

**ROTARY CLUB OF FOREST GROVE**  
**ZOOM MEETING INSTRUCTIONS**  
**Since We Can't Meet In Person, Let's Meet Online**



For the foreseeable future, we will not be able to meet as a club in person. So until then, we will try to have our club meetings online each Wednesday at noon through the Zoom online meeting platform. Heat up your lunch, sit down in front of your computer or phone and join in for an hour of fellowship!

If you have questions or have a problem logging in, call or text Ryan Garcia at 541-890-1295 or Blake Timm at 503-320-3915.

**LOGGING INTO ZOOM ON YOUR COMPUTER**

URL: <https://pacificu.zoom.us/j/998302952>

The last digits are the meeting ID: 998-302-952

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**Do the following anytime before the meeting on Wednesday.**

*You don't have to wait for the meeting to convene first, and it will save time to do this before the meeting:*

If you are using an Android, iOS or Windows tablet or smartphone, go to the App Store and download the Zoom app.

1. Sign into Zoom either by registering or by choosing one of the sign-in options.
2. Select Join a Meeting
3. Enter the ID number
4. Choose the option to join with computer audio.
5. If you are not seeing yourself, click on the video camera icon at the bottom of the screen to turn it on.
6. You're in!

If you are joining using your PC or Mac, and have Internet connection, do the following before the meeting.

From your browser, go to <https://pacificu.zoom.us/j/998302952>

You can join a meeting with or without signing in.

1. If the Zoom software isn't on your computer, it will be downloaded automatically.
2. From the Zoom window, select Join.
3. You will enter the conference.
4. To make sure you can be seen and heard when the meeting starts, test your video and audio:
  1. Click the "up" arrows next to the camera icon at the bottom of the window
  2. Select **Audio** to test your microphone and speaker.
  3. Select **Video** to adjust video settings to your preferences.
  4. Click on the mic icon to mute your audio
  5. Click on the camera icon to turn off your video
5. Exit the Zoom program.
6. The next time you click on the link, you will go right to the meeting.

## **TO JOIN BY PHONE**

If you are joining the meeting from your phone and don't want video (or if you are having trouble connecting with audio):

1. Dial +1 669 900 6833
2. When requested, enter the ID number (998-302-952).

## **CHAT FUNCTION**

The Chat function may be used to send messages to everyone or to specific people in the meeting.

1. Click on the "thought balloon" icon at the bottom of the screen.
2. Enter the text you want to send.
3. Select recipients—either Everyone or individuals from the drop down list found by clicking the little down-arrow next to Everyone.
4. Hit Enter on your keyboard to send.
5. Your text will appear in the area at the top of the Chat window.