

**Boone County (Courtesy of Curt Emanuel):**

Many of our Master Gardener Club meetings have more than 50 in attendance. For this reason, **the Boone County Master Gardener meeting on Monday, March 16 will be held using “alternate means.”** We will not have that meeting in-person at the Fairgrounds. Instead we will use a videoconferencing platform known as Webex.

Here is how this will work.

- At 9:30 a.m. I will open a meeting via Webex. Webex is an online videoconferencing platform. You may join the meeting one of two ways:

- Download the WebEx videoconferencing software and install it on your computer before the meeting, and log on by clicking the “join meeting” button for the meeting at 9:30 a.m. or
- Dial into the meeting using the toll-free number listed in the meeting information

For the purposes of our meeting, videoconferencing really isn't necessary. I am using Webex for this because part of having a meeting using it includes us being assigned a toll-free number without having to pay for a conference call line. You will likely gain as much through the meeting by calling in as using the WebEx application. If you use the phone only option for joining the call, you do not need to enter the meeting code, just push # on your keypad.

IMPORTANT: My experience with virtual meetings is that with groups of 10 or more, having open microphones results in chaos so your microphone will be muted – we can unmute individuals as needed. Instead you should ask questions one of two ways. If you are using videoconferencing there is a chat box you can type questions into. The other option is to e-mail questions to me at [\\_\\_\\_\\_\\_](#). I will read those out during the call.

**The WebEx meeting information attached below this message provides details on how you can join the meeting.**

So to summarize – do not come to the fairgrounds for the meeting next Monday. If you would like to participate, join the WebEx meeting, either by using the videoconferencing option, or simply call in to the toll-free number listed below. **HINT:** Print this message off so you can type the meeting number in once you call. Do not try to join the meeting before 9:30 a.m. on March 16. Until I start the meeting you won't be able to join it or dial in.

**Shelby County (Courtesy of Scott Gabbard):**

Greetings,

So, I have already cancelled our meeting tonight BUT we still need to accomplish a few things. Since Purdue has cancelled all meetings, including us, we have to find another way to communicate because we still have things to grow and projects to accomplish.

I have tested this with others and it worked. So I'm going to try it with ALL of us. If you were planning to attend the meeting tonight, March 16<sup>th</sup>, I have move it online. We will meet tonight at 7:00 PM but you will probably want to try to get on 5-10 minutes prior. That's right, I'm gonna try to have a virtual meeting with all of you like you've seen on TV. However, there are a few things that you will need to do PRIOR to meeting. If it totally falls apart, I will be recording the meeting (hopefully) and will share that later and you will be able to watch it remotely. I haven't decided whether to e-mail the information or post it on FaceBook. However, I will likely e-mail the recorded link because I don't think everyone on FB is in SCMGA.

Here is what you need to do (you will want to start doing this by 6:30):

1. 1.) Click on this link or copy/paste into your web browser: (insert meeting link)
2. 2.) It will ask to install a plug-in. Install it.
3. 3.) When installed, either repeat step one or click to join the meeting
4. 4.) When prompted for Audio, in the drop-down menu, have WebEx call your phone
5. 5.) When prompted for Video, allow it to use your computers camera or hit cancel (hit cancel if your internet is poor. You will still be able to see us on your computer and see any documents that we share.

That's it. Please be mindful that there will be a slight delay from when people talk so be mindful not to step on each other's message.

If you're hopelessly confounded, my cell is \_\_\_\_\_. Please be mindful that I will be silencing it when the meeting begins...

Hope to see you then!

Scott

**(Note: Scott suggests instructing everyone to have WebEx call their phone for audio during the meeting.)**