

Hawai'i Medical Education Council

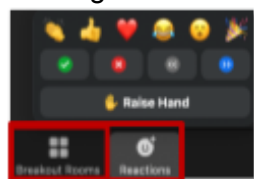
Remote videoconference via Zoom Instructions

ZOOM INFORMATION (INTERNET CONNECTION NEEDED TO VIEW VISUAL CONTENT)

1. A Zoom account is ***NOT*** required if you are strictly joining Zoom meetings as a participant. Participants may join a meeting without an account using the meeting identification (ID) and passcode (if any) provided by the meeting organizers. For more information, including a short video demo on how to join a Zoom meeting, please click on the link below or copy and paste the link into your browser: [How to Join a Zoom Meeting](#)
2. If you have a Zoom account, please log in through the Zoom desktop client or mobile app (iOS/Android) to fully participate in any potential polls, emoji responses during the meeting (e.g. raising hands, etc.). We recommend upgrading to version 5.11 or higher. For more information on how to upgrade (and check for updates) on Zoom, please use this link (which includes an under one minute video): [How to Upgrade Zoom Apps](#)
3. Be familiar with mute/unmute features, being sure to remain on mute when not speaking and unmute to participate. Audio/Visual settings are adjustable in the toolbar.



4. When speaking, please say your name and be sure to introduce yourself.
5. It is helpful for other participants if you update your screen name to spell out your **FIRST** and **LAST NAMES**. To rename yourself, hover over your screen name and click **Rename** to change your screen name displayed to other participants. For more information regarding participant controls in a Zoom meeting: [Zoom Participant Controls](#)



6. If you left click on **Reactions**, you may “**Raise Hand**” if you have a question (and click again to lower hand), respond yes (green checkmark) or no (red x) to speaker questions (and click again to remove), use the clapping icon or thumbs up icon to show appreciation (these will disappear after a short while).
7. Please feel free to use the **Chat** feature to type in any questions or comments. Someone will be monitoring the **Chat** feature throughout the meeting.
8. If there is polling question during the meeting, please reply promptly following the instructions on the screen.
9. In the event videoconferencing connection is lost, participants may try dialing in using the phone number(s) provided via Zoom. The meeting may pause to restore videoconferencing connection and continue as long as a quorum of board members have visual and audio access.
10. Any questions regarding Zoom access for the Hawaii Medical Education Council, please email Crystal Costa at costaca@hawaii.edu before the meeting.