



## Connect using computer or mobile device to the online meeting

Please have the notice of meeting available. If you do not have a current meeting notice available, in most circumstances any prior meeting notice will have the same meeting information in it. Meeting notices, also known as Agendas, are posted in the common area, and in many cases emailed to the email address on record for your property. Look for emails from [wecare@avalonweb.com](mailto:wecare@avalonweb.com).

Many communities also post Agendas on the home page of the Association's public website. Look on the homepage for the Agenda icon.

To connect to the meeting using your computer or web enabled device, please open a browser window and go to: [www.zoom.us](http://www.zoom.us)

Click on "Join" or "Join a Meeting" in the upper right hand side of the screen. On a mobile device you may be asked to open a new page on zoom, please allow the new page to open.

You will be prompted to enter in the meeting ID. You may also be prompted to enter in the meeting password or passcode. The meeting ID and the meeting password or passcode, if needed, are included in the meeting notice.

If you want to use Zoom on your computer or mobile device, and especially if this is your first time with Zoom, please log in early and wait in the "waiting room" until the meeting begins. That way, if there are technical issues getting into the meeting, you will have time to resolve them. Note also that Zoom may require installing software on your computer or mobile device. If you are uncomfortable installing software on your device, or if you have difficulty with Zoom on your computer, please use the option of the telephonic version of the meeting by reviewing "Connect Using Audio Only"

Upon joining the meeting, all attendees other than the Board will be muted. An initial "roll call" may be held at the beginning so we can translate your phone number or user name to your actual name (your first and last name, please speak slowly and distinctly).

You will be unmuted when it is your turn to identify yourself in the rollcall. At the open session portion of the meeting, the moderator of the meeting will unmute homeowners one by one so that homeowners will have an opportunity to speak.

Thank you, and Please enjoy the meeting.

The Avalon Management Group, Inc.,

As Agent for your Association.