

Dear Member,

This coming Friday will be the first time the Association will conduct a Board of Directors meeting using a GoToMeeting virtual meeting room. Please note that the Association encourages all members to attend all of its Committees and Board of Directors' meetings. However, it is not mandatory for you to do so.

The following is an attempt to provide a simple as possible explanation on how one can join a virtual GoToMeeting meeting.

Before each meeting, an email with the agenda and instructions will be sent to residents who are on the mass email list.

As you scroll down the email and just below the agenda items, you will see the following:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/123456789>

You can also dial in using your phone.

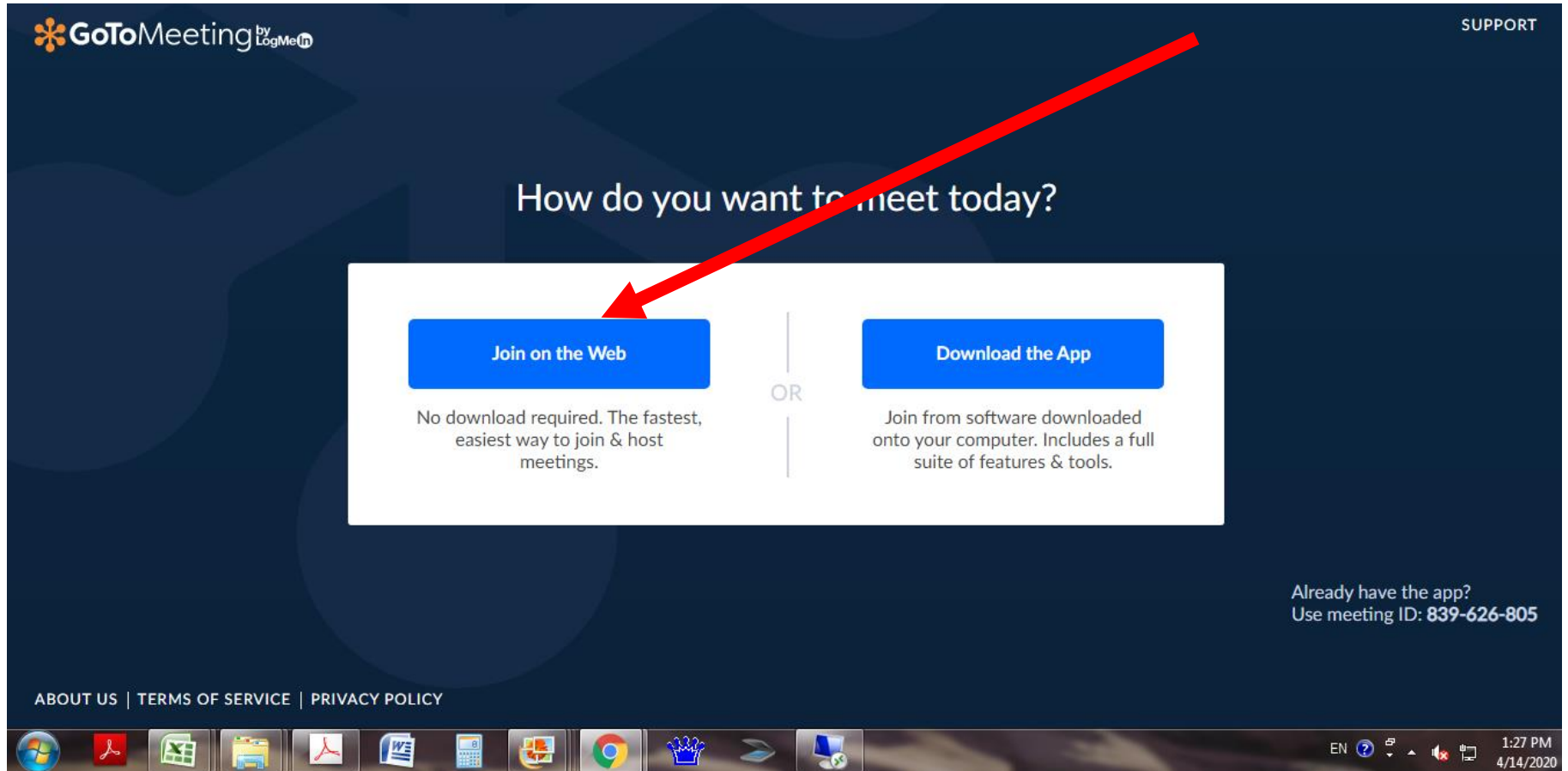
United States: +1 (888) 123-1234

Access Code: 123-456-789

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/123456789>

To join using your phone, you will need to call the number under the line “You can also dial in using your phone.” After you dial the number, you will be asked to provide the Access Code which is just below the phone number. After you join the meeting, you can leave by simply hanging up.

