



Annual Membership Meeting Zoom Guide

Thank you for registering for the [2024 OAFP Annual Membership Meeting](#). Below is additional information regarding our virtual meeting platform, [Zoom](#), and how we will utilize its features during the meeting. Please review this information prior to logging into the meeting on **Thursday, August 8 at 6:45 p.m.**

If you run into any pre-event issues or have questions regarding Zoom, contact Caitlin Laudeman at claudeman@ohioafp.org.

Before the Meeting:

To prepare for the meeting, users can create a zoom account and download the software prior to the meeting date.

1. Download the Zoom software to the device you will be using.
 - A laptop or desktop computer is encouraged, but a tablet, smartphone, or calling into the meeting will all be options to allow participation.
 - Visit the Zoom download center at <https://zoom.us/download> and select the appropriate software for your device.
2. Create a Zoom account if you do not have one yet or update your account if you already have one.
 - New users: visit <https://zoom.us/signup> and follow the prompts to create your account.
 - To update your account: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>
3. Log into your account to test settings and familiarize yourself with Zoom functions.
 - Join a Test Meeting with Zoom to check your connections: <https://zoom.us/test>
 - Test computer or device audio: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
 - Learn more about joining a meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
 - More questions about getting started: <https://support.zoom.us/hc/en-us/categories/200101697>

During the Meeting:

Logging In:

- Click on the meeting link provided to your email inbox from OAFP staff person Caitlin Laudeman (claudeman@ohioafp.org).
- When joining the meeting, you will enter a waiting room. Use this time to make sure your audio and video are working.
- Sign in to Zoom using your first and last name or rename accordingly yourself once in the meeting. **This is required for credentialing purposes.**
 - To rename yourself in the meeting:
 - Find the participant icon in your Zoom toolbar or under “more”
 - Find your name in the list
 - Hover over your name and click the three dots
 - Click “rename” and type your first and last name in the text box

- Click “change” to save
- Please note, for any non-member or non-voting member, OAFP staff will add a “NV” to your name so that we are able to see who should not be voting during the meeting.

To ask questions or comment during the meeting:

- Members participating online should use the chat box to submit questions and comments.
 - Click on the “chat” icon in your zoom toolbar or under “more”.
- Phone callers may dial *9 to indicate a “raised hand” and to alert the Speaker or Vice Speaker that you have a comment. Dial *6 to unmute or mute yourself.

To vote during the meeting:

- Members eligible to vote and who are participating online, should submit their vote by using the “Yes” (green checkmark) or “No” (red X) reaction button in the Zoom meeting.
- Members calling in may dial *9 to indicate a “raised hand” as their vote when prompted.
- Members who wish to abstain from casting a vote must email Executive Vice President, Kate Mahler at kmahler@ohioafp.org.

Zoom Tips for Computer Users:

General Zoom Layout:

Top Right Corner:

- Change your view to speaker or gallery view

Bottom Left Corner:

