

Annual Meeting Details:

Date & Time	December 12, 2020 at 2:00 PM
Location	Zoom (online and/or phone)

Below are instructions for joining the HOCU Holiday Party via Zoom.

We recommend trying to access the meeting prior to December 12 to ensure you can connect easily on the meeting day.

Zoom!

	Join Zoom Meeting Website: https://us02web.zoom.us/j/81625673804
	Telephone Number: +1 669 900 6833
	Meeting ID: 816 2567 3804
 ****	Meeting Password: 998897

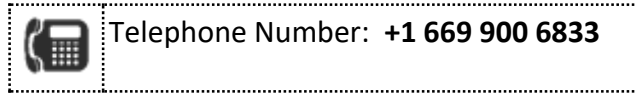
- ★ For any technical issues, please contact HOCU IT Department at: itdept@myhocu.com or call (808) 777-5646
- ★ For additional instructions, please visit the Zoom support site: <https://support.zoom.us/hc/en-us/articles/201362193-joining-a-Meeting>
- ★ For a list of supported browsers, supported operating systems, system requirements, and supported devices: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

Detailed Instruction Links:

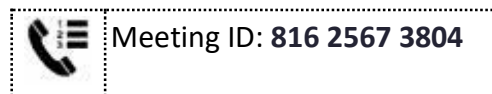
1. [Telephone](#)
2. [Web Browser](#)
3. [Zoom App Computer](#)
4. [Zoom App Smartphone](#)

Telephone

1. On your phone, dial the teleconferencing number provided in the meeting invite (see below).



2. Enter the meeting ID number when prompted using your phone's touch pad.



3. You will be prompted to enter your participant ID. *This is optional* The call will proceed to step 4 if you wait too long.
4. Enter the password as provided in the meeting invite.



5. Congratulations! You are now connected to the meeting audio.

Note: If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer. If you have not joined on your computer yet, simply press # again when prompted to enter in your participant ID.



Web Browser

1. Click on the link provided in the meeting invite or the one below:



2. This will open the meeting launch page on your default web browser. We recommend using Google Chrome, but [here](#) is Zoom's list of supported browsers. Your screen's appearance may vary from our screenshots depending on which browser you use.

