final Registration through ZOOM
 - MSO will email registrants a link to ZOOM meeting registration page
 - Follow this link to complete your ZOOM registration
 - Look for (**and SAVE**) your ZOOM confirmation email
 - It contains your UNIQUE meeting link.
 - Do NOT share this link with anyone else.

LOGGING IN ON JUNE 23RD

1. **By 5:55 pm**, click on your ZOOM meeting registration link
2. **Please keep your microphone setting to OFF during the meeting** (unless invited to speak)
3. From the waiting room, you will be automatically joined to the meeting.
 - a. Attendees are welcome to share their video (or not) during the meeting
 - b. Remember to keep your microphone turned OFF
4. For technical issues prior to or during the meeting, Email MSO@mms.org
 - a. Insert TECHNICAL ISSUE in SUBJECT LINE
 - b. Provide your name and cell phone # in the message

DURING THE MEETING

1. Please **remain connected from start to finish**
2. If you must log in again, you will be redirected to the waiting room and wait to be let back in
3. For any technical issues either just before or during this meeting:
 - Email MSO@mms.org
 - Insert **TECH ISSUE** in SUBJECT LINE
 - Share your name and cell phone # in body of email
4. Q&A (via ZOOM Chat function): Submit your questions to MSO Administrator **Gayle Sommer** (**not** TO ALL)

PRIMER/ZOOM TIPS

For those new to this technology, here are additional online resources you may find helpful:

1. How to Get Started on Windows and Mac:

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

2. How to Join a Test Zoom Meeting:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>

3. How to Configure Audio and Video for a Zoom meeting

<https://www.youtube.com/embed/HqncX7RE0wM>

4. How to Address Audio Echo in a meeting:

<https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

5. In Meeting Chat (when enabled)

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>