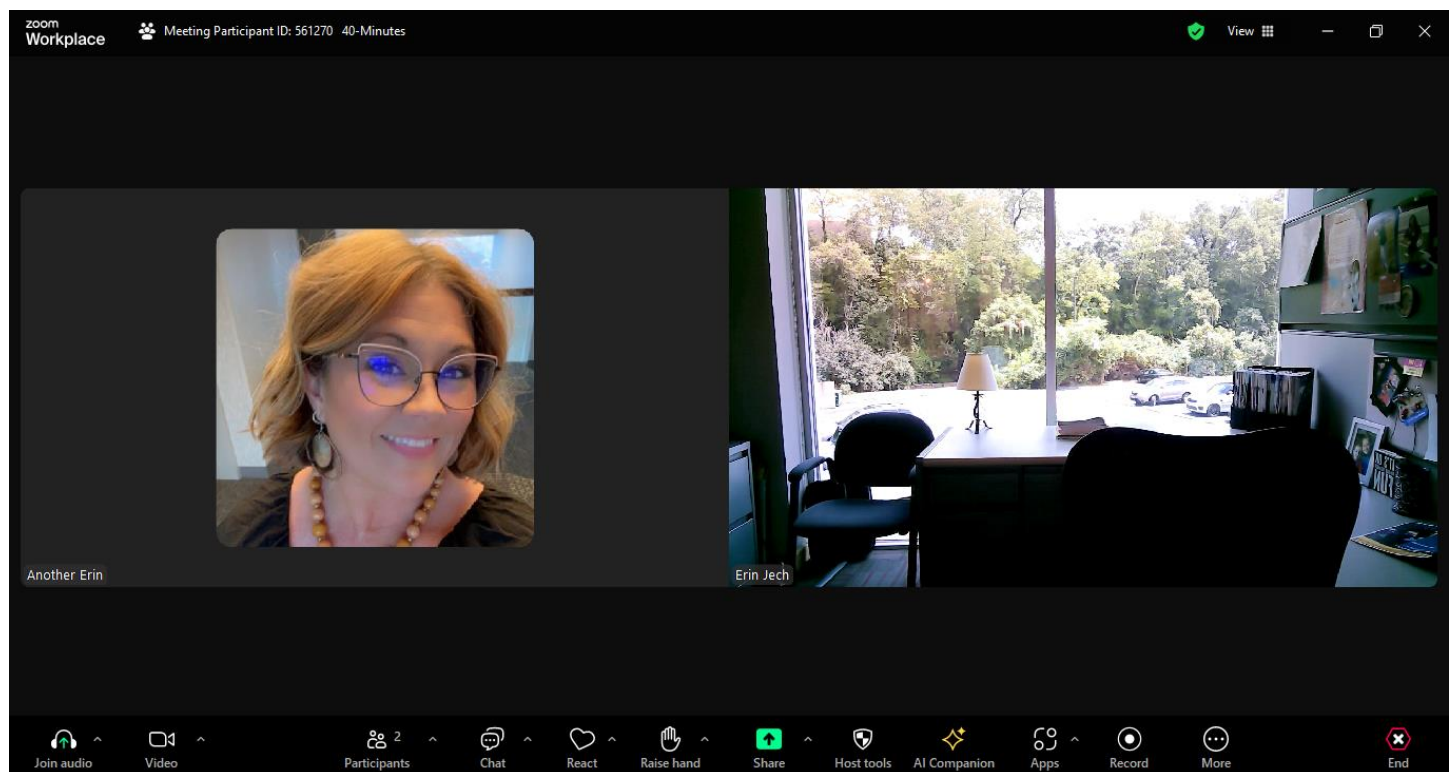
- Click on the carrot next to the microphone or video icons to change audio and video connections or test these capabilities

Bottom toolbar:

- Participants, chat, and reactions (sometimes these can be found under “More”)
- If the tool bar disappears, hover your mouse over the bottom of the screen to make it come back.