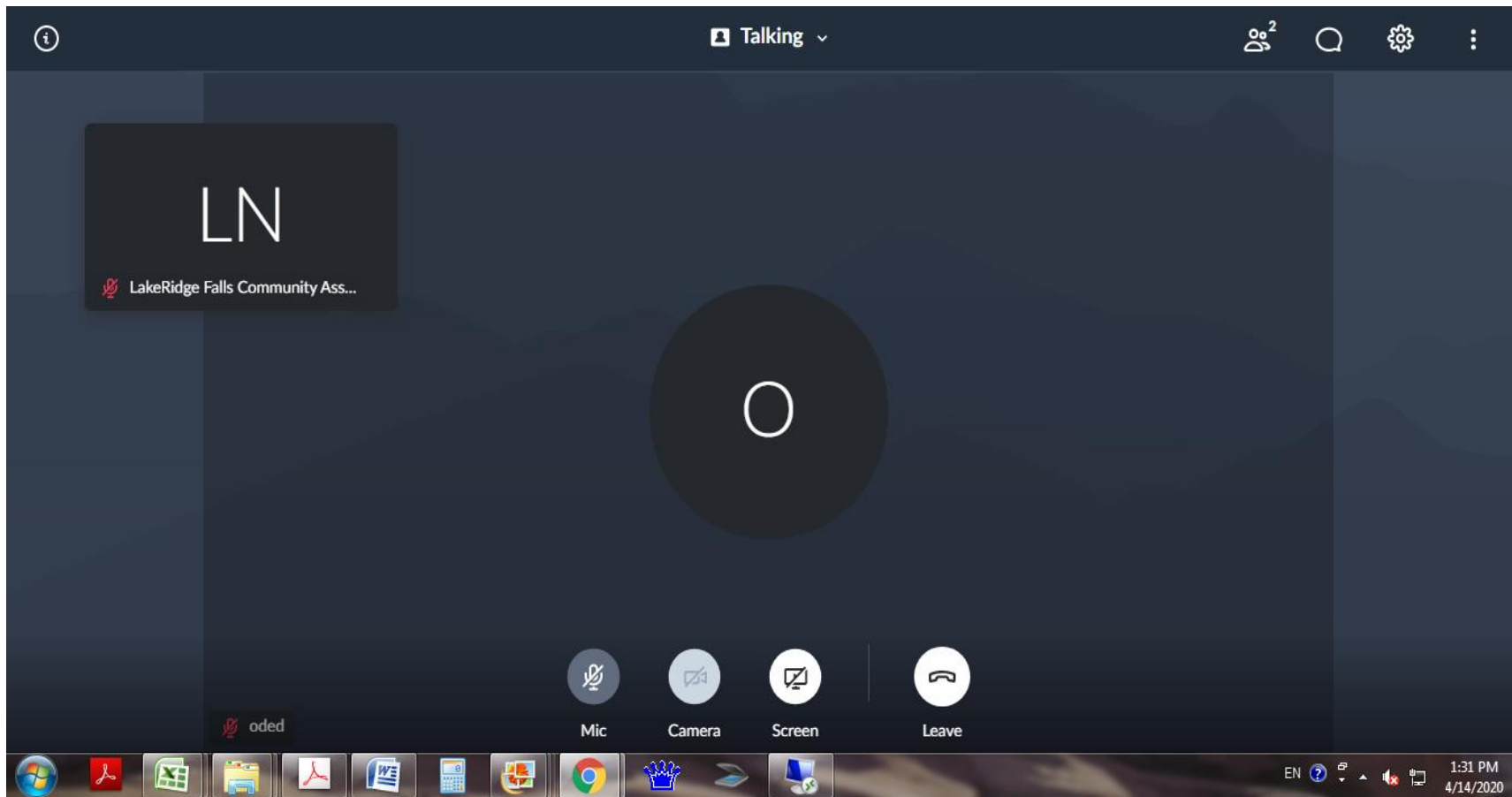
To join using your computer or smart device, please click on the link below “Please join my meeting from your computer, tablet or smartphone.” Please then follow the instructions below.



