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After your Zoom meetings - Please Sign Out!

We are very pleased with the number of chapters that are using the Chapter Zoom account for board and committee meetings as well as regular chapter meetings and even doing demonstrations and workshops.

It seems that Zoom is consistently working on their platform. Surely, they never expected a pandemic when they started the business. The safety protocols for Zoom have been updated consistently since the Iwaya Fund purchased a Pro Zoom account for the NCAR Ikebana chapters. In fact, it is now required that all meetings have a "waiting room" and a password. The NCAR Chapter account has always required a password and we recommended a waiting room for security reasons.

Please Sign Out after ending all Zoom Meetings.

We have come across a small issue that you should know about. When you end your Zoom meeting, you still need to return to Zoom.us and "sign out" of the NCAR Chapter account. If you don't do this, then the next time you access Zoom, it automatically signs you in from NCAR Chapter account. We don't want this to happen as this account is being used by all the NCAR chapters.

Scheduling your Meetings

As you might know, many chapters have meetings on the same week, day and time as other chapters. Thus far all chapters have been able to schedule their meetings when they choose. However, if you run into a problem with finding a time to schedule your meeting, please tell your Regional Advocate, so we can work together to resolve the problem. We also suggest you schedule your meetings a few weeks in advance.

Need Zoom Training

If your chapter is not comfortable with using Zoom, please know the Regional Advocates have conducted many Zoom "test" meetings with the objective of helping members become comfortable with this wonderful technology. If you are anyone in your chapters needs some help with understand and using Zoom, please contact your Regional Advocate and they will set up a convenient "training" session for you and your chapter members. We want you to be able to stay connected with your chapter members and Zoom is a very effective tool for doing so.

Zoom updates on the NCAR website

The most recent guidelines, instructions and how-to "logging off" documents are on our website. Just go to the [Chapter Resources](#) page and scroll down until you see the Zoom icon. Click on the link and you will be taken to three very important "how-to" documents. While you are on the Chapter Resources page, be sure to check out all the other helpful resources on this page.

Your NCAR Regional Advocates

[Magdalena Tamura Reid](#) - At Large, Northwest

[Elizabeth Biddle](#) - East and Ohio

[Janet Knowlton](#) - Midwest

[Patricia O'Reilly](#) - West

[Susan Cano](#) - South

[Stephanie English](#) - Communications and Florida



NCAR II



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