

## ATTENDING A MEETING REMOTELY

### CONFERENCE CALLS

**HOW TO SCHEDULE:** Call Jenna at x2301 to reserve a conference line. if she can't answer, leave a message, or call x2302

**HOW TO JOIN A CONFERENCE CALL:**

1. Dial the number from the chart below.
2. When prompted, enter the conference PIN – this is the conference room number and #
3. When prompted, state your name and press #. You will be in the call.

Phone Conference Room	Number to dial		PIN
	from an Oaklawn landline	from any other phone	
101	101	574-537-2781	101#
102	102	574-537-2782	102#
103	103	574-537-2783	103#
104	104	574-537-2784	104#
105	105	574-537-2785	105#
106	106	574-537-2756	106#
107	107	574-537-2757	107#
108	108	574-537-2758	108#
109	109	574-537-2759	109#
110	110	574-537-2760	110#

## ZOOM

### HOW TO SCHEDULE A ZOOM MEETING:

1. Go to zoom.us and create an account or sign in if you already have an account
2. Click Schedule a Meeting
3. Complete the required documentation
  - Note: only a select group can schedule meetings for longer than 40 minutes, contact Kelly Williams if you need to be in this group. To contain costs, we have a limited number of licenses.
4. Invite your attendees; an email will be sent to them with the invitation

Call Missy at x2606 for assistance if needed

### HOW TO ATTEND A ZOOM MEETING:

1. Someone will send you a Zoom invitation
2. Click on the invitation in your email, this will open Zoom
3. If you don't have the invitation, you will need the following:
  - Go to zoom.us
  - 9-digit meeting room ID
  - Phone number to call in if not using speakers
  - Participant ID (if necessary)

Call Missy at x2606 for assistance if needed.

### HOW TO USE THE ZOOM CART:

- Each cart on each campus is slightly different
- Essentially, these are computers, attached to the back or bottom of a large monitor, simplified so that you can log in quickly and get to a zoom log-in page and complete the steps directly above to attend a zoom meeting
- Please give yourself time to check the surroundings and look for instructions on how to log into the zoom cart. There should be instructions either on or near the cart/monitor explaining the username and password
  - This is faster than logging in as yourself
- The Zoom program should automatically load, follow the above steps to attend a Zoom meeting