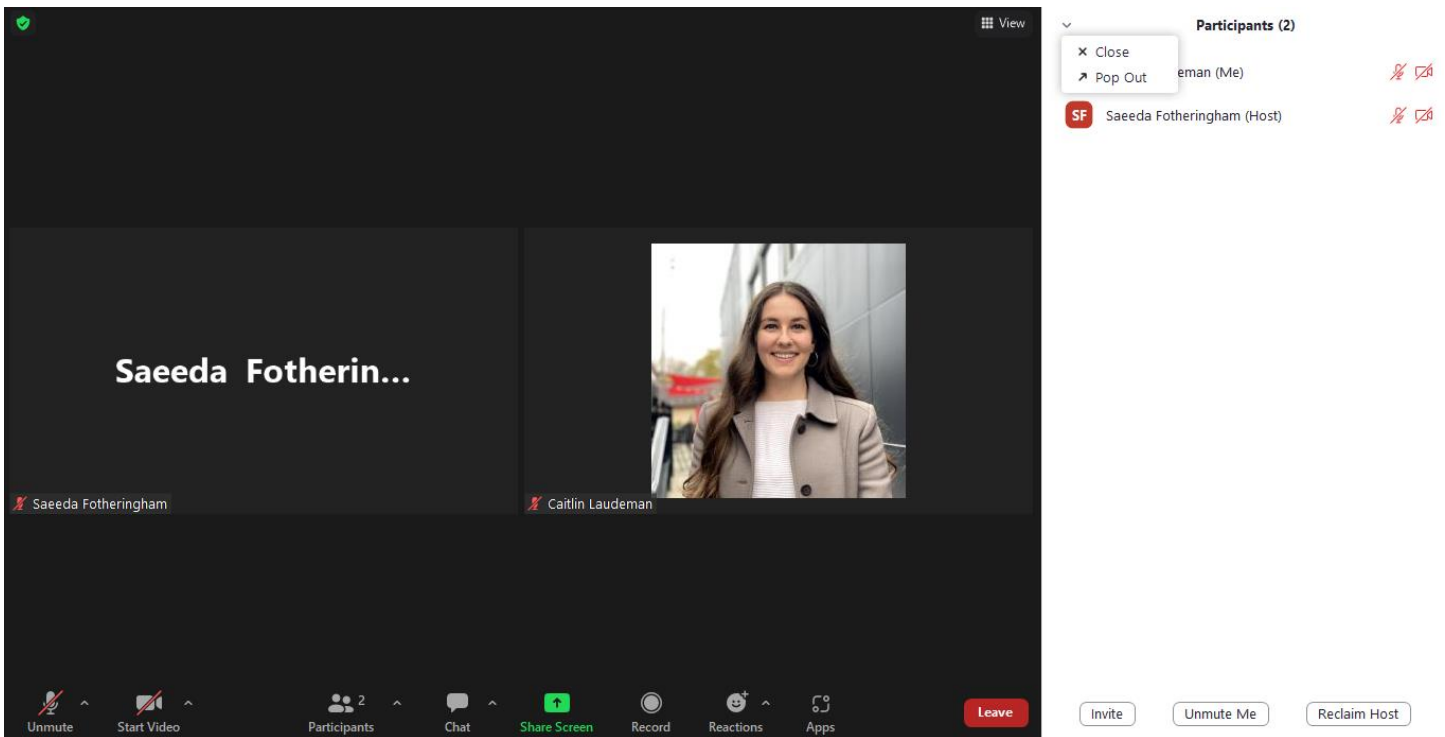
Bottom Right Corner:

- End button to leave the meeting



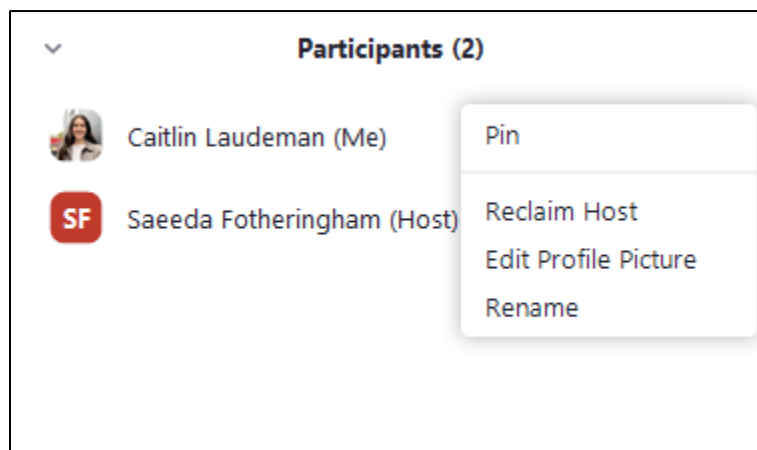
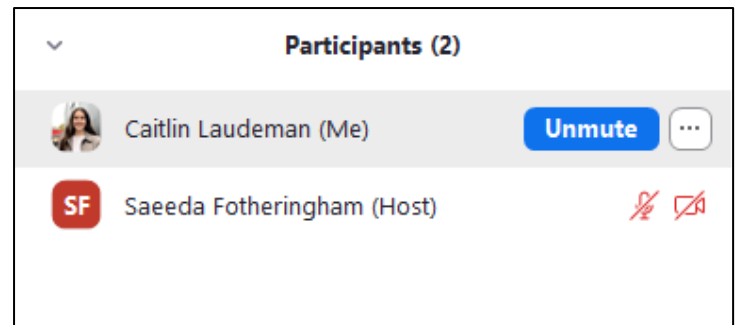
Participants:

Click on participants and a box will show on the right hand side. You will be able to see all participants in the meeting. If you click on the carrot at the top of the participant box, you have the option to close the box or pop it out.



