

ZOOM Standard Operating Technical Procedures

AAUW CA Online Branch

When editing, facilitating, or adding meetings, use only a laptop or desktop, never use a device such as a phone, tablet, iPad, etc. Note that it is okay to use devices such as phones, tablets, and iPads if you are a participant and NOT a facilitator.

- A. For **frequent facilitators of Zoom** [hosting four or more activities/year], you may view this instructional video: <https://youtu.be/eeYOGLkRo4>
- a. Be sure you are using a laptop or a desktop computer.
 - b. Close the internet browser [Google Chrome and Firefox are suggested] and any open browser windows, reopen the browser, and open a new tab. If using a MAC, do **NOT** use Safari. Microsoft Edge may also be problematic on some personal computers (PCs).
 - c. Be sure browsers are updated. Here is an instructional video on how to check your browsers: <https://youtu.be/FxbjWAWnjDI>
 - d. Go to the URL [Uniform Resource Locator] bar and type in *Zoom.us*.
 - e. Log in with the credentials provided [branch email and branch password]
 - f. Sign in

Occasionally Zoom will give you a message when you are trying to sign in, that a verification code was sent to the owner/account manager email. The treasurer, president, and communications chair will be on the zoom list on the account to receive the code. If you are not set up to use the Branch Zoom account, you need to have one of the Branch Officers that is set up to schedule any Zoom calls for you for branch business (an Interest group meeting for example.)



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