1. Logging into RUMTX gmail account
	1. YouTube instructions: <https://www.youtube.com/watch?v=YXd0jtouPr8>
	2. In your browser, go to gmail.com NOTE: DO NOT SHARE RUMTX USER NAME OR PASSWORD
		1. User name = RUMTXC@gmail.com
		2. PW = JWesley$1703
	3. Click on “Inbox” on the left menu
	4. 
2. Finding the Zoom Meeting recording
	1. While in the Inbox, look for an email from ZOOM and is titled: **Cloud Recording - Bi-Monthly Board Meeting is now available**
		1. Look at the email date to ensure it’s for the correct meeting.
	2. 
3. Forwarding the zoom link
	1. Open the Zoom email
	2. Click on the 3 dots on the right side of the upper right corner
	3. 
	4. Select “Forward”
	5. 
	6. Put in your personal email address and click SEND
4. Sign out of RUMTX email
	1. Click on the RUMTX logo
	2. 
	3. Click on Sign Out
5. Opening the Zoom Link once sent to your personal email
	1. Open the forwarded email from RUMTX to you
	2. Highlight and copy the password - do not include pre or post spaces or parenthesis
	3. 
	4. Click on the link in the email
	5. This will take you to the Zoom screen. Place your cursor in the password box and right click. Select PASTE.
	6. Click on View Recording
	7. 
	8. Once Recording is up:
		1. , Start by clicking on the PLAY triangle.
		2. Pause by clicking anywhere on the video.
		3. Back up or fast forward by dragging the round circle on the timeline located to the right of the PLAY triangle forward or backward.