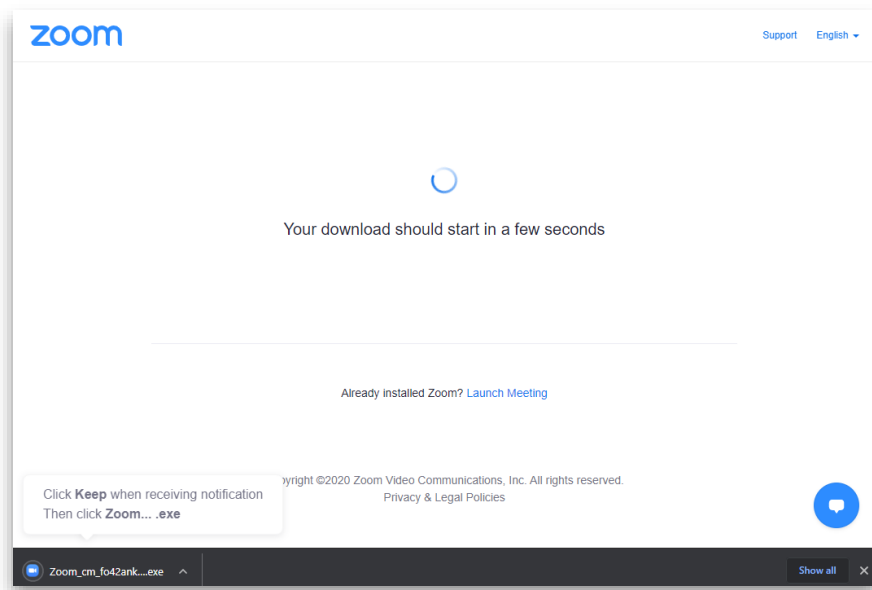
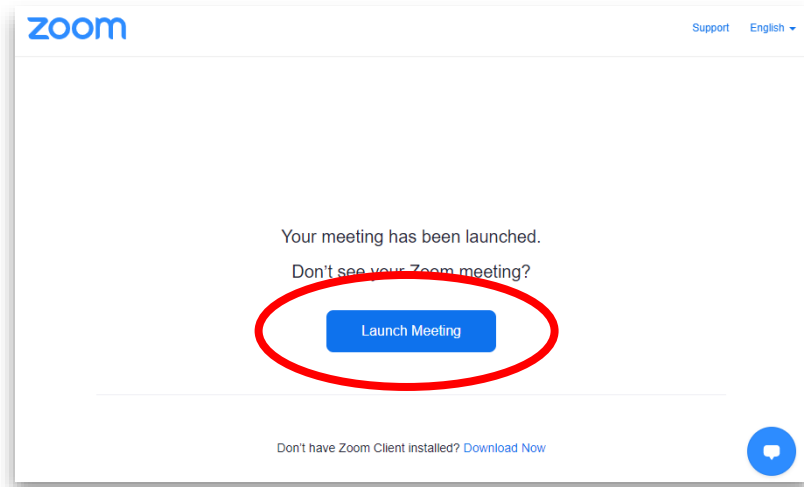
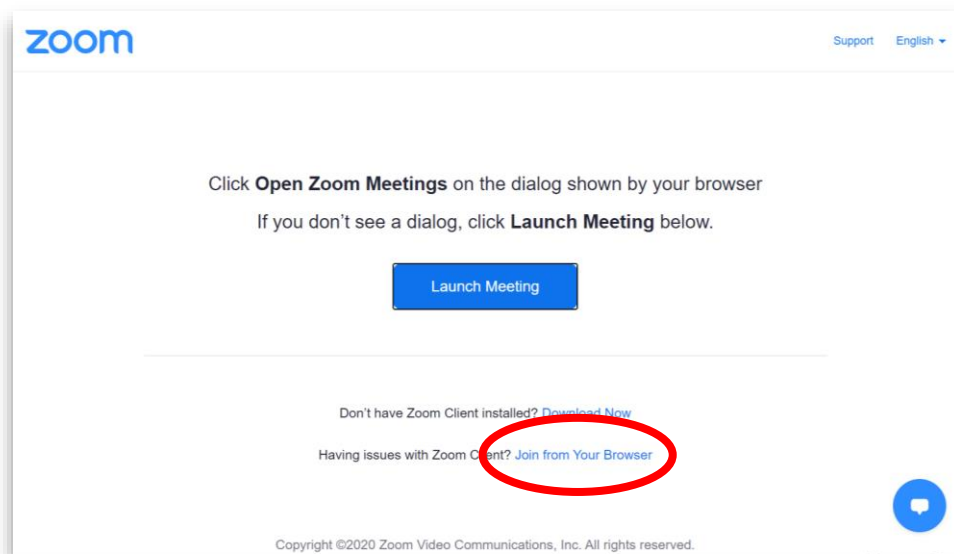


Figure 1- Google Chrome – downloading

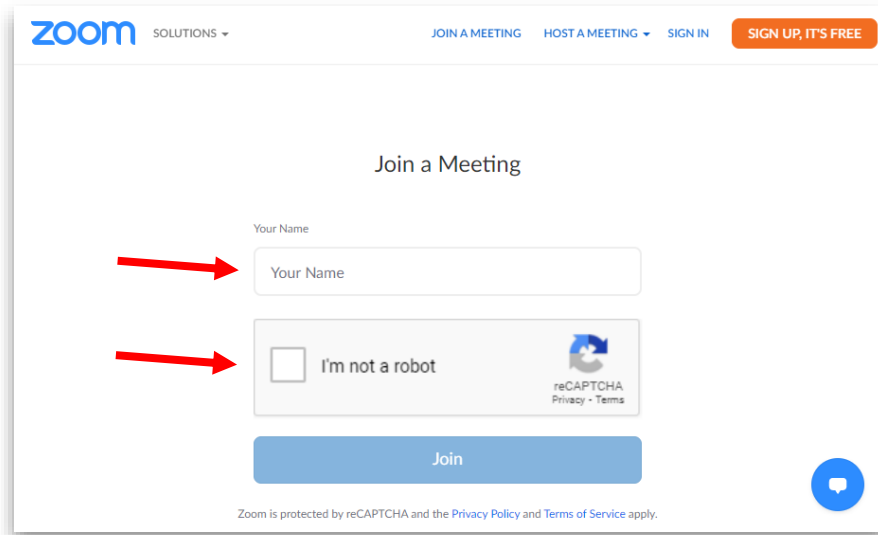
3. This may prompt you to download or automatically start downloading the Zoom Client, but if you do not wish to do so, wait until the screen loads a button that reads “Launch Meeting”. Click the **Launch Meeting** button.



