



Grand Lodge of F & AM of Ohio

Conducting A Virtual Lodge Business Meeting

Prepared by William M. Carter III

Approved for the use of Lodges when
authorized by Edict of the Grand Master.

October 23, 2020

Preliminary Data

The following technical documentation has been provided by the Grand Lodge of Ohio as a method to hold online business meetings for Ohio Lodges.

The application used in this document as an example for conducting these meetings is Zoom, which is found at <https://zoom.us>. This platform supports phone dial-in, full end-to-end data encryption, as well as passwordprotected meeting space so that Lodges can ensure that all meetings are conducted privately. There are alternative audio/video/web conferencing technologies available such as WebEx, GoToMeeting, and FreeConferenceCall.com. All are acceptable provided they can be password protected and encrypted.

All invitations to online business meetings **MUST** be sent through Grand View membership email system and should be posted on the Lodge's dashboard

page. Please encourage your Lodge Brethren to register with Grand View so that they do not miss future meeting invitations. While it would seem easier to email the invitations directly, Grand View adds an extra level of verification that the recipients are members in good standing.

For further information on advanced features of Zoom, click below for training:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-VideoTutorials>

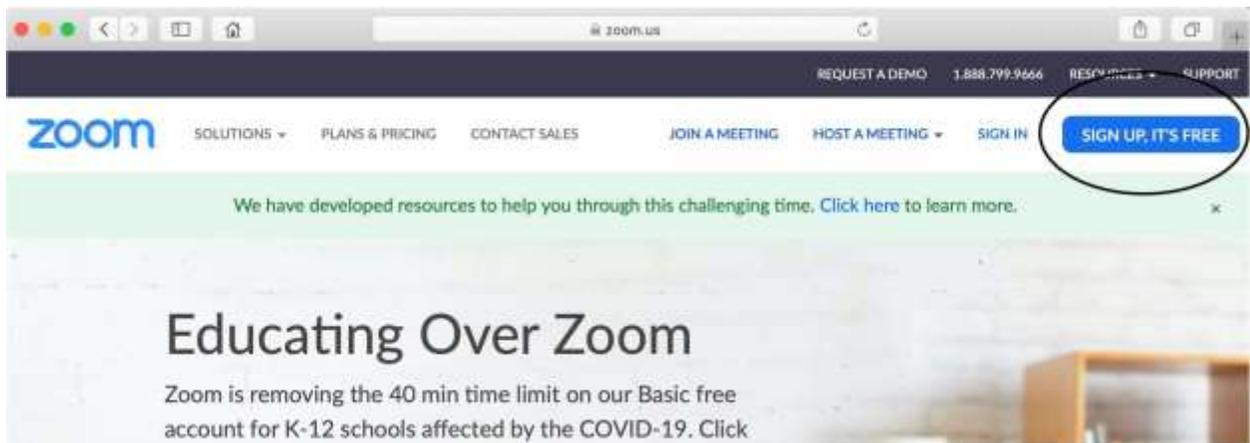
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Creating a Zoom Account

Step 1 – Open a browser and navigate to <https://zoom.us>

Step 2 – In the upper-right corner of the web site, click the blue “SIGN UP, IT’S FREE” button



Step 3 – In the “Sign Up Free” section, enter a valid email address to associate with your account. Then click the blue “Sign Up” button. You’ll then receive a message that a confirmation link has been sent to your email.

Sign Up Free

Your work email address

carter489@icloud.com

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

Sign in with Google

Sign in with Facebook



We've sent an email to carter489@icloud.com.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

Creating a Zoom Account (contd.)

Step 4 – Open your email client and you should have a new email with the subject “Please activate your Zoom account”. Open the email and either click the blue “Activate Account” button, or cut and paste the long link into your browser and hit <enter> or <return>.

Hello carter489@icloud.com,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

By clicking this button, you confirm that you are at least 16 years of age.

Or paste this link into your browser:

https://us04web.zoom.us/activate?code=PFhGjITFoISCTBR0M1gUndBgf6eo-_NusRKpTyFotIM.B0gAAAFxM3cKdAAAnjQAUY2FydGVyNDg5QGJjbG91ZC5jb20BAGQAABYzZkRhceI

Step 5 – In the “Welcome to Zoom” screen of your browser, fill in the first and last name, and select an account password following the rules on the screen. Then click the orange “Continue” button. On the following “Invite Your Colleagues” screen, click the white “Skip this step” button. Your account is now created, and you may close your browser.

