



Community Legal Advisors' attorneys are here for you

Our CLA attorneys are able to attend board meetings via Zoom video conferencing as a cost-effective, germ-free meeting option upon request.

How Does It Work?

- eMeetings via **Zoom Video Conferencing** require:
 - a computer, laptop, tablet -or- smartphone and,
 - a high-speed internet connection(Note: a video camera is recommended, but not required)
- CLA offices have equipped conference rooms to allow our attorneys to attend board meetings via video conference using Zoom or virtually any other internet-based video conferencing software.
- For clients who do not have a video conferencing account, our firm can host an attorney- attended meeting upon request using our CLA Zoom account.

*Please note: 72-hours advance notice is requested; scheduling is subject to availability and limitations may apply.
When using a Zoom provided phone number for audio, you may be subject to fees from your phone carrier.*

New to Video Conferencing?

- Please consult with your Board of Directors and management company to discuss if eMeetings via Video Conference are an option for your community. Although our firm uses Zoom for our video conferencing, we are not able to endorse Zoom or any other provider.
- Several companies offer Video Conferencing software options with plans and pricing for communities of all sizes.
- Unfortunately, our firm is unable to host meetings that we do not attend, and we are unable to provide technical assistance of any kind.

For more information, contact Cory Anders via email at cory@attorneyforhoa.com



COMMUNITY LEGAL ADVISORS INC.
COMMUNITY ASSOCIATION ATTORNEYS



Videoconference
from your home,
office, or on the go!

General Information & Instructions for Zoom Video Conferencing

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the Zoom Download Center (<https://zoom.us/download>). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can join a test meeting (<https://zoom.us/test>) to familiarize yourself with Zoom at any time.

General Information

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Joining a Meeting via an CLA Email Link

- Click the join link in your email or calendar invitation.
- If prompted, open and/or allow Zoom.

Joining a Meeting via Windows or Mac

- Open the Zoom desktop client.
- Join a meeting by signing in, or click “Join a Meeting” if you want to join a meeting without signing in.
- Enter the meeting ID number and your display name (*if you’re signed in, your default name will appear*)
- Select if you would like to connect audio and/or video and click Join.

Joining a Meeting via iPhone or Android

- Download the Zoom mobile app from the App Store or the Google Play Store.
- Open the Zoom mobile app.
- Join a meeting by signing in, or tap “Join a Meeting” if you want to join a meeting without signing in.
- Enter the meeting ID number and your display name (*if you’re signed in, your default name will appear*)
- Select if you would like to connect audio and/or video and select Join.

For further instruction please visit: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>