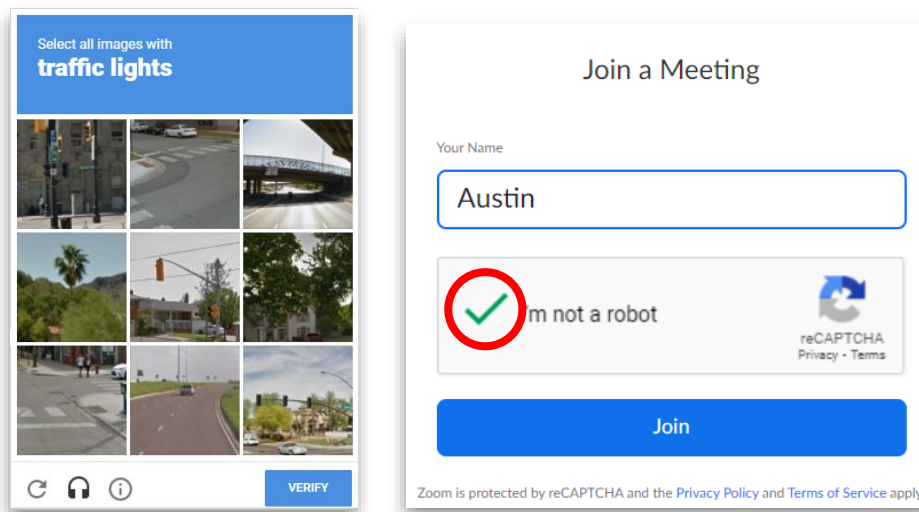
4. A new line of text should appear at the bottom of the page, “Having issues with Zoom Client? Join from Your Browser”. You may need to scroll down to find it. Click **Join from Your Browser**.



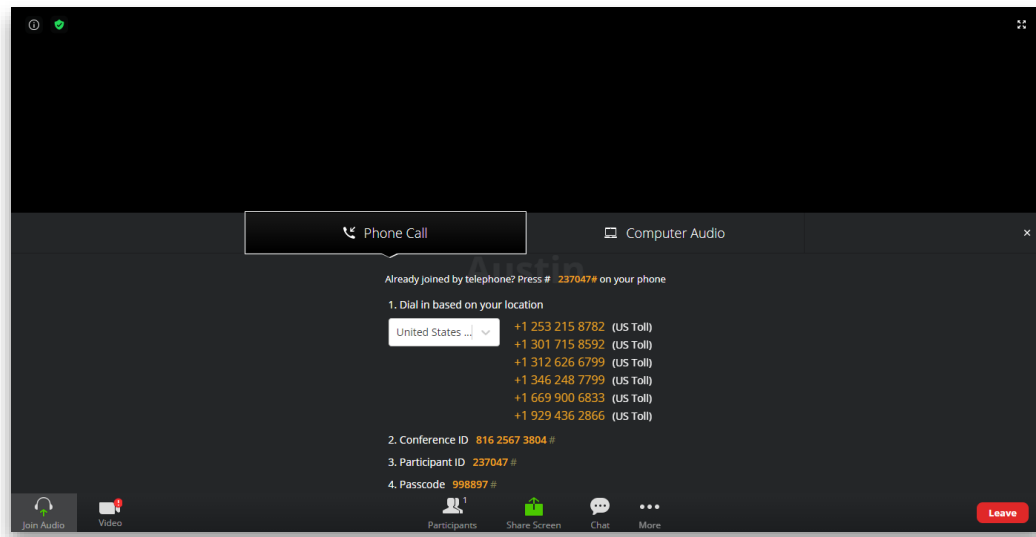
5. A new “Join a Meeting” page will load. Please enter your full name. And check the box in front of “I’m not a robot”



6. A new box will open prompting you to select pictures containing a certain item (ex. traffic lights). Select the correct pictures and click **Verify** when you are done. It may ask you to repeat the process, repeat until a green check appears in front of "I'm not a robot". Then press **Join**.