Welcome to Zoom

Hi, carter489@icloud.com. Your account has been successfully created. Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter [a, b, c...]
- Have at least 1 number [1, 2, 3...]
- Include both Upper case and lower case characters

Password must NOT:

- Contain only one character [11111111 or aaaaaaaaa]
- Contain only consecutive characters [12345678 or abcdefgh]

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).



Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today!

[Why invite?](#)

[Add another email](#)

 I'm not a robot 

Scheduling a Meeting Via the Browser

Step 1 – Open your browser and navigate to <https://zoom.us>. In the upper-right corner, if it shows the words “SIGN IN”, click this link to enter your email address and password. If you are already signed in, you will see the words “MY ACCOUNT” and may proceed to Step 2.

Step 2 – Click the “My Account” link in the upper-right corner of the browser screen.



Step 3 – In your “My Account” screen (you’ll see your name), click the blue “SCHEDULE A MEETING” link in the upper-right corner.



Scheduling a Meeting Via the Browser (contd.)

Step 4 – Enter a Topic, the start time, and the duration of your meeting. NOTE: meetings in free accounts are limited to 40 minutes if three or more join. You may either schedule multiple 40-minute meetings, or click the orange “Upgrade Now” link down the page to enable for-pay limitless functionality (approx.. \$150/year).

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

Step 5 – REQUIRED – scroll down the screen and select the “Require meeting password” check box, and select the “Enable join before host” check box to allow participants to join before the account owner arrives. Then click the blue “Save” button at the bottom.

Meeting Password: Requires meeting password: 497190

Video: Host on off
Participant on off

Audio: Telephone Computer Audio Both
Dial from: [Edit](#)

Meeting Options: Enable join before host
 Mute participants upon entry [ⓘ](#)
 Enable waiting room
 Record the meeting automatically on the local computer

Scheduling a Meeting Via the Browser (contd.)

Step 6 – Your meeting is scheduled and is shown now on the “My Meetings” page. On the right side of the browser, click the blue “Copy the invitation” link. In the pop-up window that follows, click the blue “Copy Meeting Invitation” button to place the invitation details into your clipboard.

The screenshot shows the Zoom meeting scheduling interface on the left and a 'Copy Meeting Invitation' pop-up window on the right. The interface includes fields for Topic (April Business Meeting), Time (Apr 2, 2020 07:30 PM Eastern Time (US and Canada)), Meeting ID (909 366 062), Meeting Password (497190), and Join URL. A blue 'Copy the invitation' link is circled in the Join URL field. The pop-up window displays the meeting invitation details, including the topic, time, join URL, meeting ID, and password. A blue 'Copy Meeting Invitation' button is circled at the bottom of the pop-up window.

Step 7 – Open a new browser tab, or close and re-open your browser, and navigate to Grand View at <https://oh.grandview.systems> . Log in to your account.

Step 8 – On your Lodge Admin Dashboard, click the “Engagement” link on the left.

Grand Lodge Of Ohio, F. & A.M. My Portal Dashboard Help Desk Lodges Members

Dover No. 489 - Admin Dashboard

- Members
- Accounting
- Engagement**
- Officers
- Lodge Info

Members [Add](#)

Search Lodge Members

7 - Inquiries

Name	Member #	Inquired	5 Day Countdown

GL Posts

UPDATE - April 3rd Fundr. Appreciation Dinner Post

Scheduling a Meeting Via the Browser (contd.)

Step 9 – On the “Engagement” page, click the “Posts” link on the left. Then click the blue “Add Post” link.

Grand Lodge Of Ohio, F. & A.M.

