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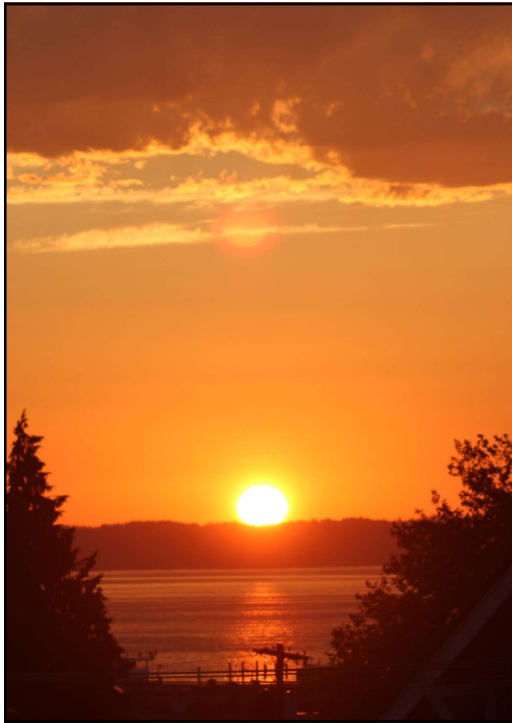


Step 1 There must be an Administrator

- If you are conducting a zoom meeting longer than 45 minutes you need an administrator
- Whoever is conducting the meeting will be the administrator
- Is there a cost to being the administrator?
- The cost is determined by what kind of plan you want.

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Step 2 Conducting a lodge virtual meeting

- The person running the meeting is the HOST.
- The Host will click on sign-in on the zoom app
- Insert email address and password
- Invite participants to join the meeting
- Free Zoom meetings only last 45 minutes. If meetings last longer than 45 minutes the meeting will be cut off and the host will have to start over from the beginning

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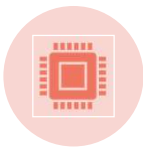
Getting Started: Download Zoom App to your computer, tablet or smart phone.



Send notification to all participants:
-Meeting ID
-Pass Code.



The Meeting ID will be a series of numbers (ie.12345678912)



The Pass code is also a series of numbers (ie. 867651)



After entering the codes Meeting Administrator will bring you into the meeting.

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Opening The Lodge

- If some members are in the Lodge and some attending virtually open the lodge as normal without the camera or computer observing signs. Use voice only
- A total virtual meeting open as usual again no signs or salutes on camera.

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How to conduct Degree Work

- The Business of the Lodge can be conducted Virtually, with the exception of Degree Work.
- Depending on Government guidance this will dictate when enough Brothers can be in the lodge to conduct Degree Work

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Conducting regular Business

- Your normal business can be conducted virtually
- After regular business is concluded the Worshipful Master will close the Lodge in the same manor it was opened.
- No signs or salutes visible on the camera.



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