

**This email message contains a Virtual Meeting Invitation to be held on the Zoom Video Conferencing platform. This virtual meeting will be hosted by the staff of the Hunterdon County Senior Center and is sponsored by Hunterdon County Division of Senior, Disabilities & Veterans Services.**

**Please read carefully and follow these instructions and policies when participating in a Senior Center Virtual Activity on Zoom Video Conferencing.**

1. Zoom Meeting Lock – We are required to lock the meeting 10 minutes after the scheduled meeting start time. This helps ensure that uninvited participants don't disrupt the meeting. It will also lock out invited participants once the lock is activated. Please try to join the meeting promptly to avoid being locked out.
2. Passcode – The passcode displayed in the meeting invitation credentials is used to bolster security. The passcode is NOT embedded in the meeting link. Therefore, when you join the meeting, you will get a prompt to enter this passcode. To make it easier, we suggest writing the passcode on a piece of paper or printing the invitation email so you have it ready to type in when Zoom asks for it.
3. Meeting IDs and Passcodes are unique to each meeting; they are not recycled for future meetings. We suggest that once a Zoom meeting is complete, you should delete the emailed invitation to avoid confusion with future meeting login credentials.
4. We require that you join the meeting with both your video and audio turned on, so we can identify you as our intended participants. You will see the buttons appear on the screen asking you to turn the video and microphone on when you join the meeting.
5. Do not share meeting invitation credentials with anyone. This includes not forwarding the invitation email to anyone nor posting the credentials online in social networking.
6. All Zoom Meeting participants are subject to the Terms of Service and Privacy Policies expressed by Zoom Video Conferencing located at these website addresses:  
**Zoom Terms of Service:** [www.zoom.us/terms](http://www.zoom.us/terms)  
**Zoom Privacy Policy:** [www.zoom.us/privacy](http://www.zoom.us/privacy)
7. Zoom Meetings hosted by the Senior Center and sponsored by Hunterdon County must adhere to the same on-site policies expressed in the Senior Center Policies and Procedures Handbook posted on the Hunterdon County website at this address:  
[www.co.hunterdon.nj.us/aging/seniorcenter.htm](http://www.co.hunterdon.nj.us/aging/seniorcenter.htm)
8. All Zoom Meetings of the Senior Center are hosted by staff to ensure that proper decorum, security and privacy are followed. Staff hosts reserve the right to remove participants from meetings or end meetings in extreme situations involving security, privacy, decorum violations as expressed in, but not limited to, Senior Center Policies and Procedures Handbook.
9. By way of joining this and all Hunterdon County Hosted Zoom Meetings, you are expressing agreement with the Terms of Service of Zoom Video Conferencing and the Policies and Procedures Handbook of the Hunterdon County Senior Center.
10. The Hunterdon County Senior Center reserves the right to amend this policy at its discretion and at any time.