The screenshot shows the GoToMeeting website interface. At the top left is the GoToMeeting logo with 'by LogMeIn' underneath. At the top right is a 'SUPPORT' link. The main heading is 'How do you want to meet today?'. Below this heading are two blue buttons: 'Join on the Web' and 'Download the App'. A red arrow points from the top right towards the 'Join on the Web' button. Below the 'Join on the Web' button is the text: 'No download required. The fastest, easiest way to join & host meetings.' Below the 'Download the App' button is the text: 'Join from software downloaded onto your computer. Includes a full suite of features & tools.' In the bottom right corner, it says 'Already have the app? Use meeting ID: 839-626-805'. At the bottom left, there are links for 'ABOUT US | TERMS OF SERVICE | PRIVACY POLICY'. The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray on the right showing the time as 1:27 PM on 4/14/2020.

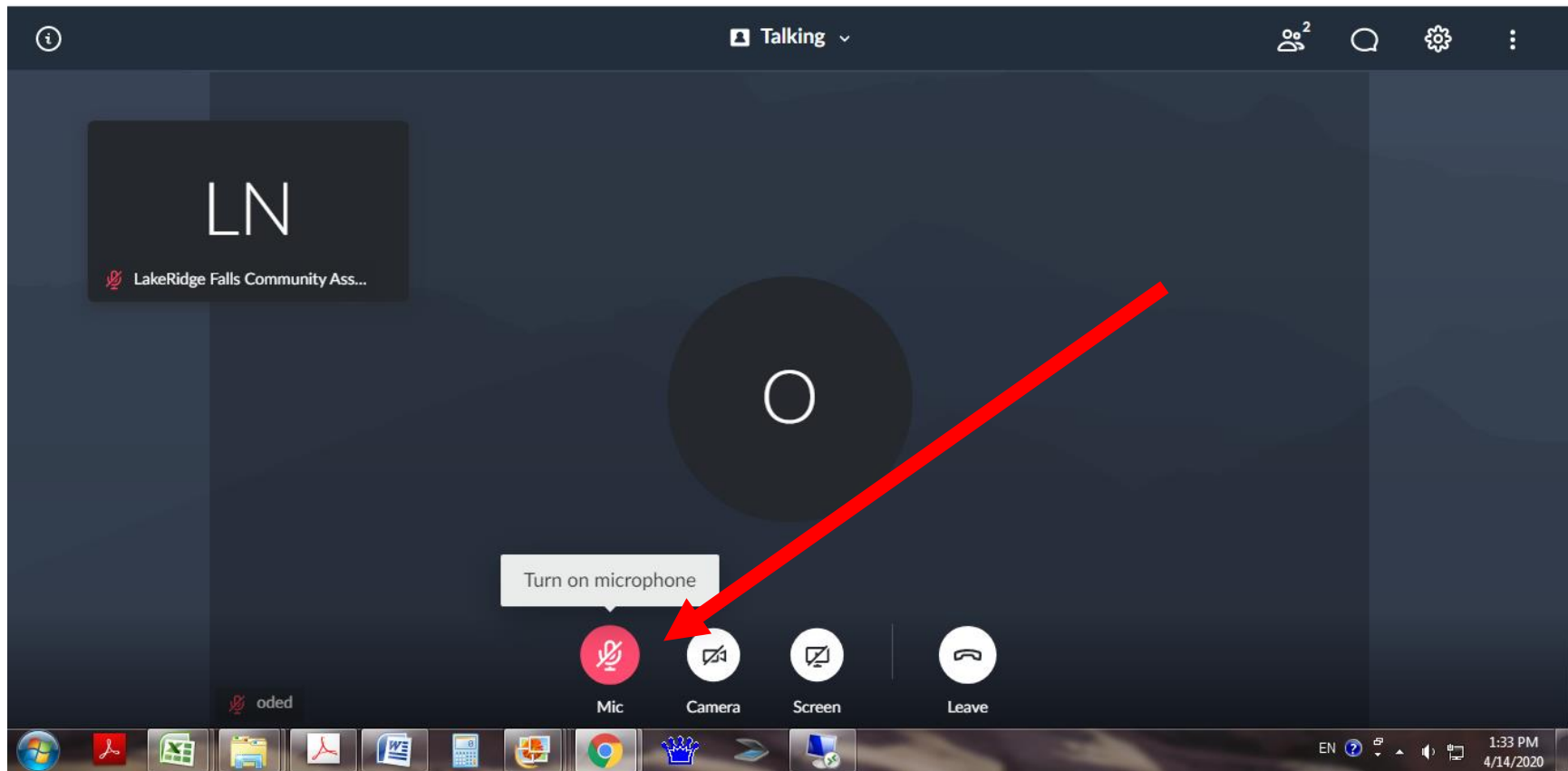
After you click on the link from the email, this page will open.