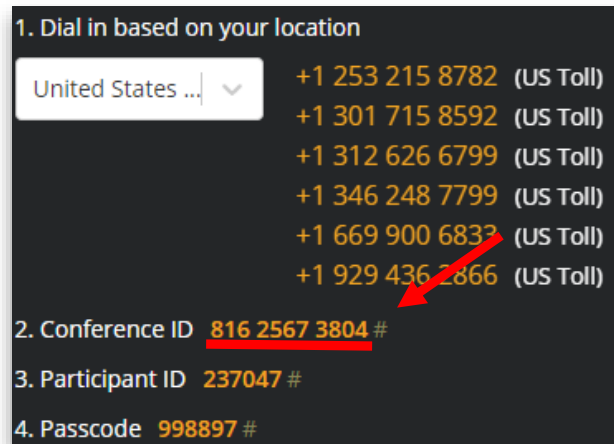
7. Next you will be provided with two options: 1. Computer Audio or 2. **Phone Call**. We recommend the **Phone Call** option as some computer microphones and/or speakers may not function adequately.



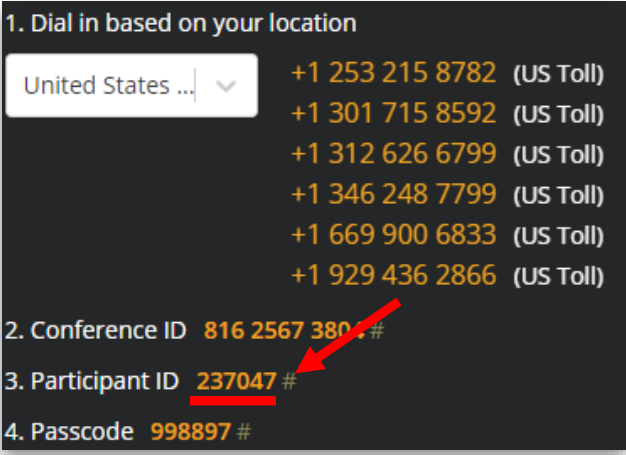
8. Press the Phone Call button and call the meeting number directly at:

+1 669 900 6833

9. On your phone, enter the Conference ID, then press #.



10. On your phone, enter your Participant ID, then press #.



The screenshot shows a dark-themed Zoom dial-in menu. At the top, it says "1. Dial in based on your location". Below this is a dropdown menu currently set to "United States ...". To the right of the dropdown are six toll-free phone numbers, each followed by "(US Toll)". Below the numbers are four numbered steps: "2. Conference ID 816 2567 3804 #", "3. Participant ID 237047 #", "4. Passcode 998897 #". A red arrow points from the top right towards the Participant ID number, which is underlined in red.

1. Dial in based on your location

United States ... | v

+1 253 215 8782 (US Toll)
+1 301 715 8592 (US Toll)
+1 312 626 6799 (US Toll)
+1 346 248 7799 (US Toll)
+1 669 900 6833 (US Toll)
+1 929 436 2866 (US Toll)

