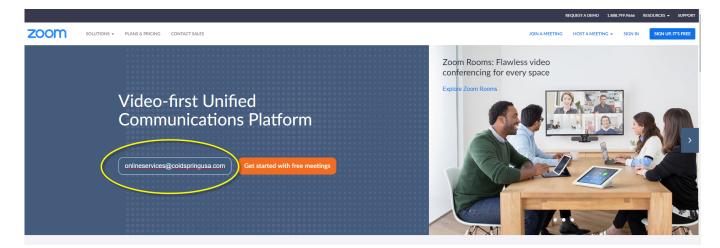
#### March 20, 2020

# **Using Zoom meetings with Families**

To help keep up with our every changing daily work life, we would like to walk everyone through the option of using Zoom to communicate with families.

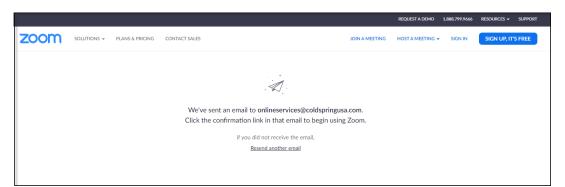
Zoom offers a limited free account and all you need is an email address.



- 1. Type in your email address and click 'get started with free meetings' button
- 2. A new window will pop up and ask to confirm that the email address is correct

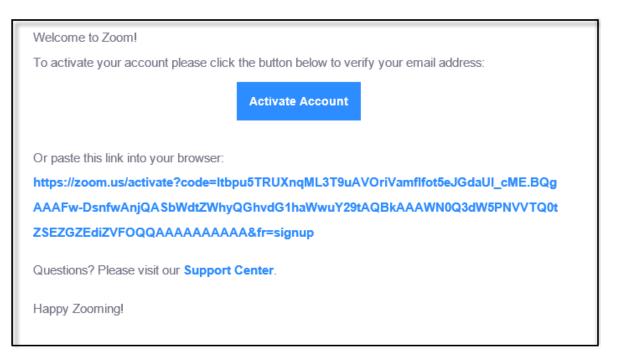
Welcome! Please confirm your email below to get started.
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onlineservices@coldspringusa.com
Use Another Email
Confirm Cancel
By signing up, I agree to the Privacy Policy and Terms of Service
Zoom is protected by reCAPTCHA and the <b>Privacy Policy</b> and <b>Terms of Service</b> apply.

3. Click the blue 'confirm' button

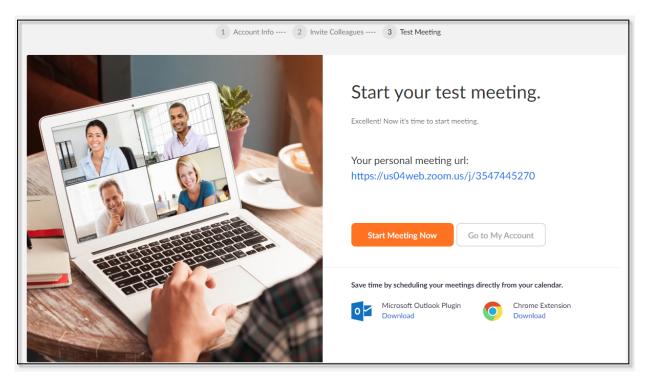


### 4. An email will be sent to you.

## 5. Click the blue 'activate account' button



- 6. You will have to enter some personal information and create a password
- 7. You have the option of inviting colleagues to join your Zoom account
- 8. Finally you have the choice of either starting a meeting or going to your new account home page



