



Zoom/Teleconferencing Access to Harbour Vista HOA Board Meetings

The Board has installed a new sound system and video equipment in the Cabana club house, and as a resident you are invited to join the HOA Board meetings either in person or via Zoom.

Find the invitation to the meeting at the mail box or at Harbour Vista News

(<http://harbourvistanews.com/#Agenda>).

Using a Phone Audio Only

When you join via phone, type in the phone number and meeting ID.

Meeting ID: 949 1491 3073

One tap mobile

+16699009128,,94914923073# US (San Jose)

Via phone, you announce yourself via audio and ask to speak if you have questions.

Using Computer, or Tablet or Smart Phone

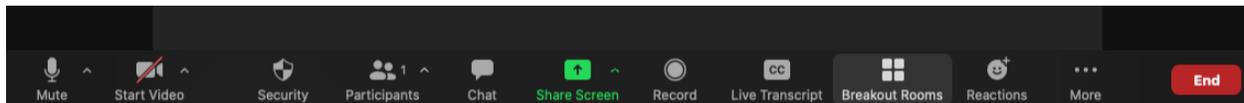
When joining the meeting via computer, tablet or smart phone, type the location link into your browser or click on the location link.

<https://powerstonepm.zoom.us/j/94914923073>

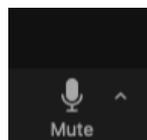
If you have never installed the Zoom app, it will ask you to do so when you click on the link.

Using Zoom App

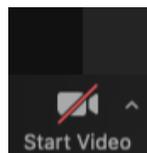
When you enter the meeting, the Zoom screen displays with all participants in attendance. At the bottom of the screen are icon scripts that are useful.



Starting at the left:

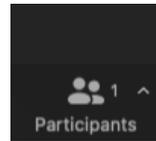


Clicking the **Mute** icon allows you to mute/unmute yourself. Best to stay muted when not actively speaking, so we do not share sounds like dogs barking, toilets flushing, doorbells ringing.

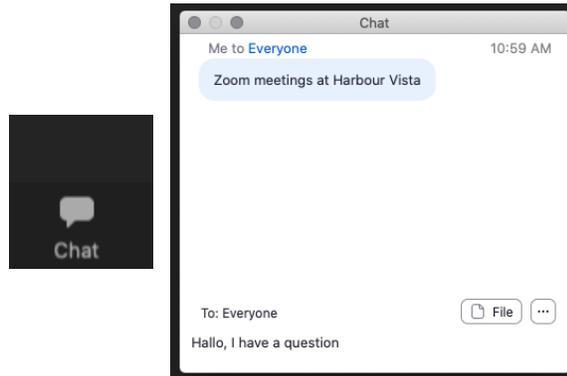


The **Video** icon turns your camera on or off. We do like to see people's faces, however if you have to leave the room, it is a good idea to turn the camera off.

Security icon is only available to the host.

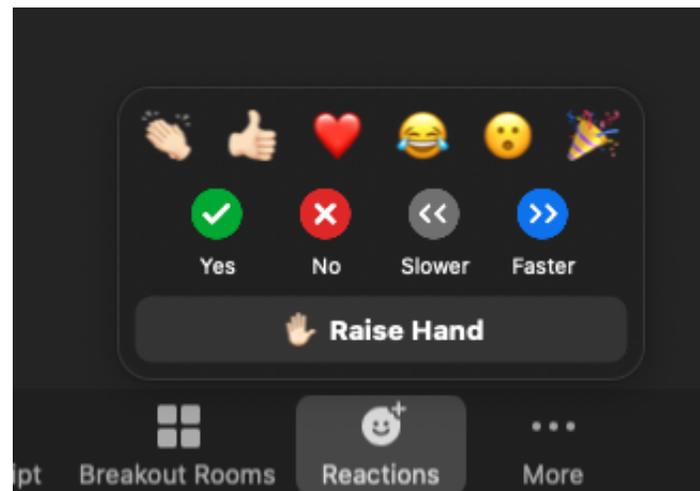
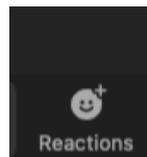


Clicking on the **Participant** icon button displays a list of everyone participating in the meeting. The **Chat** icon allows you to send questions to everyone or just one person.



The **Record** icon is used by the host to optionally record the meeting and this is announced when you join the meeting.

We do not use **Transcript** or **Breakout Rooms** icons.



The **Reactions** icon is very useful for giving feedback on the meeting proceedings or for raising a hand to ask a question or be recognized. You may of course, also raise your hand when you are on camera.

Have fun with the new technology now implemented in the Cabana clubhouse.