2. Conference ID 816 2567 3804 #

3. Participant ID 237047 #

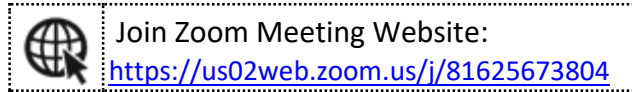
4. Passcode 998897 #

11. Congratulations! You are now in the meeting.



Zoom App on a Computer

1. Click on the link provided in the meeting invite or the one below:



2. This will open the meeting launch page on your default web browser.

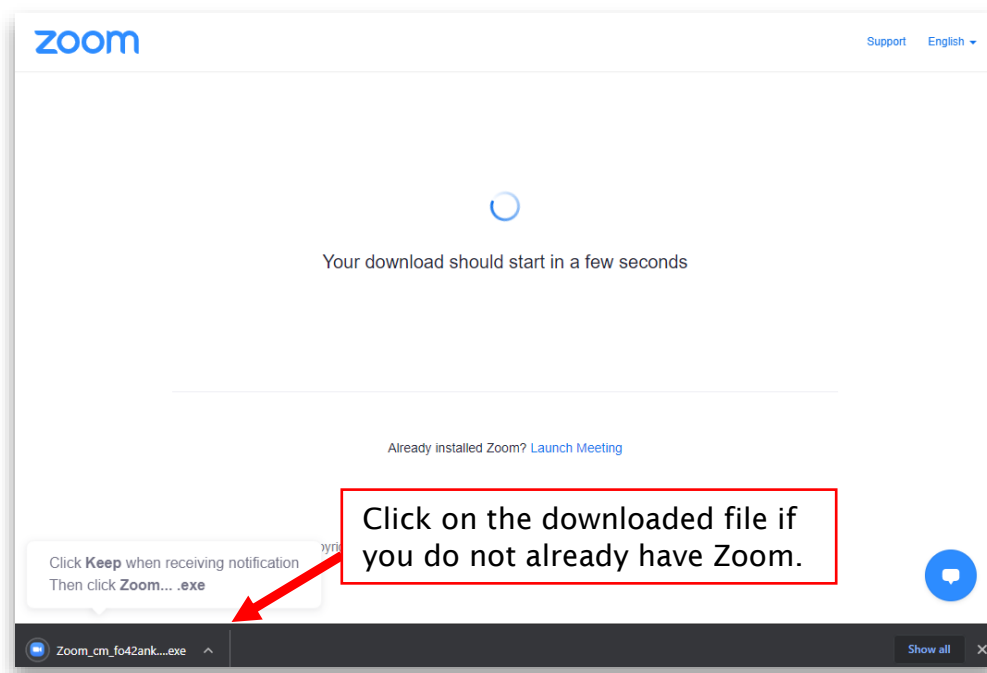
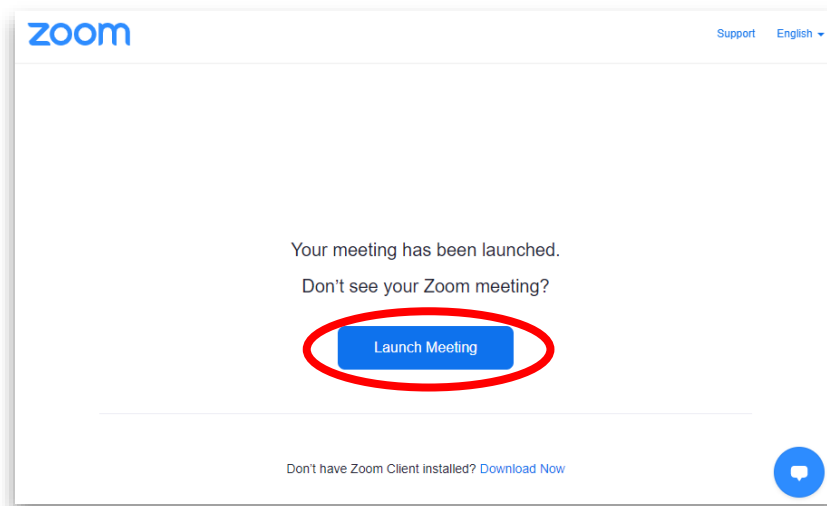
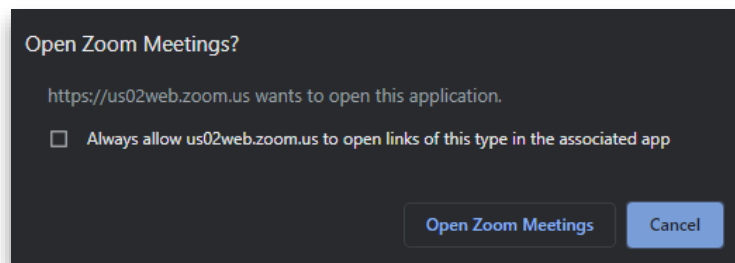


Figure 2 - Google Chrome

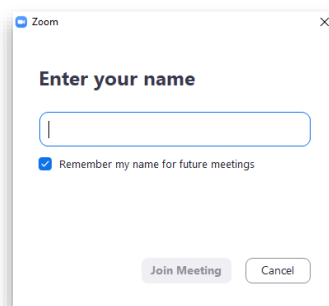
- This may prompt you to download or automatically start downloading the Zoom Client. If you do not have it, click on the downloaded file, and follow the download instructions. If you finished your download or already downloaded Zoom, wait until the screen loads a button that says “Launch Meeting”. Click the **Launch Meeting** button.



- A box will prompt you to open Zoom Meetings. Press **Open Zoom Meetings**.



