

# SAMPLE OF INVITATION TO A ZOOM MEETING OR SEMINAR AND HOW TO JOIN MEETING

OHOA is inviting you to a scheduled Zoom meeting. \*

Topic: OHOA Board Meeting

Time: Sep 3, 2020 10:00 AM Arizona \*\*

Join Zoom Meeting \*\*\*

<https://us02web.zoom.us/j/83555210115?pwd=WVBMWi9RUUV2xEZTNaeFhVaG1oQT09>

Meeting ID: 835 5521 0115

Passcode: 909171

One tap mobile \*\*\*\*

+12532158782,,83555210115#,,,,,0#,,909171# US (Tacoma)

+13462487799,,83555210115#,,,,,0#,,909171# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 835 5521 0115

Passcode: 909171

Find your local number: <https://us02web.zoom.us/j/83555210115?pwd=WVBMWi9RUUV2xEZTNaeFhVaG1oQT09>

## EXPLANATION OF THE ABOVE SAMPLE INVITATION

- The “Topic” will be the title of the meeting.
- Date and Time will change with each meeting
- To “Join Zoom Meeting” click on the **BLUE** link in the emailed invitation you receive from OHOA after signing up for the meeting. This link will take you directly to Zoom. If you join by clicking the link, you do not have to manually enter the meeting ID or password, it is automatic.
- If you do not set up a Zoom account, it will ask for your name. Enter it and then click on **JOIN A MEETING**. If you have a Zoom account, it will take you directly to **JOIN A MEETING**. You will be in a “**waiting area**” until right before the meeting begins. The host will admit you to the meeting. It is always good to join a meeting early in case you have problems.
- One tap mobile numbers will change so only use those provided on your invitation.