



ZOOM INSTRUCTION GUIDE

WEBSITE and TELEPHONE

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: -SEE AGENDA-

CALL IN PHONE NUMBER: -SEE AGENDA-

IMPORTANT INFORMATION

ZOOM can be accessed by telephone or computer. You must have a computer or mobile phone app to see the PowerPoint slides.

For those participating by computer only, you must have a microphone enabled computer to communicate verbally. Otherwise you will have to call in via the telephone as well.



TO ACCESS VIA TELEPHONE:

1. Call Phone Number
2. Enter Meeting ID
3. Press # to confirm you are a participant and enter the meeting.
4. To state a public comment, "raise hand": *9
(You will be called on in order received)



TO ACCESS VIA WEBSITE:

1. Access website at: <https://zoom.us/join>
2. A set of dialogue boxes will appear (as seen below)

Step 1:

Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

Enter Meeting ID:

Step 2:

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom Cancel

Launching...

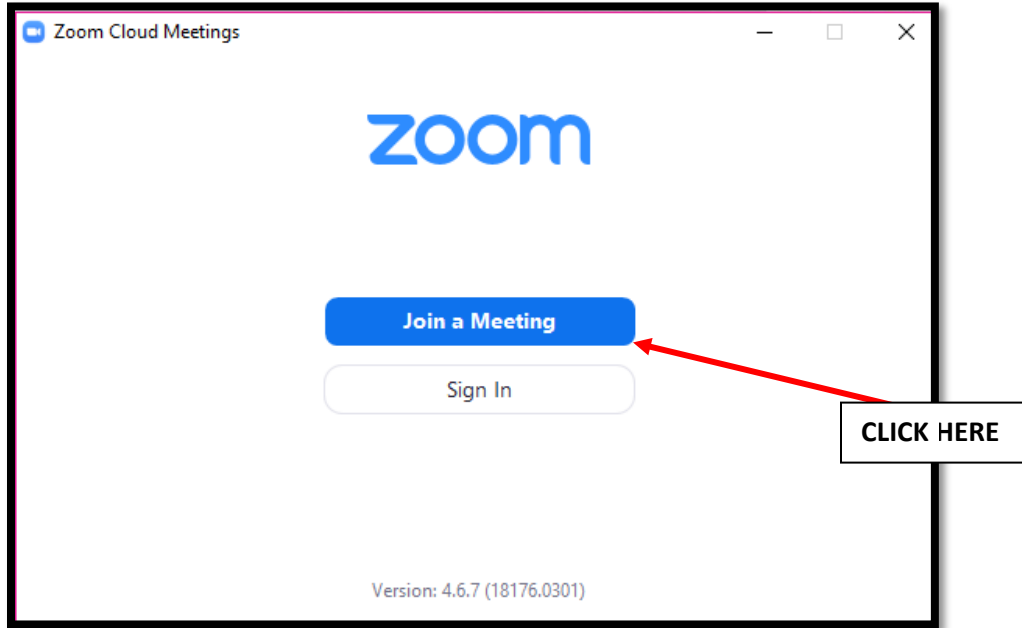
CLICK HERE

Please click Open Zoom Meetings if you see the system dialog.

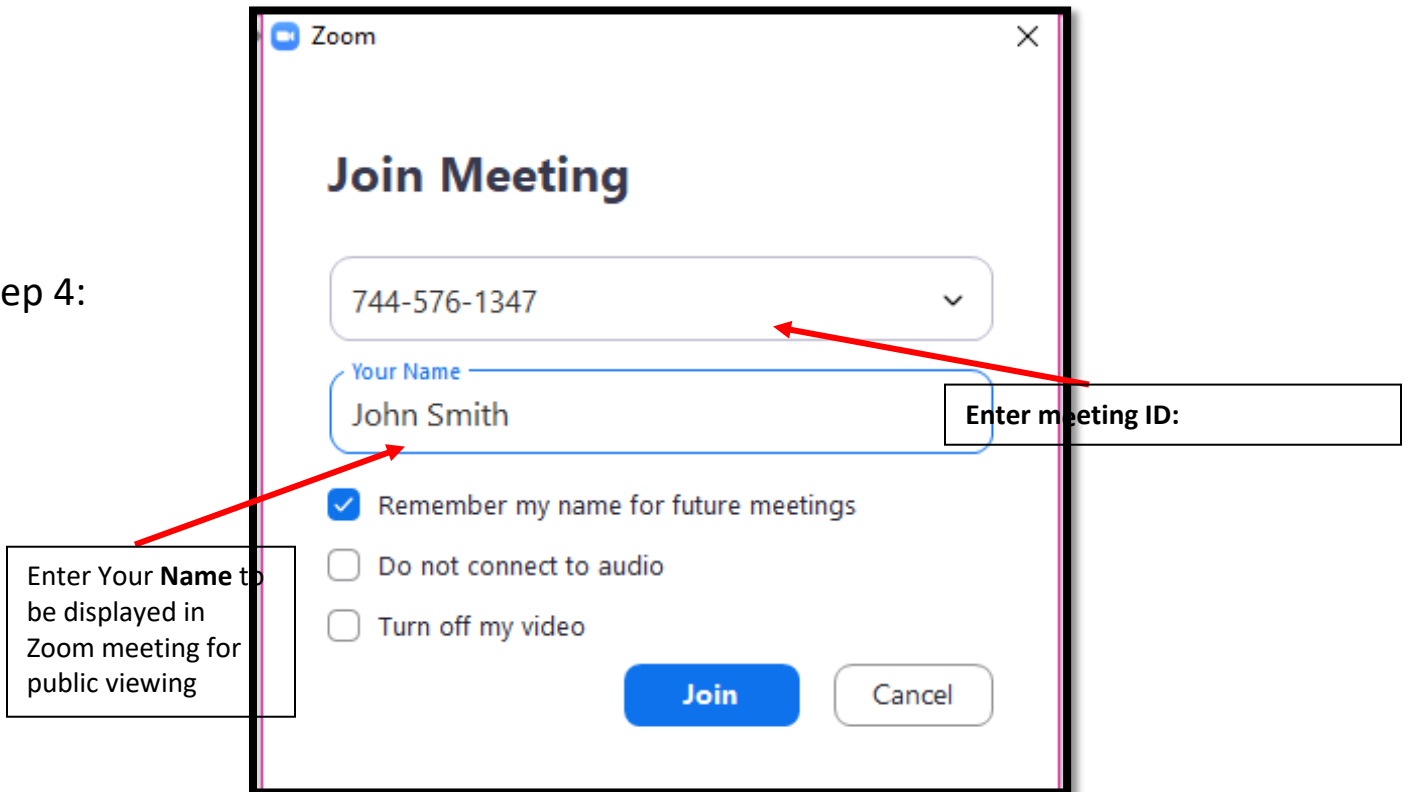
If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).