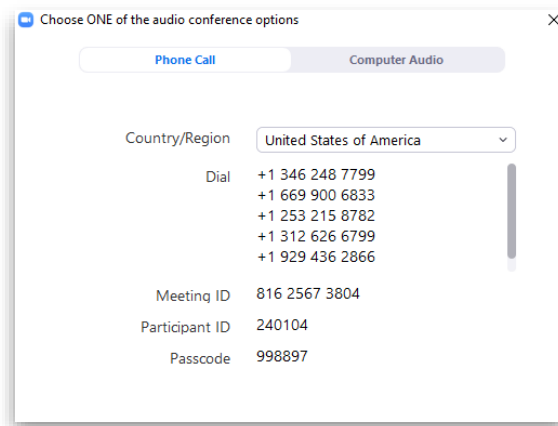
- The Zoom app should open and you should be prompted to enter your name. Enter your name and press the **Join Meeting** button.



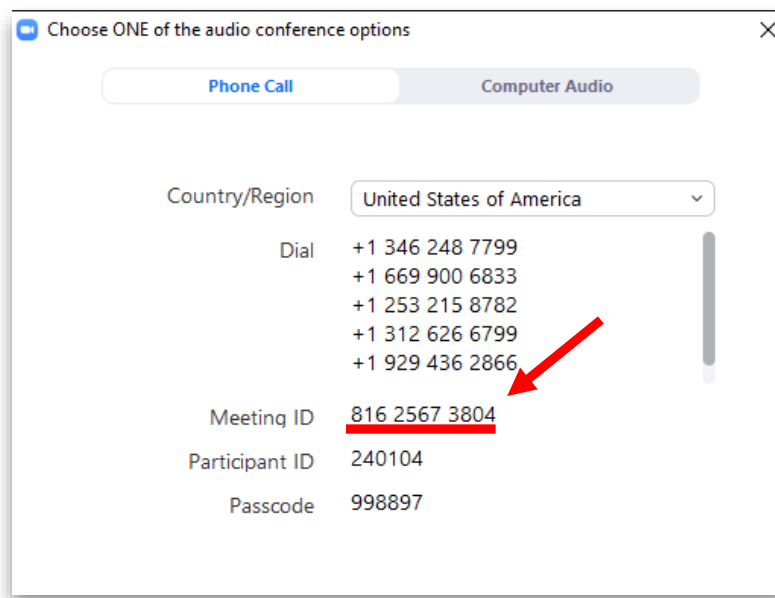
6. Next you will be provided with two options: 1. Computer Audio or 2. **Phone Call**. We recommend the **Phone Call** option as some computer microphones and/or speakers may not function adequately.

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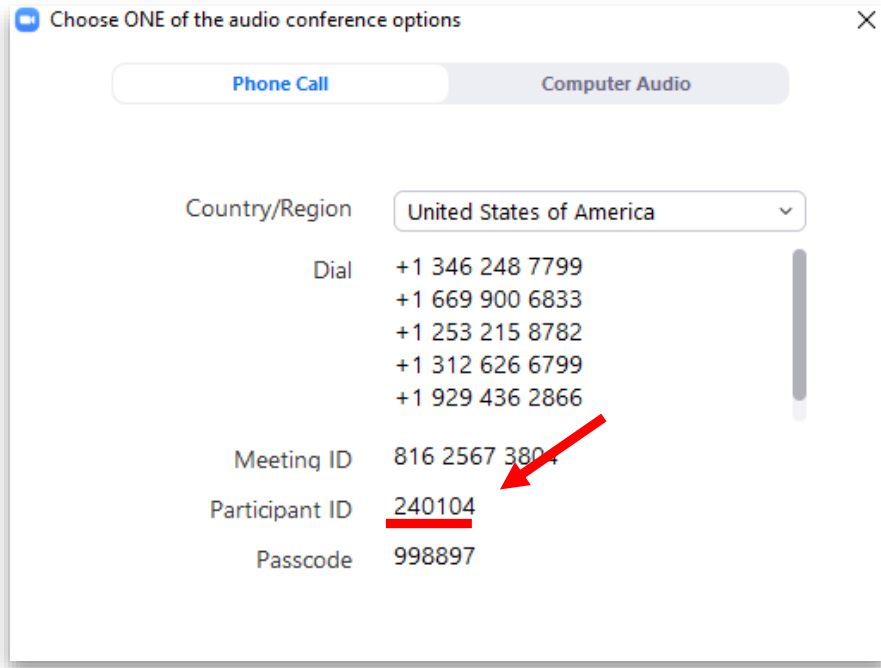
+1 669 900 6833



