

How to attend a MSURA Virtual Meeting

Presenter:
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MSU Retirees Association

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zoom

zoom is about connecting people, even though they are miles apart from one another. **zoom** creates a virtual meeting place where people come together on the internet. This connection can be made using a telephone, computer, smart phone, tablet or other devices — whichever one you choose.

No Cost to You as an Attendee

zoom is a free to use by meeting attendees. Only the meeting host pays a fee or subscription fee.

Sample MSURA Meeting Announcement

September Membership Meeting

Date/Time: Monday, September 14, 2020 2PM

Dr. Miko Rose, assistant professor at the MSU Department of Psychiatry will talk on “The Joy Initiative,” a project she started at the MSU College of Human Medicine and College of Osteopathic Medicine schools, where she now teaches formal elective classes on the art of happiness and well-being.

Location: Meeting will not be in person, but will be a virtual meeting using ZOOM.

Meeting Link: <http://msu.zoom.us/msura/meeting/14Sep2020>

Meeting Id: 123 4567 8901

Meeting Passcode: MSURA

Meeting Telephone Number: 1-800-123-4567

Meeting Telephone Passcode: 12345

Meeting Handouts: [presentation slides](#)

Join a Meeting with a Telephone Call

- Using a telephone, call the Meeting Telephone Number as listed in the meeting's announcement.
- Enter the Meeting Id and Meeting Telephone Passcode when asked to do so.
- You will join the meeting. To leave the meeting, just end the call.
- You can listen to the presentation, but will not be able to participate. If you are OK with that, this might be a good option for you.

Download and Install the ZOOM App

Download and install the ZOOM App

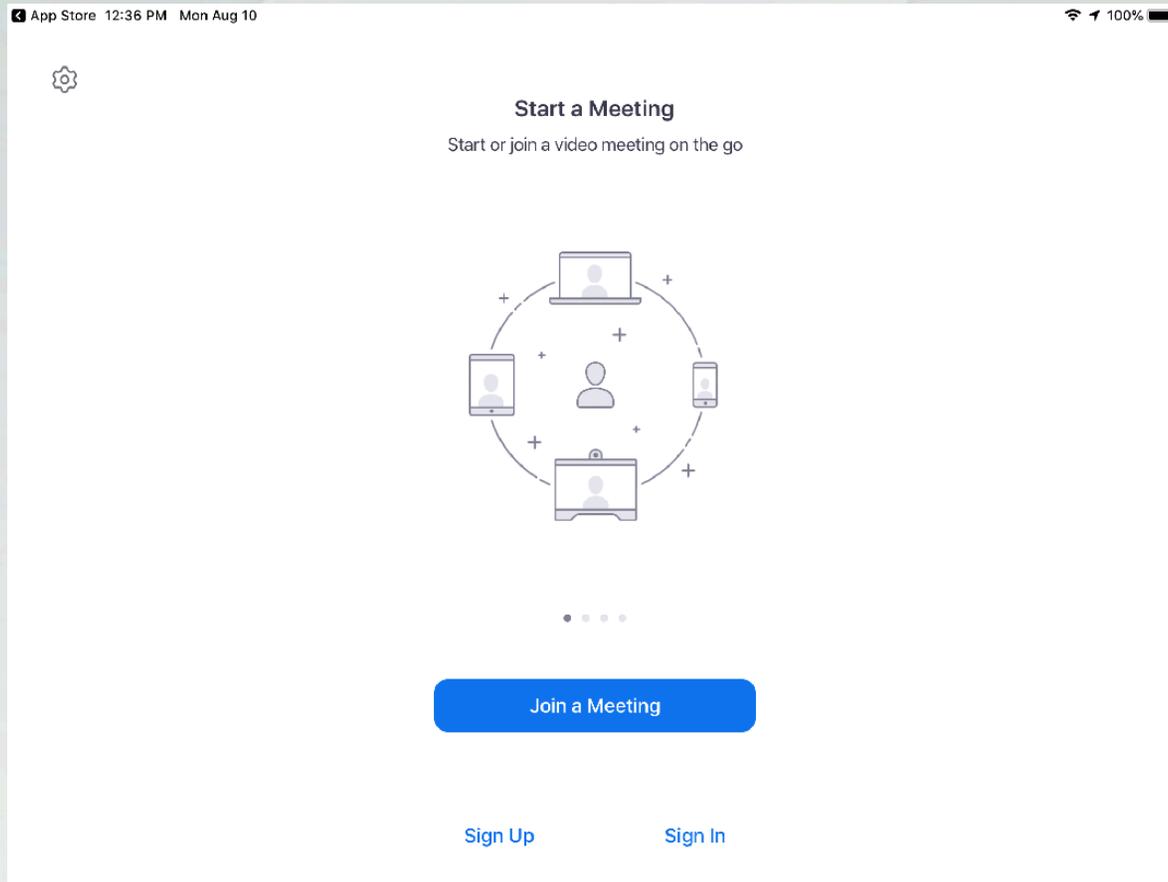
In your browser go to <http://msu.zoom.us>. On the left hand menu bar select “Download Zoom”. Zoom will determine your device and download and install it. You do not need to login.

To join a meeting

Start the ZOOM app on your device.

An alternative way is to select “Join a Meeting” from the left hand menu bar on the <http://msu.zoom.us> page.

Join a Meeting



Join the Meeting

Cancel Join a Meeting

929 5895 1198

[Join with a personal link name](#)

Rick Vogt

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

Meeting Registration

Register for this Webinar

Rick Vogt

vogtr@icloud.com

Cancel

OK

ZOOM Meeting View Varies by Device



iPad view on the left.
iPhone view on the right (above).

