



Tanglewood Hills Condominium Association

HOA Board Meetings - Virtual Platform Instructions

Please follow the steps to join our virtual meeting using RingCentral and Zoom.

Requirements: we will be using video and phone conferencing, so all you need is a PC/laptop with video capability or your phone.

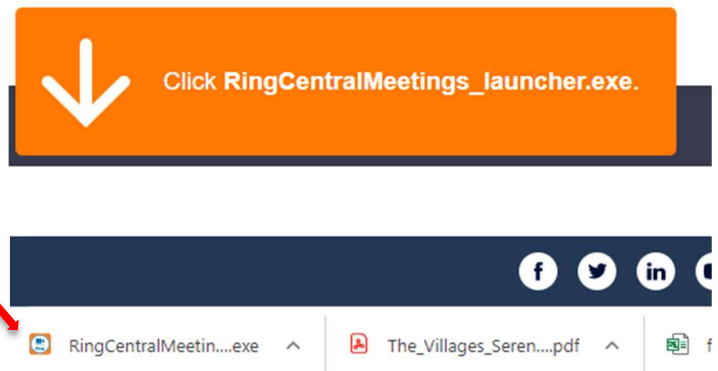
Note: When joining the meeting, you will be in mute until the Chair opens the forum for Q & As

Dial-In Option (Phone)

1. Phone #: (623)404-9000
2. Meeting ID: 148 722 8375 #
3. Stay on the line to be connected automatically
4. Please stay muted

RingCentral Video Set-Up

1. Go to <https://meetings.ringcentral.com>
 - Enter the meeting ID 148 722 8375
 - Click join
2. Click the RingCentral Meeting_Launcher
3. Click on Run
4. Enter your name and click on **Join Meeting**
5. **Click on Join with or without video** (video is optional)
6. Click on the **join audio by computer** if you are using your PC/laptop speakers and microphone or dial to listen in with your phone.



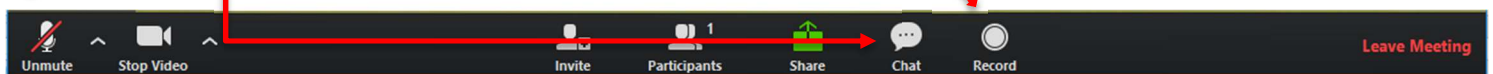
Control Options once in the Meeting (RingCentral):

Mute/Unmute – will be controlled by the Chair.

Video – you can turn the Video on/off anytime during the meeting

Chat – you may use this if you want to send us a question during the meeting

Recording – will be controlled by the Chair



The meeting will start at 6:30 PM, so please give yourself 5-10 minutes to join the meeting and troubleshoot any technical issues.

Please email the Board with questions or technical issues th_board@tanglewoodhoa.org

We will follow up with you so you can join the next meeting