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Zoom Meeting **Directions for the Comments and Questions**

Install App from a tablet, cell phone, laptop, or desktop:

- Download Zoom App from your device's App Store or for a laptop and desktop go to <https://zoom.us/support/download>
- MAKE SURE YOU DOWNLOAD FROM TRUSTED SOURCE ONLY. Use above web address or from the App Store use the app call "Zoom Cloud Meetings" by Zoom.us
- Install App.
- You don't have to create a Zoom account to participate. You can join a meeting without an account

Before Meeting:

- Connect your device by ethernet or WIFI (we suggest a direct ethernet connect when possible)
- Cellular Connections can be used but we have noticed that cellular connections are not as reliable and you may be subject to delays and video and audio break ups
- If using WIFI or Cellular connections please walk around with your device and look for the strongest signal on your device. Use the location that has the strongest signal for the night of the meeting
- If you are using a cell phone or tablet, we recommend putting your device in landscape mode. This is done by turning your phone so that it is longer left to right vs up and down.



Night of Meeting from desktop:

- Open Zoom Software
- Select "Join"
- Enter Meeting Id number (meeting id numbers should be listed on the agenda)
- Enter your name in the Enter Name Box
- Click on box next to "Turn off my video"
- Click on Join
- Enter Password (password should be listed on the agenda)
- Click on "Join with Computer Audio"
- Make sure your speaker volume is turned up

Night of Meeting from laptop:

- Plug your device into a power source. Your device can run off of battery power but this app does use more power than normal usage
- Open Zoom Software
- Select "Join a Meeting"
- Enter Meeting Id number (meeting id numbers should be listed on the agenda)
- Enter your name in the Enter Name Box
- Click on box next to "Turn off my video"
- Click on Join
- Enter Password (password should be listed on the agenda)
- If prompted Click on "Join with Computer Audio"
- If you are not prompted to join with computer audio and you can not hear the meeting click on the headphone with up arrow icon. In pop up window click on join with computer audio
- Make sure your speaker volume is turned up

Night of Meeting from phone or tablet:

- Plug your device into a power source. Your device can run off of battery power but this app does use more power than normal usage
- Open Zoom App
- Select "Join a Meeting"
- Enter Meeting Id number (meeting id numbers should be listed on the agenda)
- Click on the box that is under "Join with a personal link name"
- Enter your name
- Click on Join Meeting
- Enter Password (password should be listed on the agenda)
- Select "Join meeting without video"
- Bottom left click on the Headphone with up arrow ICON
- Click on "Call via Device Audio"
- Make sure your speaker volume is turned up

To make a comment or ask a question if you have a microphone connected or built in to your system:

- Move mouse (or press on tablet or phone screen) to bring up menu
- Click on "more"
- Click on "Raise Hand"
- The Chairperson will recognize you by the name that you signed in with.
 - o A Host will unmute your microphone
 - o A message will appear on your screen that states "the host would like to unmute your microphone"
 - o Click on "Unmute microphone" under the message
- State your full name and address for the record
- Speak clearly and slowly

To make a comment or ask a question if you DO NOT have a microphone:

- Move mouse (or press on tablet or phone screen) to bring up menu
- Click on "Chats" (On phone or tablet click on Participants and then Chat)
- Make sure next to "To" it says Everyone. If it does not click on the down arrow and select "everyone"
- Type your message or question in chat window at bottom of scene
- Make sure to type your name and address for the record at the beginning of your question or comment
- Press "Send" key when you are finished typing
- To get back to video press "close" button and then "close" button again