To all Members of the Old Guard:

On **Tuesday March 24, 2020 at 10AM The Old Guard will conduct its business Meeting on-line**

To attend this meeting you will need to use ZOOM which is a free Internet product.   Our meeting will be limited to 40 minutes at which time it abruptly cuts off.

NOTE: You do **NOT** need to create a ZOOM account to participate in this meeting.

We have attached a ZOOM instruction sheet for first time users.

To use ZOOM you will need to take the following steps: (Also please see the attachment)

1. Open a browser and go to www.zoom.us

2. Select "Join a Meeting" from the tab on the upper right corner of your screen.

3. Type 218 227 3049 in the space that says "Meeting ID"

4. At this point you will need to follow any prompts that come up which you will enable you to download zoom and conclude your set up.

5. When you join the meeting, zoom will ask you for a name- this name will appear on the screen so we know who is joining in.

6. Be sure to enable the camera and microphone although you can attend without transmitting your image if you wish.

Raise your hand if you want to speak!   To do this, click on "Manage Participants" at the bottom of your screen. When the list of attendees pops up on your right (PC) scroll to the bottom and click "raise hand."

NOTE: Bob has requested that anyone who wishes to speak please email him before the meeting so he can properly manage the meeting.

Microphones should be placed on MUTE until you are recognized.

ZOOM Conference Call Quick Start Guide

Please note that there are subtle difference between computers, tablets and phones as well as Apple and Android products. You may occasionally have to look around the screen for a button that was placed in a different spot.

Most important . . . . YOU CAN DO THIS!

Step 1 - Download And Install The Software (First Time Users Only),

You do not need to create a Zoom account. You just need to install the software on your device.

Hint: Do this before your first zoom session.

For Computers https://zoom.us/download

For Smartphones/Tablets Apple: https://apps.apple.com/us/app/id546505307

Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Step 2 - Join The Zoom Meeting By Clicking "Join the Meeting" using the ID Number the OG sent you in the email. We do not require a password.

Note to first timers: Your device will ask permission to allow Zoom to access your Camera and Microphone. You <u>need</u> to choose OK/Allow/Yes or whatever affirmative choice you are given. Allowing Zoom to send reminders is optional.

Note to everyone: There can be variation in wording and the order depending upon your device type.

Step 4 - You're at the Meeting, What Now?

The person talking will automatically show up on screen. For this reason it is important to remember to hit the MUTE button at the bottom if you want to talk to anyone else in your room and you don't want the group to hear it. Use the CHAT feature to type messages to the group. This is a useful way to share information such as emails and questions to the moderator. When you press the CHAT button a white box opens and at the bottom of that box you can type your comments.