

Zoom Meeting Posting Guidelines

Hello to all.

I am getting a lot of Zoom meetings to post with missing info. **Please Do Not Send Screenshots—Text Only**

If you/your group is going to have a Zoom meeting, I need the following info:

- Meeting Name
- Zoom Meeting ID#
- Date
- Time
- Recurring (Y/N)
- If Recurring, Need Days/Times
- One Tap Mobile Numbers (If provided)
- Landline Numbers (If provided)
- Contact Person Name and Phone Number
(Webmaster use only—will not be distributed)

Email to: webmaster@aaoregon-district21.org

Best regards,

- Carlos/District 21 Webmaster

Please distribute this to all necessary parties.