INTERNATIONAL EXECUTIVE COUNCIL

ZOOM VIDEOCONFERENCING USER INFORMATION

Commencing in January 2018, the LETR International Executive Council will utilise a new service to communicate via video or telephone conference. Special Olympics International has contracted with Zoom Video Communications and as a result, the Council has been provided with three video conference accounts.

In April 2020, the Special Olympics International IT Team reviewed and revised the login protocols for Zoom following incidents across the network where Zoom Conference Calls had been interrupted by uninvited individuals joining the video conference (Zoom Bombing).

The primary change to the protocols relates to the use of passwords to enter a meeting.

This document has been revised to include those changes and to provide Council members with an introduction to the service, links to tutorials and access numbers.

THE BASICS
When a Zoom Conference is scheduled, it is possible for participants to connect to the conference in a number of different ways:

USING AN INTERNET CONNECTION
- From a Desktop Computer utilising the computer's built-in video camera to connect to the video conference.
- From a Desktop Computer, but not using the camera to connect with audio only.
- From a tablet device (eg: Apple iPad) to connect either in video or audio mode.
- From a smartphone to connect either in video or audio mode.

USING A DIAL IN TELEPHONE CONNECTION
- From a smartphone, other cellphone or landline in audio mode through a dial-in connection

CONNECTING TO A MEETING CALLED BY SOMEONE ELSE

You will receive an email invitation to each Zoom videoconference (ie: each Council Meeting). The email invitation will provide you with the means to connect to the meeting, be it from a PC, Mac, Tablet, Phone or landline.

You will see that each meeting has a unique Meeting ID which you will require to connect to the meeting – this will happen automatically if you click on the links in the email (connecting through the internet) or manually if you dial in to the meeting.

SCHEDULING A ZOOM VIDEOCONFERENCE

Go to the Zoom website: https://www.zoom.us/

Click **Sign-In** – Enter Login Details (see LETR Account Details below) – Right Corner click **Schedule a Meeting** – Complete Form (Leave all automatically checked items as is) & Save.

All zoom calls that are entered via the one click link will require a password. When setting up the meeting make sure to write down the password and share it with your participants.

Click "copy this invitation" to paste in an email and send to all required attendees OR add to outlook / yahoo calendars and click "invite attendees" from the calendar invite.

To open up the line use your country call-in number and the guest code provided. Start the meeting.

LETR 1	LETR 2	LETR 3
Login Email: meet1@letr.org	Login Email: meet2@letr.org	Login Email: meet3@letr.org
Login Password: LETR19811	Login Password: LETR19812	Login Password: LETR19813
(LETR – Founding Year – Line #)	*(LETR – Founding Year – Line #)*	*(LETR – Founding Year – Line #)*
DIAL IN NUMBERS		
Dial-in Guest Code: 630-369-3003	Dial-in Guest Code: 227-829-2875	Dial-in Guest Code: 875-426-3886

USA:	+1 408 638 0968	**CANADA:**	+1 647 558 0588
AUSTRALIA:	+61 2 8015 2088	**IRELAND:**	+353 1 691 7488
JAMAICA:	+1 876 633 1687	**NETHERLANDS:**	+31 20 241 0288
TAIWAN:	+886 7741 7473		

DIRECT ACCESS WEB LINKS	
LETR 1	https://specialolympics.zoom.us/j/6303693003
LETR 2	https://specialolympics.zoom.us/j/2278292875
LETR 3	https://specialolympics.zoom.us/j/8754263886
ZOOM	https://www.zoom.us/

CONFERENCE LINE ALLOCATIONS

COMMITTEES	LETR 1	LETR 2	LETR 3
	Awards	Affiliates	Council Meetings
	Elections	Communications	Chair Business
	Final Leg	IACP	Finance
	Military Initiatives	International Conference	
	Priority Programs	Marketing & Development	
	Region Coordinators	Policies & Procedures	

REGIONS	LETR 1	LETR 2
	Region I	Region II
	Region III	Region IV
	Region V	Region VI
	Region VII	Region VIII
	Region IX	Region XII
	Region XI	Region XIV
	Region XIII	