

**Michigan Forest Association Board of Directors Meeting**  
**Thursday, Nov 12, 2020 10:00am-noon**  
**Remote Attendance via Zoom & Phone options ONLY**  
**(There will be NO physical meeting.)**

**Before you ZOOM**

1. You will need your computer, tablet, or smartphone\*. Make sure your device at least has a speaker and microphone—having a camera would be even better!
2. You will need the link included in the Board agenda (<https://msu.zoom.us/j/99607073539>)

**To join a ZOOM meeting**

1. Join the meeting by clicking on the ZOOM link provided in the Board agenda.
2. Follow the pop-up prompts to download and run ZOOM.
3. Another pop-up prompt may ask you if you want to join with video. Feel free to choose either to join with or without video.
4. It will next ask you if you want to join with computer audio. If you are not sure if it will work correctly, click on the little message below the button that says 'test speaker and microphone.' It will give you some prompts to see if your speaker, and then your microphone, is working. Once this is verified, click on the 'join with computer audio' button.

**ZOOM Controls (see image below)**

Using the icons along the bottom of the screen you can:

- Mute/Unmute your microphone – please keep your microphone muted during the meeting to limit background noises. Of course, feel free un-mute your device when you wish to talk.
- Turn on/off your camera - turning your camera on allows everyone to see you and interact more easily.
- View participant list - this opens a list of everyone who is logged into the meeting. This also has an option to 'raise your hand.' If you click to raise your hand, it will notify us that you'd like a chance to speak.
- Share screen - this allows you to share your computer screen if you have something to show during the meeting.
- Chat - this opens a chat window where you can type in any questions or comments you may have, and others can then respond.



\*If you do not want to join in via computer, there is a phone conference option. Just dial the phone number associated with the meeting (312-626-6799), and enter the passcode (996 0707 3539#).