

Participating in City Council Meetings using Zoom

JOINING A ZOOM WEBINAR FROM YOUR COMPUTER OR LAPTOP:

1. Click the link to join the Zoom meeting for City Council meetings only (other boards and commissions have a different link):

Join: <https://us02web.zoom.us/j/81536056468>

or Dial by phone: 1-669-900-6833 Enter Meeting ID: 815 3605 6468

2. Zoom will either download the application for you to install, or ask that you want to use the Zoom app to join this meeting.
3. If the host hasn't started the webinar, you'll receive one of the following messages depending on your device type: *Please wait for the host to start this webinar* or *Waiting for the host to start this meeting*.
4. Once the meeting has started, you will only be able to watch:
 - a. **If you are here for Citizen Input or a Public Hearing**, continue to watch until it is that time on the agenda, then use the raise hand 🙋 feature to let us know you would like to comment. When the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you.
 - b. **If you are here to present during the meeting**, continue to watch until it is that time on the agenda, then once it's time, you will be promoted to a "panelist" where you can then unmute your audio and video.
5. You are welcome to leave the meeting at any time. Click the Leave meeting button to leave the webinar. If you leave, you can rejoin if the webinar is still in progress, using the same link/Meeting ID.

THINGS TO NOTE PRIOR TO JOINING A ZOOM MEETING:

1. Make sure all your electronic equipment is charged or plugged into power during the meeting.
2. Make sure you are connected to the internet – via Wi-Fi or cellular.
3. It is not necessary, but using ear buds or a headset with mic seems to help eliminate background noise.
4. All Zoom meetings connect with a specific meeting ID, make sure you have that available at all times in case you get disconnected. You will be provided one from the host/meeting organizer.
5. You can go to zoom.us/test at any time to test your audio and video equipment.
6. Make sure you have allowed Zoom access to your microphone and camera:
 - a. *Computer*: Start Menu > Settings > Privacy > Camera > "Allow apps to access your camera" > On
 - b. *Computer*: Start Menu > Settings > Privacy > Microphone > "Allow apps to access your microphone" > On
 - c. *iPhone/iPad*: Settings > Privacy > Camera > Zoom to On
 - d. *iPhone/iPad*: Settings > Privacy > Microphone > Zoom to On