Dover No. 489 - Engagement Dashboard

- Back to Lodge
- Overview
- Preferences
- Posts**
- Events
- Portal Users
- Misc. Contacts

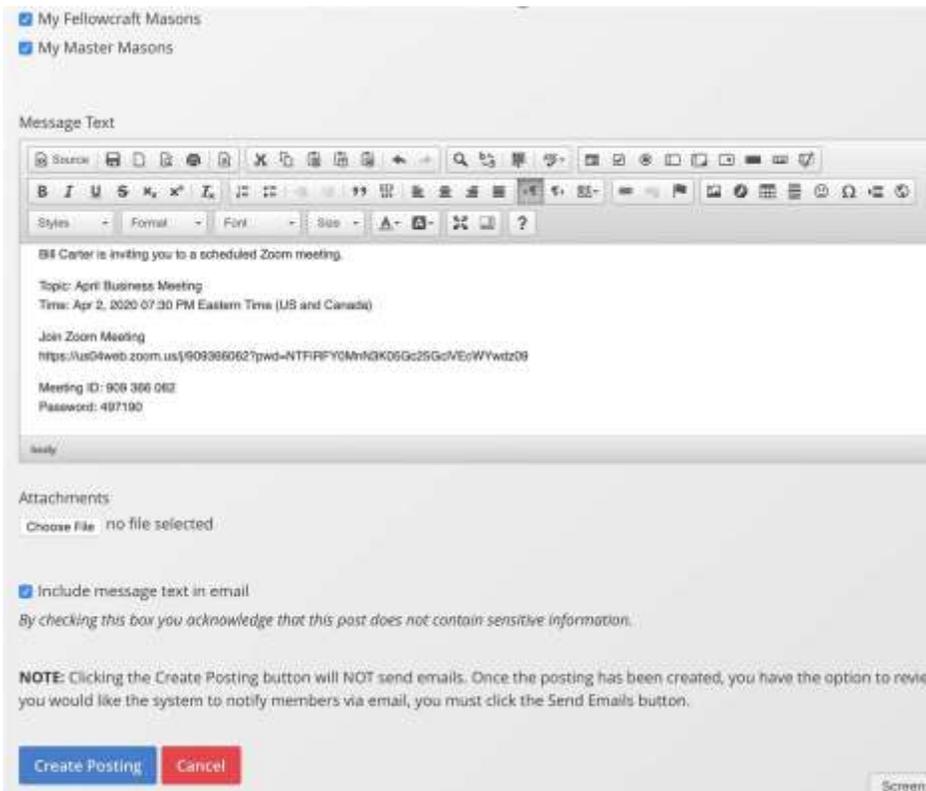
Posts [Add Post](#)

St. John the Evangelist Day on 12/26/2019

[Dover No. 489](#)

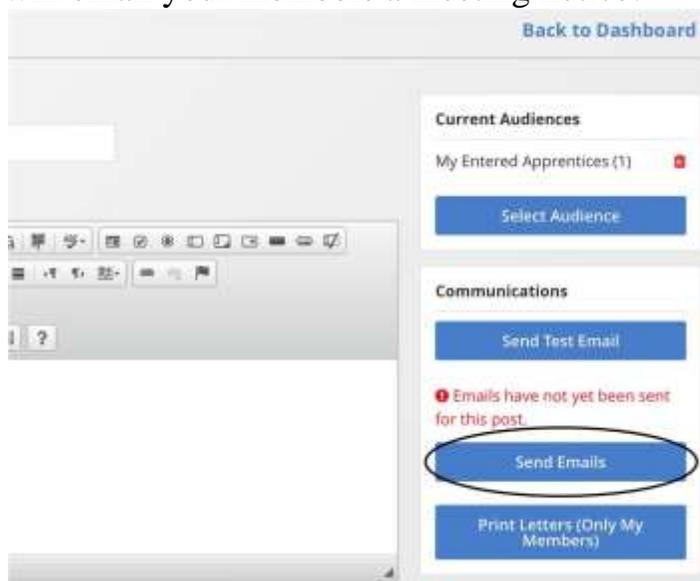
Brethren of Dover Lodge, this Saturday December 28th at 8am 8am and bring a breakfast dish to share (serving 4) with your E Please [click here](#) if you plan to attend so that we have a count! only to Master Masons of Dover Lodge.

Step 10 – On the “Add Post...” page, enter a subject for the post and select the Brethren of your Lodge. Then click in the message text box and paste your invitation (either right-click and choose “Paste”, or press the keys “CTRL-V”). Then click the blue “Create Posting” button at the bottom-left of the page.



Scheduling a Meeting Via the Browser (contd.)