Click on the blue tab “Join on the Web”

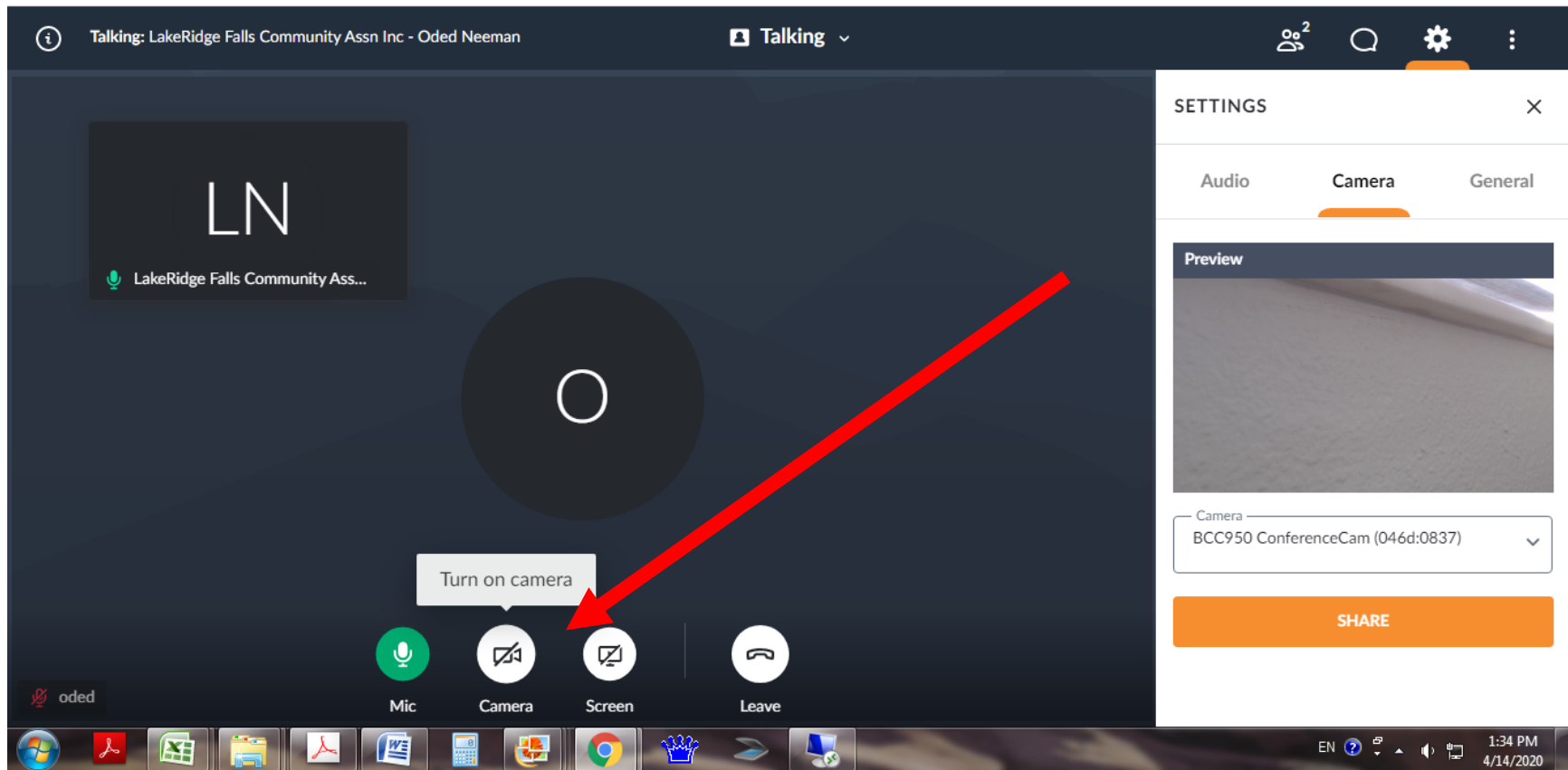


After you click on “Join on the Web,” this page will open.

