

OA FIG ZOOM/TELEPHONE MEETING FAQ'S

As of 4/1/20

How can I find out which OA FIG meetings are being held via Zoom or Telephone?

You can find out which meetings are being held via Zoom or Telephone at www.oafoothill.org

To find the most up-to-date information (including a printable PDF list) of all local meetings that have transferred to either a Telephone or Zoom meeting, navigate from the home page to "Meetings" and then "Local Meetings."

Telephone meetings will list a Dial-In Phone Number and an Access Code.

Zoom meetings will list a Meeting ID Number and/or a Password. Some may also include a Meeting Link. Some will also have a phone number which allows you to access the zoom meetings as if it were a traditional conference call.

Additionally, all meetings will have a phone number listed for each meeting's contact person should you have specific meeting questions.

How do I join a Zoom meeting?

You can join a Zoom meeting through several options and can choose to access video and audio as well as audio only options.

1. Via Zoom Website: You can join a meeting by going to the zoom website by typing in join.zoom.us. Then enter the Meeting ID in the field under "Join a Meeting" and then click "Join."

join.zoom.us

Enter the Meeting ID Number here as found on www.oafoothill.org.

2. Via Meeting Link: You can join a meeting by clicking on the Meeting Link or copying the Meeting Link into the browser bar of your internet search engine.

3. Via Zoom App: Download the free zoom app to your mobile phone or device. Once downloaded, click the "Join" icon and enter the Meeting ID. From this screen you

4. Via Telephone: You can dial the call-in number provided on www.oafoothill.org to join the meeting as you would a traditional conference call. This is an audio only option.

Zoom App

Enter the Meeting ID Number here as found on www.oafoothill.org.

From this screen you may also choose if you would like to have an audio only option by clicking "Turn Off My Video"

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account you only need the meeting id.

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

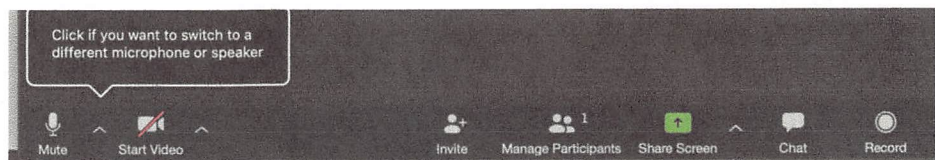
Does my computer need to have a webcam to join a Zoom meeting?

No. But if you do not have a webcam, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting and view the webcam video of other participants.

Do I have to use the video option?

No. Once logged into Zoom Meeting via computer or device and have entered into the meeting room, a menu bar will show up at the bottom of your window. At the bottom left, there are controls to mute and unmute yourself as well as to start or stop your video feed.

Use these controls to mute/unmute and to start/stop your video feed during a meeting.



For more information, go to support.zoom.us

How do I join a Telephone meeting?

You can join a Telephone meeting by using the DIAL IN NUMBER listed on the [Local Meeting](#) page listed by meeting day and time.

The ACCESS CODE will be required and is alongside the DIAL IN NUMBER. After dialing in you will be prompted to enter the ACCESS CODE, then select #. To confirm the ACCESS CODE, when prompted, select 1.

You are now **LIVE** and **UNMUTED** in the Conference Call.

The following are suggested Guidelines:

- To prevent background noise press *6 to mute and *6 to unmute rather than the mute button on your mobile phone.
- To prevent background noise from disrupting the meeting, please stay muted.
- When speaking, sharing, or reading, unmute by pressing *6, and when finished say something similar to 'I pass' and mute your line again by pressing *6.
- To reduce static and echo, please avoid using speak phones or cordless phones. Headset should be ok.
- Speak directly into your phone or headset to be heard clearly.
- Keep your phone away from other electronic devices as they can cause interference and noise.
- Remember background noise or conversations can be heard when you are unmuted.
- If you are not reading or sharing, please make sure you are muted.
- Some meetings have elected to have the leader/speaker say slogans and prayers while others stay muted. Check with your meeting for meeting preferences.
- All these guidelines are suggestions to help create a quiet "virtual room" for the meeting.