9. Your home page will look something like this. It will include a profile, meetings, etc. on the left hand side.

🖸 My Profile - Zoom 🗙 🕂			– ø ×
← → C 🗎 us04web.zoom.us/profile			☆ 😬 :
		REQUEST A DEMO 1888.799.9666 R	Resources - Support
	PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING	IG - SIGN OUT
PERSONAL Profile Meetings Webinars Recordings	Change	Melissa Mehr	Edit
Settings	Personal Meeting ID	354-744-5270 https://us04web.zoom.us/j/3547445270 × Use this ID for instant meetings	Edit
<ul> <li>&gt; User Management</li> <li>&gt; Room Management</li> </ul>	Sign-In Email	mgmehr@hotmail.com Linked accounts:	Edit
<ul> <li>Account Management</li> <li>Advanced</li> </ul>	User Type	Basic 🛛 Upgrade	
/ novince	Capacity	Meeting 100 😡	
Attend Live Training	Language	English	Edit
Video Tutorials	Date and Time	Time Zone (GMT-5:00) Central Time (US and Canada)	Edit
Knowledge Base		Date Format mm/dd/yyyy Example: 08/15/2011	
		Time Format $ imes$ Use 24-hour time	
	Calendar and Contact Integration	You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts. Connect to Calendar and Contact Service	() Help

## 10. Click on the 'meeting' option

S Meeting Information - Zoom × +							- 0	×
← → C ⓐ us04web.zoom.us/meeting/35-	47445270						☆	<b>e</b> :
					REQUEST A DEMO	1.888.799.9666 RESOL	JRCES 🗸 SUPPC	ORT
ZOOM SOLUTIONS - PLANS &	PRICING CONTACT SALES			SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 👻	SIGN O	JUT
PERSONAL	Upcoming Meetings	Previous Meetings Personal M	Meeting Room Meeting Templates			St	tart Meeting	
Meetings Weblinars	Торіс	Melissa Mehr's Personal Meeting R	boom					
Recordings	Time	Add to 31 Google Calendar	Outlook Calendar (.ics) Vahoo Calendar					
Settings	Meeting ID	354-744-5270						
ADMIN > User Management	Meeting Password	$\times$ Require meeting password						
<ul> <li>Room Management</li> <li>Account Management</li> </ul>	Join URL:	https://us04web.zoom.us/j/35474	45270			Copy the	e invitation	
> Advanced	Video	Host Participant	Off Off					
	Audio	Telephone and Computer Audio						
Attend Live Training Video Tutorials Knowledge Base	Meeting Options	Dial from $ imes$ Enable join before host						
Knowledge base		× Mute participants upon entry 😨						
		$\times$ Enable waiting room $\times$ Record the meeting automatical	ly on the local computer					
					Edit this Me	eting Start this M	(?) Help	

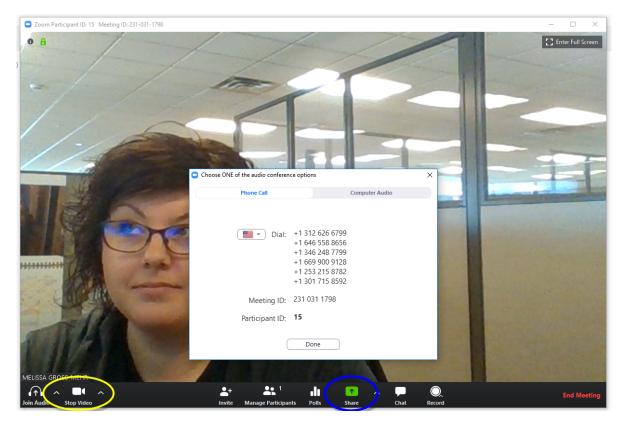
11. The Personal Meeting Room is your way of starting an instant meeting. It's specific to your user account. All you have to do is copy the invitation into an email (see green circle above)

