

ZOOM MEETING INSTRUCTIONS FOR PARTICIPANTS

Before a ZOOM meeting:

- Board members must utilize a computer, laptop, tablet or smartphone that has both a camera and a microphone. Some desktop computers, most laptops and tablets, and nearly all smartphones have both a camera and a microphone. They do not need to have a ZOOM account.
- The public can listen to the meeting if their computer, laptop, tablet, or smartphone has a speaker or headphones. If the member of the public wants to participate in the meeting, their computer, laptop, tablet or smartphone would need to have a camera (to be seen – optional) and a microphone (to be heard).
- You will have the opportunity to check your audio and video immediately upon joining a meeting.
- Board members will receive notice for a ZOOM meeting from your Chairperson/Secretary.
- All notifications will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID or simply a meeting link.

To join the ZOOM meeting:

- Shortly before the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the ZOOM application.
- You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
- You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your Chairperson/Secretary.
- If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
- On your phone, dial the teleconferencing number provided in your invitation. Enter the Meeting ID number (also provided in your invitation) when prompted. If you have already joined the meeting via computer, you will have the option to enter your 2 digit participant ID to be associated with your computer.
- Participant controls in the lower left corner of the Zoom screen: Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants. Note that the menu layout will display differently on an iPad.