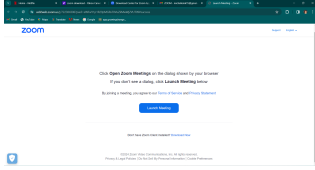
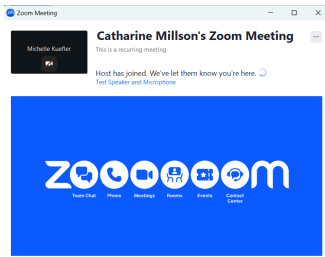


Tip Sheet for Joining Blackburne Creek HOA Zoom Meeting

Step 1) Click the link to join the meeting. You will likely see the following message on your computer. Choose launch meeting or open zoom if you have downloaded the program.



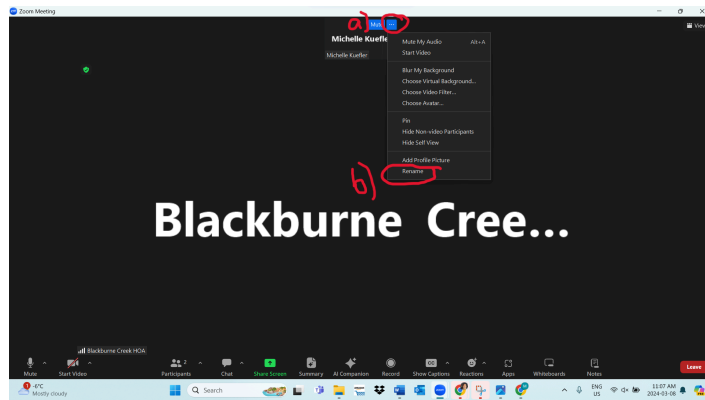
Step 2) You will be admitted to the waiting room until the meeting begins



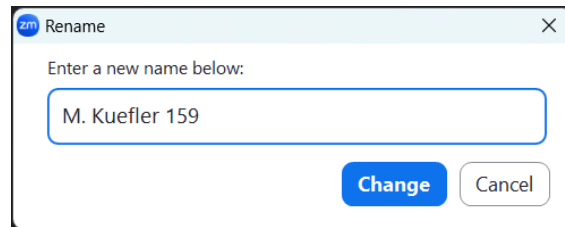
Step 3) Once admitted to the meeting room, please rename yourself to include house number and first name or initial, and last name (e.g., 159 - M. Kuefler). We are asking members to login/register in the 30 minutes before the meeting starts to ensure you have ample time to make these changes and to allow for problem solving if there is difficulty.

PLEASE NOTE - any participants who have not identified themselves at the time that the meeting starts will be returned to the waiting room.

- a) You will see a square with either your phone number, email address or your name if you have used zoom previously. Once you 'find' yourself, select the 3 dots that appear to the right of your name (see image - step a)
- b) Once you have activate the 3 dots a menu bar will appear, select 'Rename' (see image - step b)



- c) Rename yourself including house number, first name/initial and last name and select change.

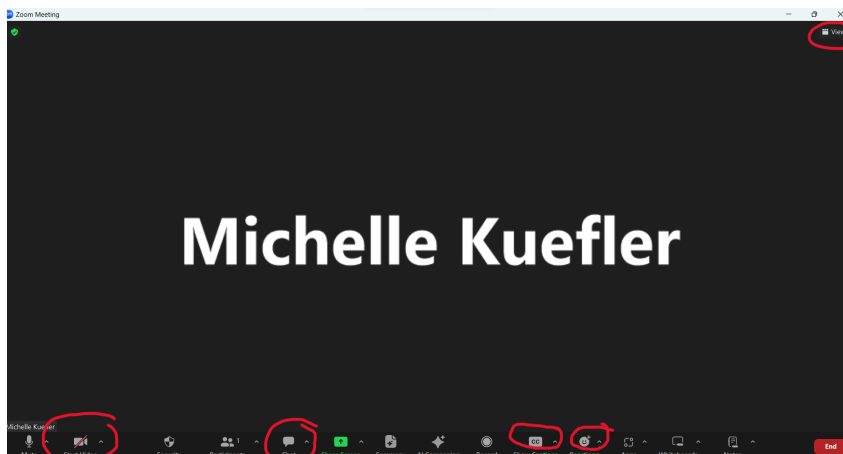


You are now ready to participate in the meeting!

During the meeting, to ensure the ability of all participants and presenters to hear and focus on the presentation, all microphones will be on mute.

You will be able to use the chat feature to send questions to the host. The chat will be monitored by one of our volunteers and questions will be addressed at the end of the meeting.

The features you may want to access or adjust during the meeting are highlighted in the image below:



These features will allow you to:

- turn your camera on/off
- Access the chat to send message to the host
- Turn on closed captioning - please note this is AI generated and may not be accurate
- Share reactions
- Or change the view

You may wish to print this tip sheet for use during the meeting.

We will also monitor the email account info@blackburnecreek.com during the meeting and provide support as possible recognizing we are not tech support experts. Please email us with your phone number and we will call to support if we can.