8. On your phone, enter the Meeting ID, then press #.



9. On your phone, enter your Participant ID, then press #.

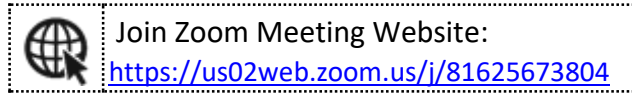


10. Congratulations! You are now in the meeting.



Zoom App on a Smartphone

1. On your phone, click on the link provided in the meeting invite or the one below (if you are viewing this guide on your smartphone):



If you **do not have** the Zoom app installed, or are not sure, please follow the instructions from **Step 2**.

If you **have** the Zoom app installed, please follow the instructions from **Step 6**.

2. The Zoom Launch Meeting page should open on your default browser. Press the link under “Download From” either 1. **App Store** for iPhone users or 2. **Google Play** for Android users. (This may vary depending on your phone and web browser.)



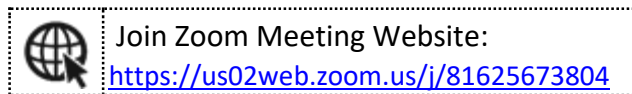
Figure 3 - Google Chrome on Android

3. The App Store or Google Play should open to the ZOOM Cloud Meetings app, press **Install**. Enter your password to your Apple account (for iPhone users) or Google account (for Android users) if prompted.



Figure 4 - ZOOM Cloud Meetings on Google Play

4. When ZOOM Cloud Meetings finishes downloading, return to the email invitation, and click on the link, or the one provided below:



5. You may be asked which app to open the link with, please select **Zoom**, then press **Always**.

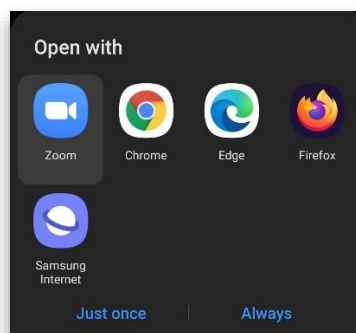


Figure 5 - Android interface

- The Zoom app should open and may ask you to enter the Meeting Passcode and your name. Enter the passcode (below) and your full name, then press **OK**.

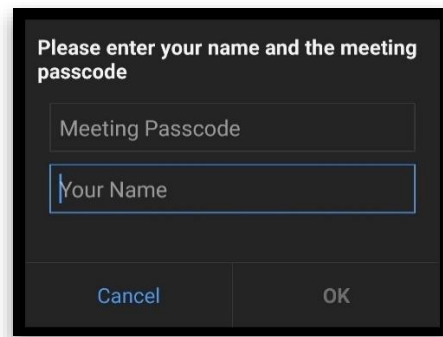
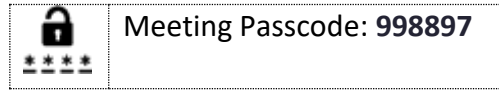


Figure 6 - Zoom App on Android

- The Zoom app may ask for permission to access your device's audio, camera, and storage, please press accept to all of these.
- To connect to audio, press **Join Audio**. You will have two choices for audio: 1. Call Over Internet and 2. Dial in. **Press Call Over Internet**.

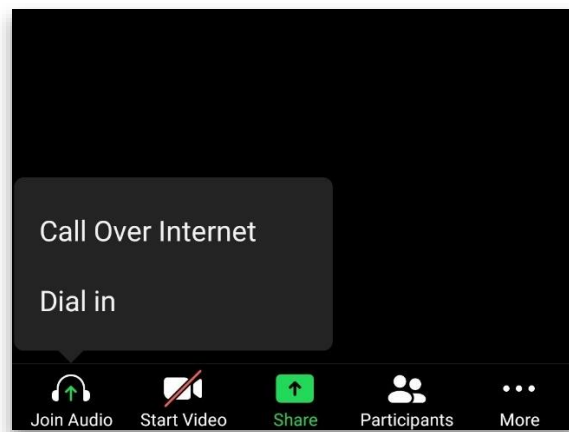


Figure 7 - Zoom App on Android

- Congratulations! You are now in the meeting.