

Bayridge Subdivision Homeowners Association PO Box 110224, Palm Bay, FL 32911 bayridgehoapalmbayfl@gmail.com

How to Attend a Bayridge HOA Board Meeting via Zoom

The Bayridge HOA Board of Directors meets via Zoom to provide a broader opportunity for homeowners to attend.

To join a Bayridge HOA Board Meeting, type in this web address or clicking on the link:

https://us06web.zoom.us/j/79392888616?pwd=SHIEUVBiaFpuSG5IU0Mya2dRaEJodz09

The Meeting ID is: 793 9288 8616

The Passcode is: Bayridge

You can also call in using a phone using these numbers:

305-224-1968 929-205-6099

How to join a Zoom meeting from a web browser

Web

Google Chrome

- 1. Open the Chrome browser.
- 2. Go to join.zoom.us.
- 3. Enter your meeting ID provided by the host/organizer.
- 4. Click Join.
 - If this is your first time joining from Google Chrome, you will be asked to open the Zoom desktop client to join the meeting.
 - (Optional) Select the **Always open these types of links in the associated app** check box to skip this step in the future.
 - In the pop-up window, click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Alternatively, you can join the meeting without downloading or opening the Zoom app, by opening the meeting with the web client.

Safari

- 1. Open Safari.
- 2. Go to join.zoom.us.
- 3. Enter your meeting ID provided by the host/organizer.
- 4. Click Join.
- 5. When asked if you want to open zoom.us, click **Allow**.

Alternatively, you can join the meeting without downloading or opening the Zoom app, by opening the meeting with the web client.

Microsoft Edge

- 1. Open Edge.
- 2. Go to join.zoom.us.
- 3. Enter your meeting ID provided by the host/organizer.
- 4. Click Join.

Alternatively, you can join the meeting without downloading or opening the Zoom app, by opening the meeting with the web client.

Mozilla Firefox

- 1. Open Firefox.
- 2. Go to join.zoom.us.
- 3. Enter your meeting ID provided by the host/organizer.
- 4. Click Join.
 - If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
 - To skip this step in the future, select the **Remember my choice for zoommtg links** check box.
 - Click Open Link.

Alternatively, you can join the meeting without downloading or opening the Zoom app, by opening the meeting with the web client.

Telephone

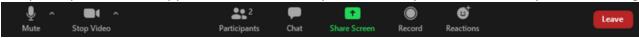
- 1. On your phone, dial the <u>teleconferencing</u> number provided in your invite.
- 2. Enter the meeting ID number when prompted using your dial pad.

Note: If you have already joined the meeting by computer, you will have the option to enter your 6-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

How to access participant controls

Windows | macOS | Linux

The participant controls appear at the bottom of your screen if you're not currently screen sharing.



Participants have access to these features:

• Join Audio or Unmute / Mute : Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following <u>keyboard shortcuts</u> to mute or unmute yourself. You can also use <u>push to talk</u> if you want to unmute yourself by holding the spacebar.

- Windows: Alt + A
- Mac: Shift + Command + A

- Start Video / Stop Video : Turns your camera on or off.
- Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a <u>virtual background</u> (if enabled), or access your full <u>video settings</u>.
- **Participants** : See who's currently in the meeting and <u>invite others</u>. You can also access these options by hovering over your display name and clicking **More**:
 - **Rename**: Change your screen name displayed to other participants.
 - Share My Pronouns/Unshare My Pronouns: If you have <u>entered your pronouns in your profile</u>, you can choose to <u>share or unshare your pronouns</u> in the current meeting. This feature requires Zoom version 5.7.0 or higher.
- Chat : Access the chat window to chat with other participants.
- Share Screen: Start a <u>screen share</u> (if the host allows). You will be able to select the desktop or application you want to share.
- **Record** : Start or stop a <u>local recording</u>. Participants do not have access to start a cloud recording.

Note: The host will need to <u>allow local recordings in their account settings, then give you permission to record</u>. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

- Show Captions : If enabled by the host, click to start viewing either manual or automated captions.
- Reactions : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.
- Apps 5 : Open the Zoom Apps panel to use Marketplace Apps directly in the meeting.
- **Leave**: Leave the meeting while it continues for the other participants. Only the host can <u>end</u> the meeting.