


Lahontan Audubon Society General Meetings via Zoom Viewers Instructions


LAS is using the Zoom platform for its online meetings. To learn more about Zoom or to download the application, visit <https://zoom.us>.

You will need access to a computer, tablet, or smart phone to “attend” the meetings. Be sure your device is fully charged before each meeting.

How to join a meeting:


Register to attend a meeting by either clicking the link in your invitation email or by clicking on the link found on the LAS website. You will receive a confirmation email with a link to the meeting. Registration will close at noon the day of each scheduled meeting.

Please join Zoom meeting in progress  Inbox x

**Susan Reynolds**
to me ▾

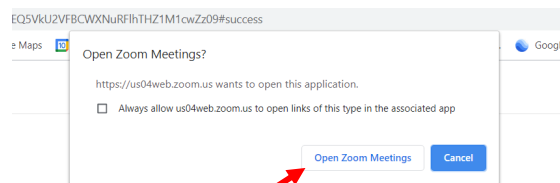
Join Zoom Meeting
<https://us04web.zoom.us/j/78946881458?pwd=cDI4Q1RkS1M2K0VGVEt3ZmxNOXFuUT09>

Meeting ID: 789 4688 1458
Passcode: Hw5cXp

 Click this link to join the meeting

- If you haven't used Zoom before, give yourself about 5 minutes to set it up before your first use.
- If you are planning on using a **laptop or desktop**, the first time you click on the link it will download a free version of Zoom to your computer.
- If you are planning on using a **tablet or smartphone**, download the free and secure Zoom app from your app store.

To join the meeting click on “Open Zoom Meetings”, then click on “Launch Meeting”.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

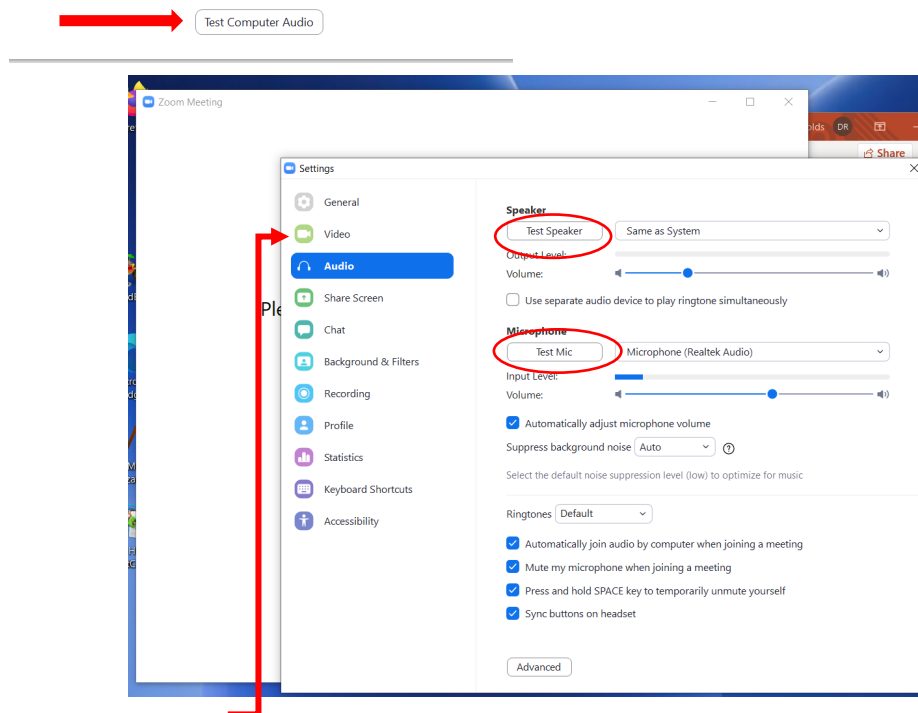


Don't have Zoom Client installed? [Download Now](#)

Check your audio and video before joining a meeting.

Please wait, the meeting host will let you in soon.

My Meeting
11/10/2020

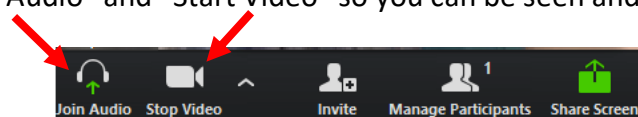


You can also test your video.

Having issues?

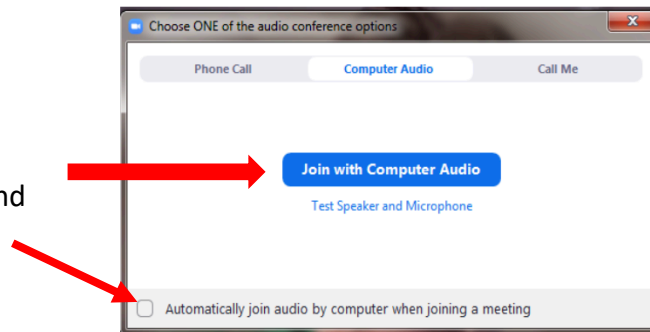
- For help with video: <http://support.zoom.us/hc/en-us/articles/201362313-how-do-i-test-my-video->
- For help with audio: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- For help with background noise or feedback: <https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

Be sure to "Join Audio" and "Start Video" so you can be seen and heard.