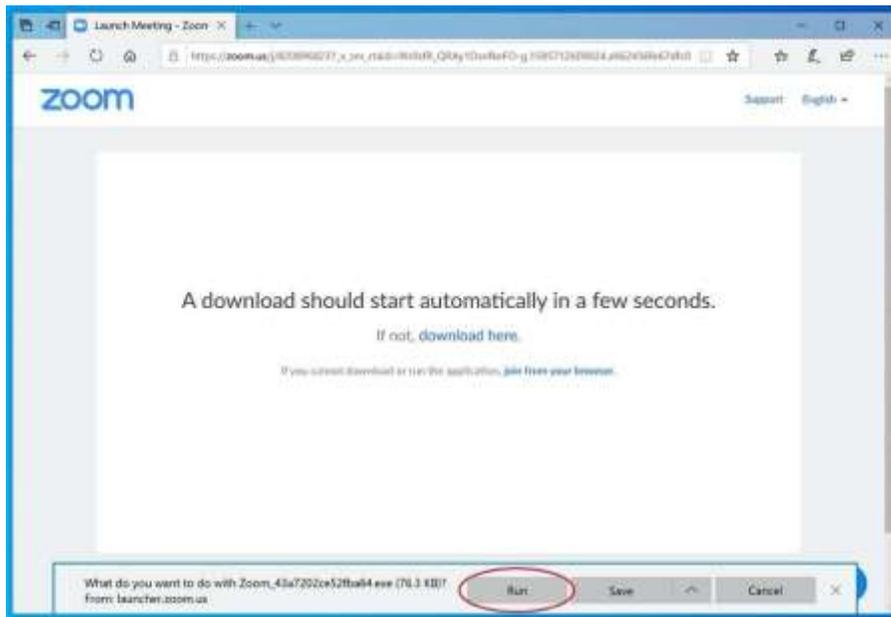
Step 11 – In the “Edit Post...” page, click the blue “Send Emails” button on the right. It is the third blue button down. Then click “Confirm” in the pop-up. This will email your members a meeting notice!



Starting a Meeting – Windows 10, Mac OS X, and Linux

Step 1 – In the email that was sent from Grand View, simply click the link to join the meeting. The password is embedded in the link, but is also included in the email in case Zoom requests it.

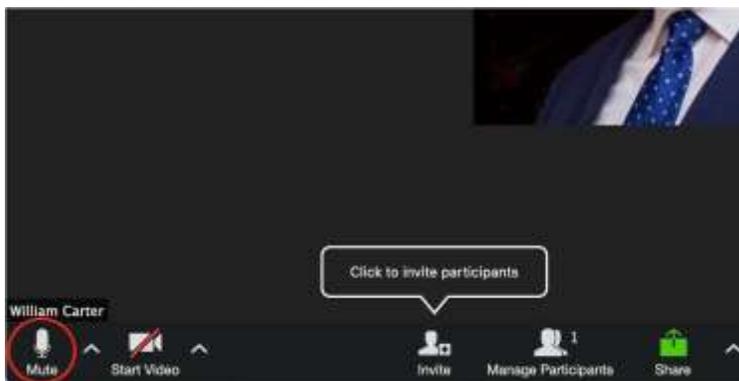
Step 2 – If it is your first time using Zoom, your browser will ask to download and install the Zoom client. Follow the directions on your screen provided by Zoom.



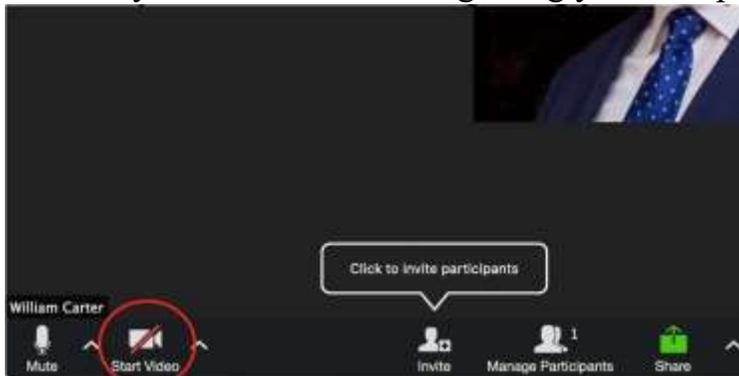
Step 3 – Zoom should automatically start. Enter the password for the meeting if prompted. Once in Zoom, choose the blue “Join With Computer Audio” button. This will use your computer’s microphone and speakers for the conversation. **WARNING:** once you click this button, people on the call can hear you.