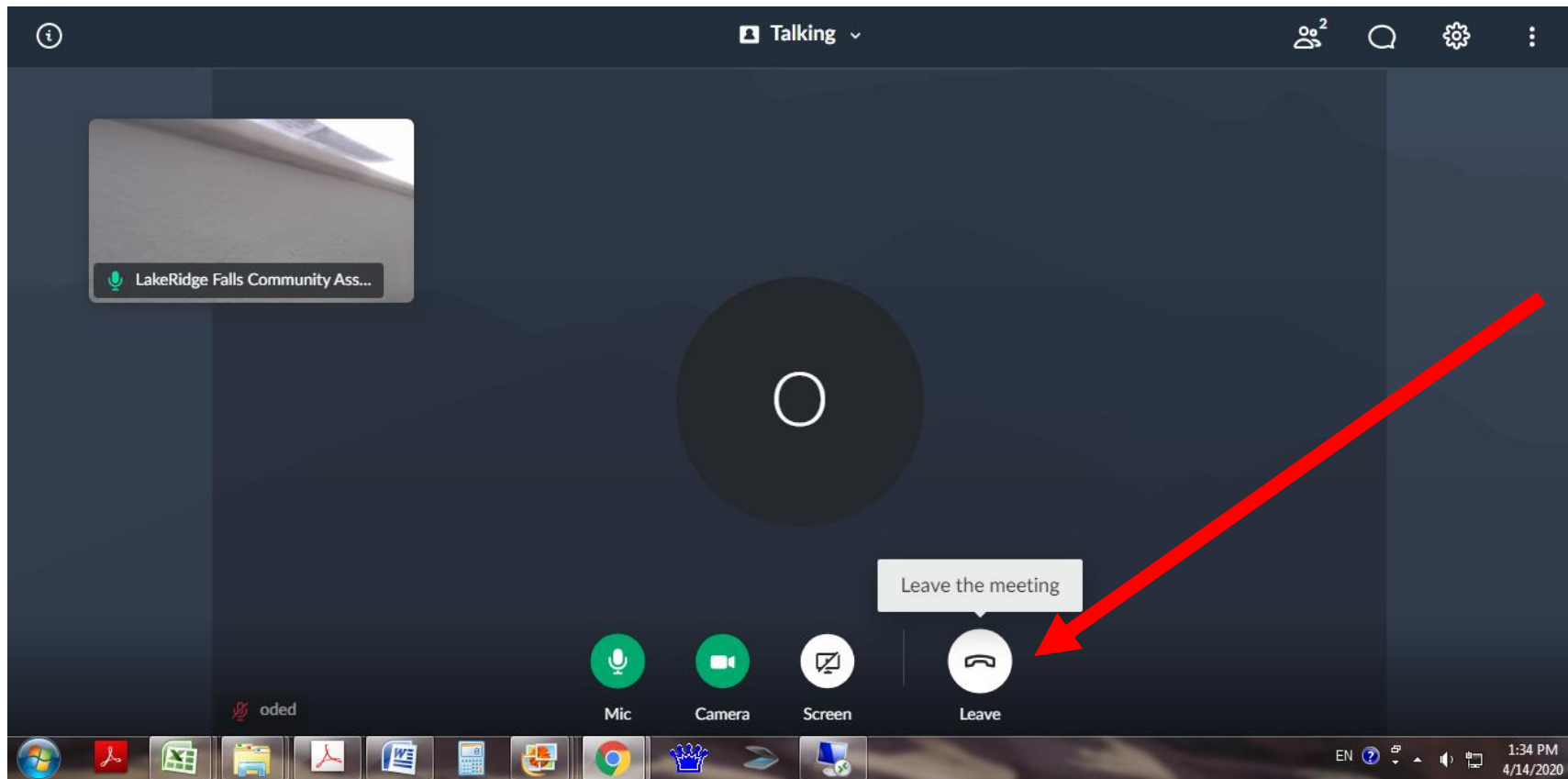
You are now officially joining the meeting.



In order for others to hear you, assuming you have an active microphone, you will need to click on the red microphone icon. The icon will turn green. Attendees now can hear you.



In order for others to see you, assuming you have an active camera, you will need to click on the camera icon. A window will open to the right side of the screen. Click the orange rectangle that says “SHARE” in order to others to see you.



In order to leave the meeting, click on the phone icon.