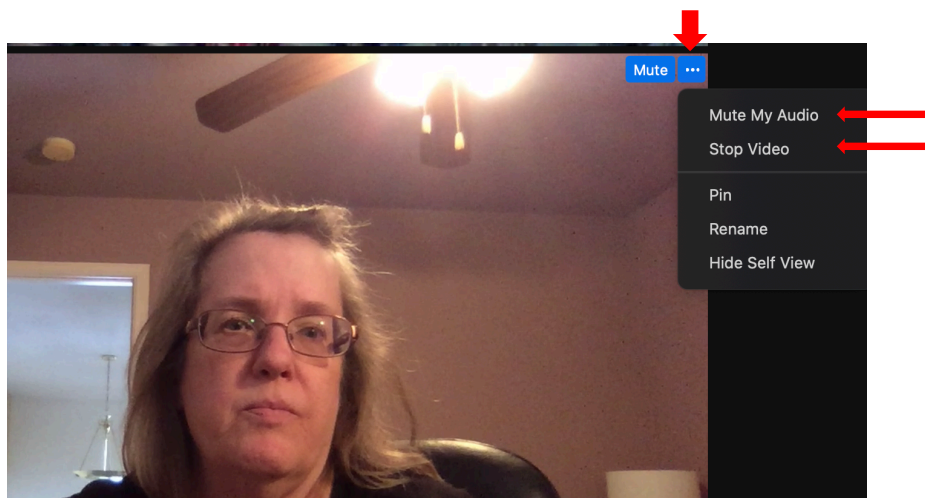
If you are joining using a laptop or desktop, use the computer audio for the best sound. A window will pop-up to allow you to “Join with Computer Audio”. This will allow you to hear the meeting and let others hear you.

and



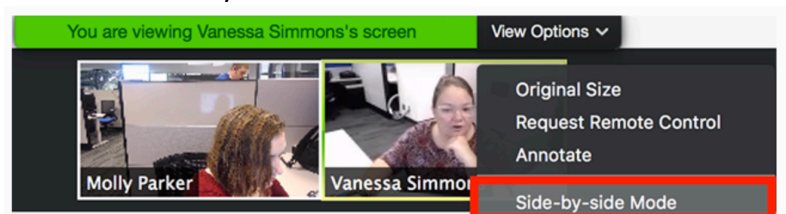
Time for the presentation:

- Please mute your microphone and stop your video to allow for the best streaming possible. The host may also mute all participants.

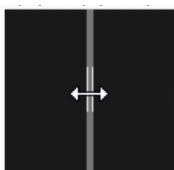


Look for the blue Mute with three blue dots in the upper right corner of your video. Choose Mute My Audio and Stop Video in the dropdown menu.

- Set the screen view to Side by Side Mode.

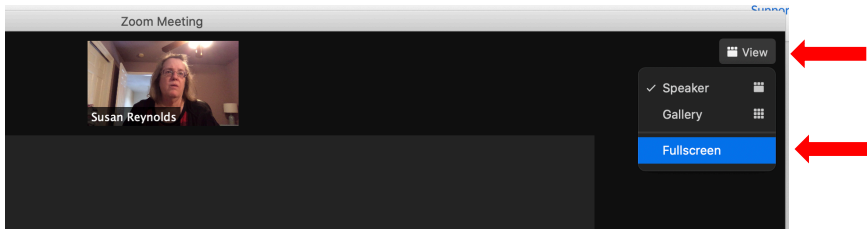


You can adjust the size of the shared presentation screen and the speaker's video feed by moving the separator between the two.

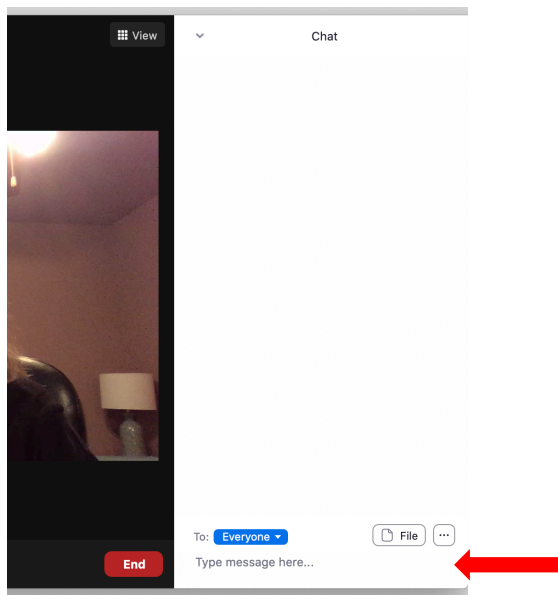
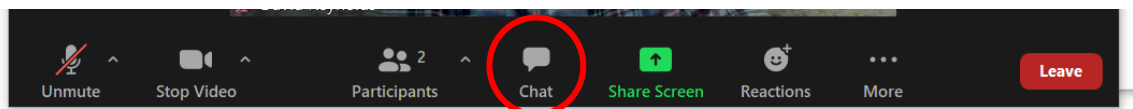


Click and drag the grey separator to adjust the size of each window view.

- Make the presentation fill your whole screen by double clicking in the Zoom window or by clicking on View in the upper right and select Fullscreen in the dropdown menu.



- Ask questions using the Chat function found in your controls at the bottom window. Click “Chat” to open a window on the right side of your screen. Type your questions or comments into the Chat window, then press Enter on your keyboard. Questions will be answered at the end of the presentation.



A chat box will open to the right of your screen.

Type your questions and comments in the message box. Your comments should be sent to the host only.

LAS will be recording each meeting and posting the presentation to the website, by attending you are agreeing to participate in the recording. A message will pop up to alert you when the recording begins, if you do not want to be part of the recording click on leave the meeting, otherwise click on continue.

For more information about the Zoom format, or to attend training, visit zoom.us.