Starting a Meeting – Windows 10, Mac OS X, and Linux (contd.) Step 4 – To mute and unmute your microphone, click the “Mute” or “Unmute” button in the lower-left of the Zoom window.



Step 5 – OPTIONAL – You may choose the “Start Video” button to share a video of yourself in the meeting using your computer’s web cam.



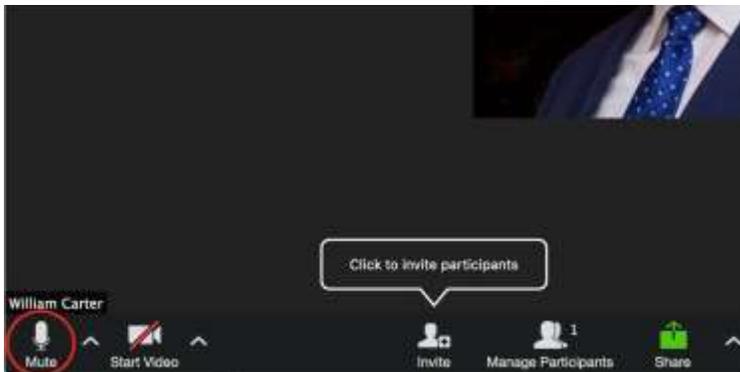
Starting a Meeting – Android and iOS Devices

Step 1 – Download the Zoom mobile app from the Google Play Store or the Apple App Store.

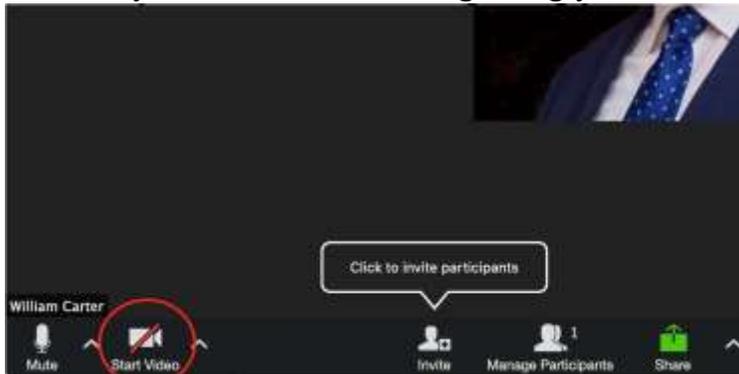
Step 2 – Open your email with the link to the meeting, and click the link. The Zoom app will open automatically.

Step 3 - Enter the password for the meeting if prompted. Once in Zoom, choose the “Join With Computer Audio” selection. This will use your device’s microphone and speakers for the conversation. **WARNING:** once you click this button, people on the call can hear you.

Step 4 – To mute and unmute your microphone, tap anywhere on your screen then click the “Mute” or “Unmute” button in the lower-left of the Zoom window.

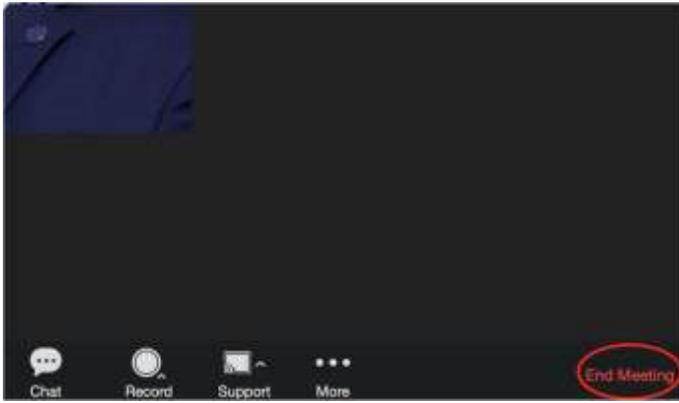


Step 5 – OPTIONAL – You may also choose the “Start Video” button to share a video of yourself in the meeting using your device’s front or rear camera.



Leaving a Zoom Meeting

To leave a Zoom meeting on a desktop or laptop, simply click the red-lettered “Leave Meeting” or “End Meeting” link in the lower-right of the Zoom application.



To leave a Zoom meeting on a mobile device, first tap anywhere on the screen, then click the red-lettered “Leave Meeting” or “End Meeting” link in the lowerright of the Zoom application.