

Dear Faculty Senate,

Please plan on using Zoom to participate in the March 26th meeting. The meeting agenda is linked here: <https://facsen.wsu.edu/category/agenda/2019-2020/>

Once you access the agenda, you need only click “Join Zoom Meeting” (Screen shot below, red box)

If you plan to phone in, the number is 1-646-558-8656. You will be prompted to enter Meeting ID 231 535 287.

- If you plan on phoning in, please email your phone number to anderson53@wsu.edu in advance. Only by doing this can Gayle associate your phone number with your name.
- You may also install the Zoom Cloud Meeting app on your smart phone
 - Android https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US
 - Apple <https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

WSU Faculty Senate Meeting March 26, 2020
Published on March 6, 2020 by anderson53

The Faculty Senate will meet Thursday, March 26, 2020 in FSHN T101, Spokane SCRS 222, Tri-Cities TEST 228 and Vancouver VUB 311 at 3:30 p.m.

Join Zoom Meeting

Phone one-tap: US: +17207072699,,231535287# or +16465588656,,231535287#

Meeting URL: <https://wsu.zoom.us/j/231535287>

Join by Telephone

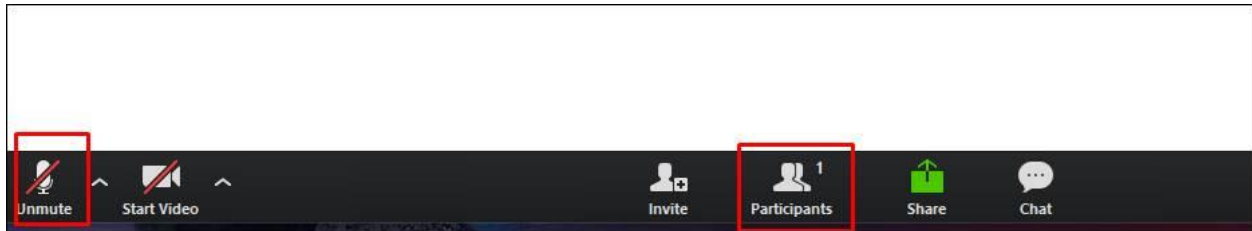
For higher quality, dial a number based on your current location.

Dial: US: +1 720 707 2699 or **+1 646 558 8656**

Meeting ID: **231 535 287**

If you have not used Zoom, please review the instructions attached to this email as well as below. If you need assistance, please email zoom.support@wsu.edu

1. When you start Zoom, move your mouse down toward the bottom of the screen and the control bar will be displaced (it is hidden by default). Use this bar to mute your microphone.
2. Click on the “Participants” icon will bring up the list of participants.



3. If you are shown only by your phone number, move your mouse to the number and you will be given an option to rename. Please enter your name here. We cannot establish quorum if we only have phone numbers.



4. We will be monitoring "Chat" if you want to use this tool during the meeting.



5. When voting on action items, please unmute your microphone

If you have not used Zoom before, please plan joining our test runs on Tuesday March 24 or Wednesday March 25. Each test will start at 3:30 pm. Access by going to the agenda linked above and "Join Zoom Meeting"

- If you have not used Zoom before, please test in advance of the meeting
- Please read over the agenda prior to the meeting
- Please mute your microphone unless discussing or voting
- Please read the action item relating to Tracks and Appointments and further comments here: <https://facsen.wsu.edu/faculty-manual-project/>
- Please read over senate response to the draft strategic plan here: <https://facsen.wsu.edu/2020/03/09/senate-response-to-draft-plan/>

Thank you,

Senate Exec.