ZOOM Meeting View Varies by Device



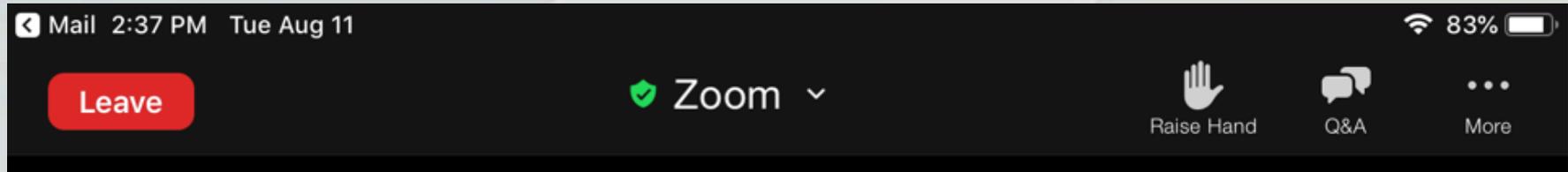
Apple Mac view.

ZOOM Meeting View Varies by Device



PC view

ZOOM Control Panel



Every device displays the ZOOM control panel options a little differently. While they may look a little different, they should still be the same options.

Leave: Select to leave the meeting

Raise Hand: Select to raise your hand, select a second time to lower your hand.

Q&A: Select if you would like to ask the presenter a question, or if you want to see what questions have been asked and answered.

Q&A, Asking the Presenter a Question

Close Q&A

Welcome to Q&A

Questions you ask the host and panelists will show up here

Ask a Question

When is the October meeting?

Send anonymously

Send

Close Q&A Ask question

All (1) My questions (1)

RV Rick Vogt (You) 12:57 PM

When is the October meeting?

 Rick Vogt 1:00 PM

Monday, October 12, 2020 2PM. MSU Human Resources will present the Benefits Open Enrollment process and a summary to changes to benefit options. Also, MSU Pharmacy will present pharmacy services which retirees can use.

Q&A, Asking the Presenter a Question



The screenshot shows a Zoom Q&A session interface. At the top, there are three buttons: "Close", "Q&A", and "Ask question". Below these are two filters: "All (3)" and "My questions (2)". The main area displays three questions and answers:

- RV Rick Vogt (You) 1:35 PM**
What does MSURA mean?
RV R Vogt 1:36 PM
Michigan State University Retirees' Association
- BW B Willson 1:44 PM**
How many people can attend a MSURA meeting?
RV R Vogt 1:47 PM
Up to 500 Zoom meeting connections per meeting are allowed. So, at least 500 people. More if people share a connection.
- RV Rick Vogt (You) 1:52 PM**
I do not see "Chat" button feature in the ZOOM Control Panel, where is it?
This question has been answered live

- Presenters may answer questions during or at the end of the presentation.
- They may answer in writing or verbally.
- Questions once answered will be viewable by attendees.

Polling Question

[Skip Poll](#) Demographic Polling

1. Do you live in the greater Lansing, Michigan Area?

Yes

No

1/3 [Next](#)

[Close](#) Poll Results

1. Do you live in the greater Lansing, Michigan Area?

Yes	100%
No	0%

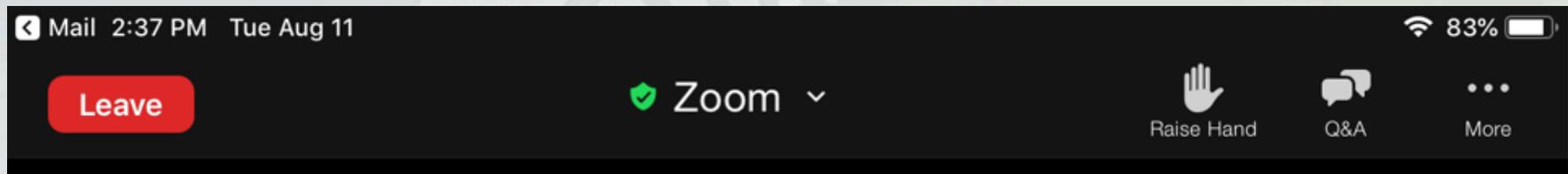
2. Have you attended an MSURA Membership Meeting before today?

Yes	100%
No	0%

3. Would you attend a membership meeting in the future?

Yes	100%
No	0%

Leave a Meeting



To leave a meeting, select the “Leave” button in the ZOOM control panel.

Request to Take Survey

**Thank you for attending the Webinar.
Please click Continue to participate in a short survey.**

you will be leaving zoom.us to access the external URL below
https://msu.co1.qualtrics.com/jfe/form/SV_3pBmH5yIldvQlwn

Are you sure you want to continue?

Continue

Stay on zoom.us

Connection Problems

The quality and speed of the internet service one has is important to having a good experience. Should you have a problem, here are some simple options to minimize its impact.

- 1.) Leave the meeting and rejoin it.
- 2.) Join the meeting using a telephone and calling in.
- 3.) Watch the presentation's recording when it is available.

Future Events

Membership and special event meetings are announced in MSURA communications, E-Notice emails, newsletters and on the MSURA website. The ZOOM meeting information will be on the MSURA website at <http://retirees.msu.edu> with the meeting announcement about a week prior to the meeting date.

End of Tutorial

Thank you for joining us.

If you have questions, email them to me at msura@msu.edu.



MSU Retirees Association Contact Information

If you have questions about the MSU Retirees Association, please email or call us. Email can be sent to msura@msu.edu. You can call us at 517-353-7896. Please leave a voice mail message with your question and be sure to include your name and telephone number.