

Helpful Hints on Getting Into Zoom on 1/4/2025

- 1) Create a Zoom.us Account or update the Zoom Acct you have prior to trying to get in.
- 2) We are pre-registering every person who has signed up and paid for the Federal Update (6/\$25) Class. Zoom has your name & e-mail, so it shouldn't be too hard to get into the class, but here's some helpful hints.
- 3) Under Settings on your computer– make sure your pop-up blocker is not on block -so you can receive the polling questions.
- 4) When entering the class, do not attempt to uncheck your mute button or your video button. They are blocked for a reason.
- 5) Make sure when you sign in to allow your audio to be turned on, or you won't hear the speaker
- 6) Make sure when you look for your e-mail link you are using the same e-mail address you used to register for the class. (you can check that out by going to ostcinc.org & clicking dues, then put in your PTIN & check out your e-mail address & other information that we have for you).
- 7) If you are a member and have issues getting into the Zoom Class, you will need to call your Unit's Representative (see list attached). They will be available from 8:00am until 9:10 when they need to be in class.
- 8) We will open the Zoom class for sign-up at 8:00am, but you will be allowed in to the waiting room and held there until the doors open at 8:30am.
- 9) When entering the Zoom Meeting make sure your PTIN Name is in the upper right hand corner. If you don't see your name, right click on the 3 little dots and enter your name or rename yourself.
- 10) If you are a non-member or Guest and are having problems getting in to the class, please call our State Secretary Sarah at 541-870-1056.
- 11) There are no refunds for this class so it is up to you to be familiar with Zoom and how to enter into class.
- 12) Your Zoom Invitation will be sent out via Constant Contact on January 2nd. If you have opted out of receiving our Constant Contact Communications in the past, then you will need to get ahold of your Unit Representative to get the Code to get into this Class. (if you normally get our Seminar notices then you should be able to receive the Invitation Code).

We look forward to having a successful Seminar and appreciate your help in doing so. Please remember that the Chat Room is only for asking questions of the Speaker. Our State VP Colleen Barbee will be monitoring the Chat Room and will present the questions to our Speaker. Anyone who is abusing the Chat Room or violating the Rules of Zoom will be removed from the Seminar and no refund will be given. There are NO REFUNDS FOR THIS SEMINAR – PLEASE MAKE SURE THAT YOU FAMILIARIZE YOURSELF WITH THE PROCEDURES ABOVE.