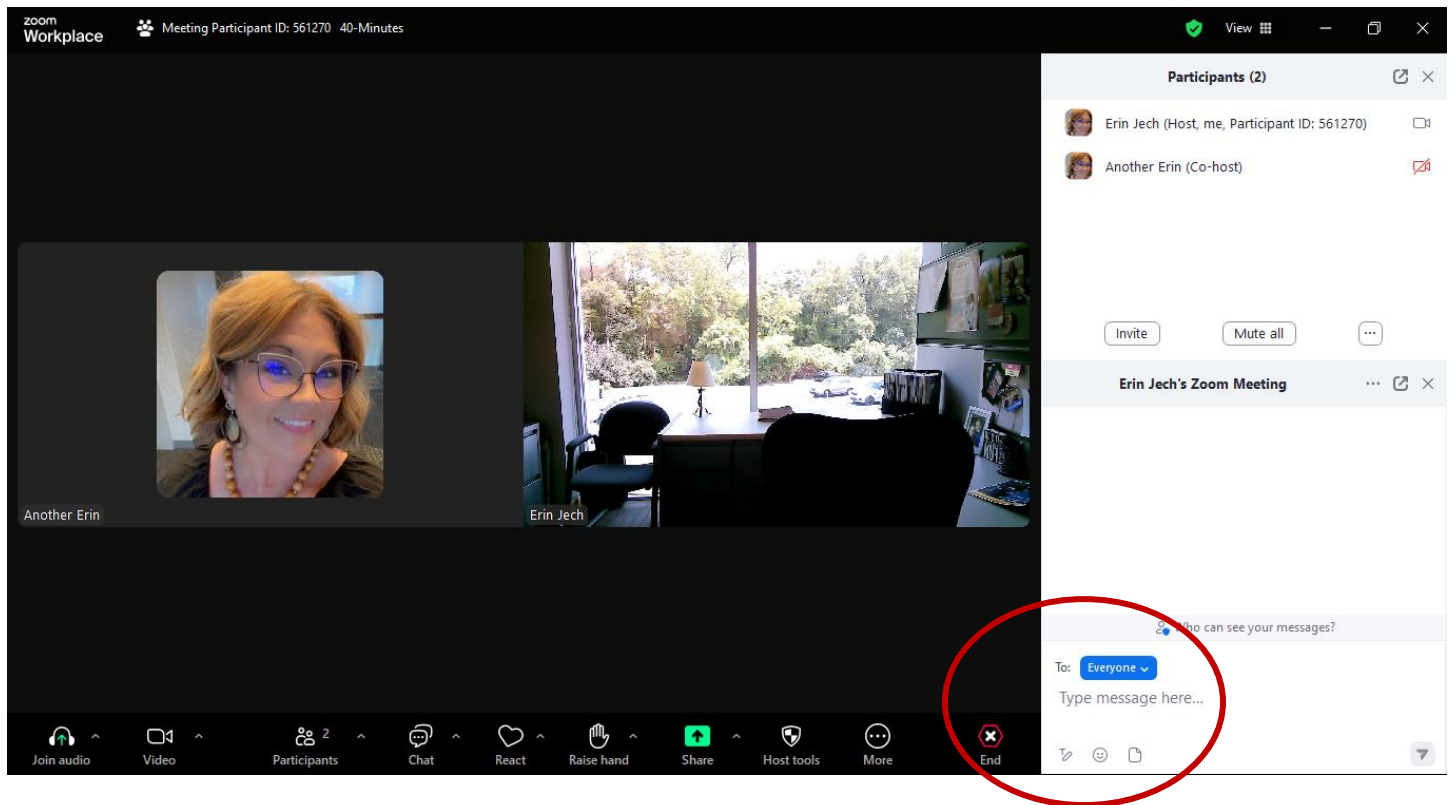
Changing Name:

To change your name, locate yourself in the participant list and hover over your name, a box with three dots will appear. Click on this and select rename.



Chat:

Use the chat to submit any questions or comments during the meeting. You will have the option to chat with everyone in the meeting or privately to OAFP staff or meeting leaders.



Voting:

For voting during the meeting we will use the “yes” (green checkmark) and “no” (red X) reaction icons. In your zoom toolbar or under more find reactions and click the button to locate the green checkmark and red X for voting.