Step 3:



Step 4:





Step 5A:

Computer Audio

Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

Failed to detect your microphone. Please make sure your microphone is properly connected.
[Test Speaker and Microphone](#)

Automatically join audio by computer when joining a meeting

CLICK HERE

Step 5B:

Phone Call

Choose ONE of the audio conference options

Phone Call Computer Audio

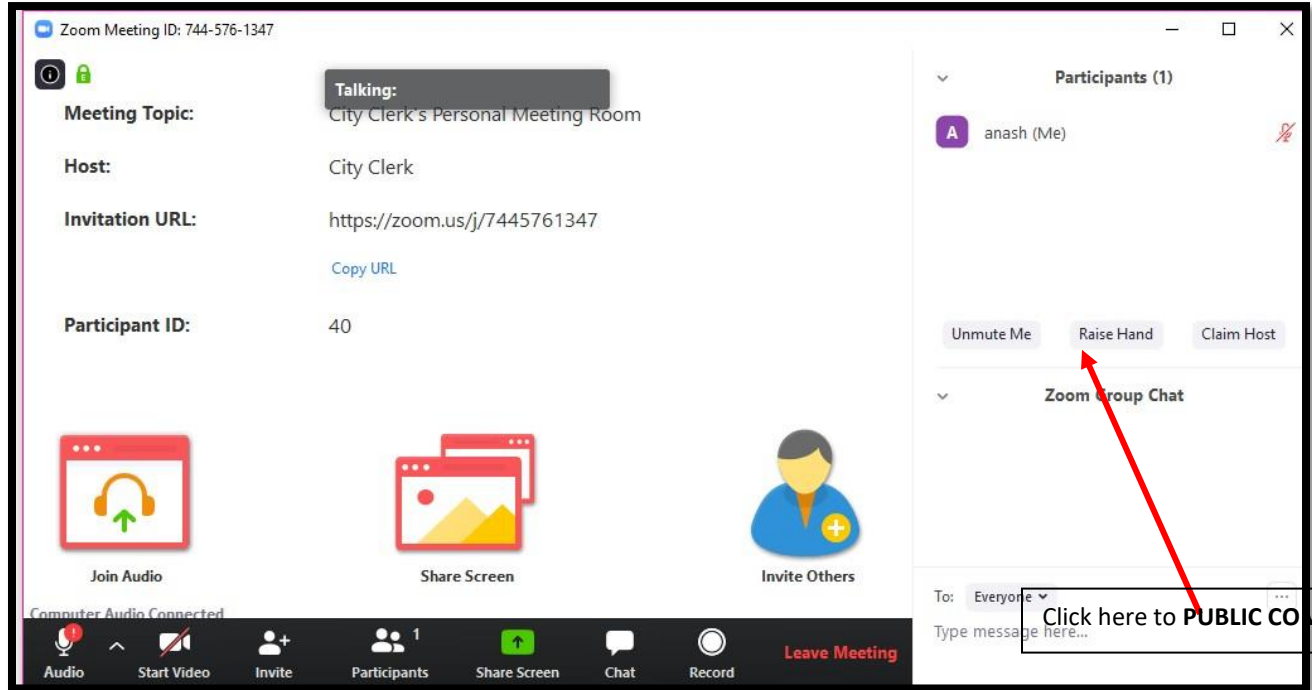
Dial: +1 929 205 6099
+1 313 626 6799
+1 301 717 3592
+1 346 777 7799
+1 667 901 5833
+1 253 215 8782

Meeting ID: 744 576 1347

Participant ID: 13

Done

Call



Step 6:

- 3. Use icon **RAISE HAND** to provide Public Comments. You will be unmuted and called upon on in the order received.

SEE WEBSITE LINKS BELOW FOR MORE TUTORIALS

<https://support.zoom.us/hc/en-us/articles/201362193>

<https://support.zoom.us/hc/en-us>

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1