A   A   A   A   M <th>ious Mee</th> <th>etings Personal Meeting Room Meeting Templates</th> <th></th>	ious Mee	etings Personal Meeting Room Meeting Templates	
Ad       Melissa Mehr is inviting you to a scheduled Zoom meeting.         35       Topic: Melissa Mehr's Personal Meeting Room         36       Join Zoom Meeting https://us04web.zoom.us/j/3547445270         X       Meeting ID: 354 744 5270         One tap mobile u.3547445270# US Toll         Dial by your location US Toll         Pa       Meeting ID: 354 744 5270         Find your local number: https://us04web.zoom.us/u/fdlzj3CzwX         Tel         X       Copy Meeting Invitation         Cancel         X	Me	Copy Meeting Invitation	×
<ul> <li>Topic: Melissa Mehr's Personal Meeting Room</li> <li>Join Zoom Meeting https://us04web.zoom.us/j/3547445270</li> <li>Meeting ID: 354 744 5270</li> <li>One tap mobile "3547445270# US Toll</li> <li>Dial by your location US Toll</li> <li>Meeting ID: 354 744 5270</li> <li>Find your local number: https://us04web.zoom.us/u/fdlzj3CzwX</li> <li>Tel</li> <li>Copy Meeting Invitation Cancel</li> <li>Youre perucupants upon entry tot</li> </ul>	Ad	Meeting Invitation	
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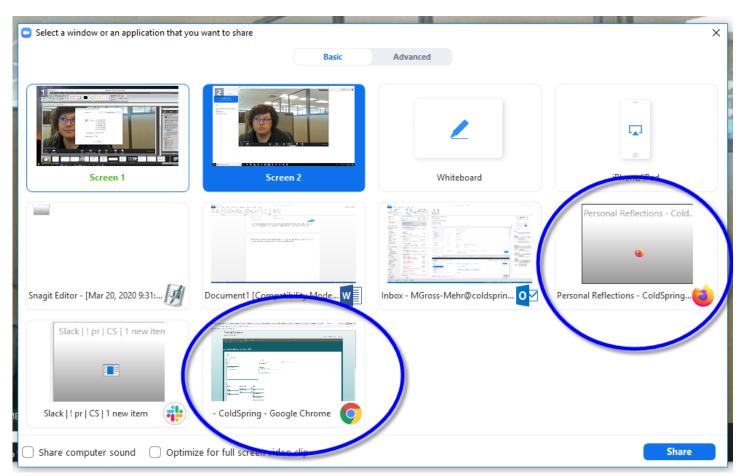
12. Send email to family member. They will click on the link provided and get connected. You can either call them or use the audio through your computer to talk.

Choose ONE of the audio conferent	ce options X
Phone Call	Computer Audio
Dial:	+1 312 626 6799 +1 646 558 8656 +1 346 248 7799 +1 669 900 9128 +1 253 215 8782 +1 301 715 8592
Meeting ID:	231 031 1798
Participant ID:	15
(	Done

13. More than likely the video will start automatically. You have the option to continue with it for a face to face meeting with the family or you can choose to disable it (circled in yellow)



14. To share your screen Personal Reflections screen with them, click on the green share button (circled in blue above) and it will open a window to show you the options. Use either Firefox or Chrome for Personal Reflections.



15. The screen will update to show just the option you allowed.

Family Information Style	Design	Personalization	Options	Order	
Select Memorial Style Product Line: Bronze Memorial Design: Find fol LB (08-173/08-174) Sine: 24 x 12 Laryout: GB 174_2AX 12, C1_V1NFDS Serent: 436 fol Datasa Bronze Celer: Arbor Orean Letter Style: Oval		MEHR			MELISSA GRO
Letter Style: Cvol Portroit: Emblems: • Drill Base: 02x16 Center Vase (Bronze on Left) Granite Color: Rustic Mahogany					
Drill Bose Scae Greante Color Yeas Vose Ring				CONFIRM AND CONTINUE	
-42 36 × 16	36 x 10		54 x 10		
Copyright © 2010-2019 Coldapring - 4.0				> Personal Reflections® Memorial Selection System	

- 16. If the family keeps the video on, you will see them in the upper right corner otherwise if they didn't, it will just display the name they typed in.
- 17. From here you can talk and move through PR as you normally would.
- 18. At the end, use the red 'stop share' button and then the window will have a red 'end meeting' option in the lower right hand corner.