

Dear Members of the Planning Council,

Please **CAREFULLY** read the information below. Please **do not** come in person for the meeting.

Please note that the Planning Council will meet Thursday, April 9th **online through Zoom**. Zoom is a FREE meeting program for you to use on any smartphone, PC, Mac, or Tablet. You can also join the meeting **via phone if you prefer**. See below for detailed instructions on how to join the meeting.

### ***Ryan White Planning Council***

**12noon, Thursday, April 9th**

Zoom Meeting ID: [995 831 210](#) (IMPORTANT: each meeting has its own id number)

To join via phone: (346) 248-7799

**RSVP: Rod Avila, [Rodriga.Avila@cjo.hctx.net](mailto:Rodriga.Avila@cjo.hctx.net)**

The agenda and meeting packet are posted on our website calendar [www.rwpcHouston.org](http://www.rwpcHouston.org). **If you have not already done so, please take a moment to contact Rod Avila ([Rodriga.Avila@cjo.hctx.net](mailto:Rodriga.Avila@cjo.hctx.net)) or by phone at 832-927-7926 to RSVP for the April 9th online/phone meeting.**

### **How to join the meeting via Zoom:**

#### ***Instructions for computer users:***

- Click on the Zoom link here: <https://zoom.us/j/995831210>
- You may be prompted to download the small software package to access the meeting. This is safe and takes just a couple minutes.
- Once the download is complete, you will be taken directly to the meeting.

#### ***Instructions for smart phone or tablet users:***

- Go to your phone's app "store" (Google Play Store, App Store, etc.) and download the free app Zoom Cloud Meetings.
- After the app downloads, tap the Zoom icon to open it.
- Tap the "Join a Meeting" button, and enter this meeting ID number: [995 831 210](#)
- Enter your name and tap "Join Meeting" to be taken directly to the meeting.

### **How to join the meeting via telephone:**

Call (346) 248-7799.

When prompted for the meeting ID number, enter: [995 831 210](#), then #

If you have never used Zoom before, please do not hesitate to contact [Amber.Harbolt@cjo.hctx.net](mailto:Amber.Harbolt@cjo.hctx.net). I will be more than happy to set up a time a day or two before the meeting to walk you through setting everything up and do a test run with you.

**We appreciate your patience as we all adjust to new norms, and thank you for your willingness to try new ways of meeting!**