Zoom Instructions for remote Participants

Contents

# Join the Meeting from a desktop

NOTE: If you anticipate inconsistent internet connectivity during the meeting, please consider using dial-in or joining from a mobile device using cellular connection.

There are several different ways to join a Zoom meeting. The following are examples of common ways to join.
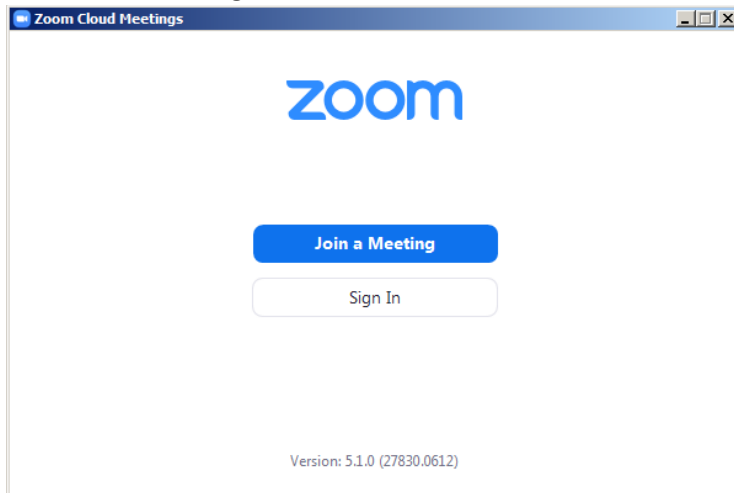
Start the Zoom app using the icon in your task bar
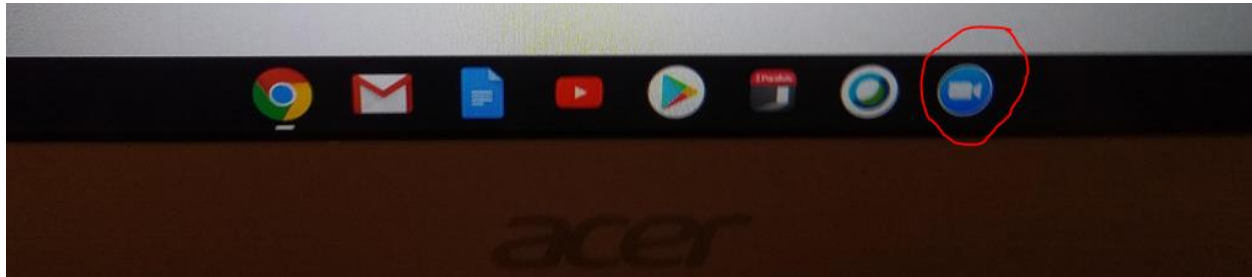

OR from the Search box:
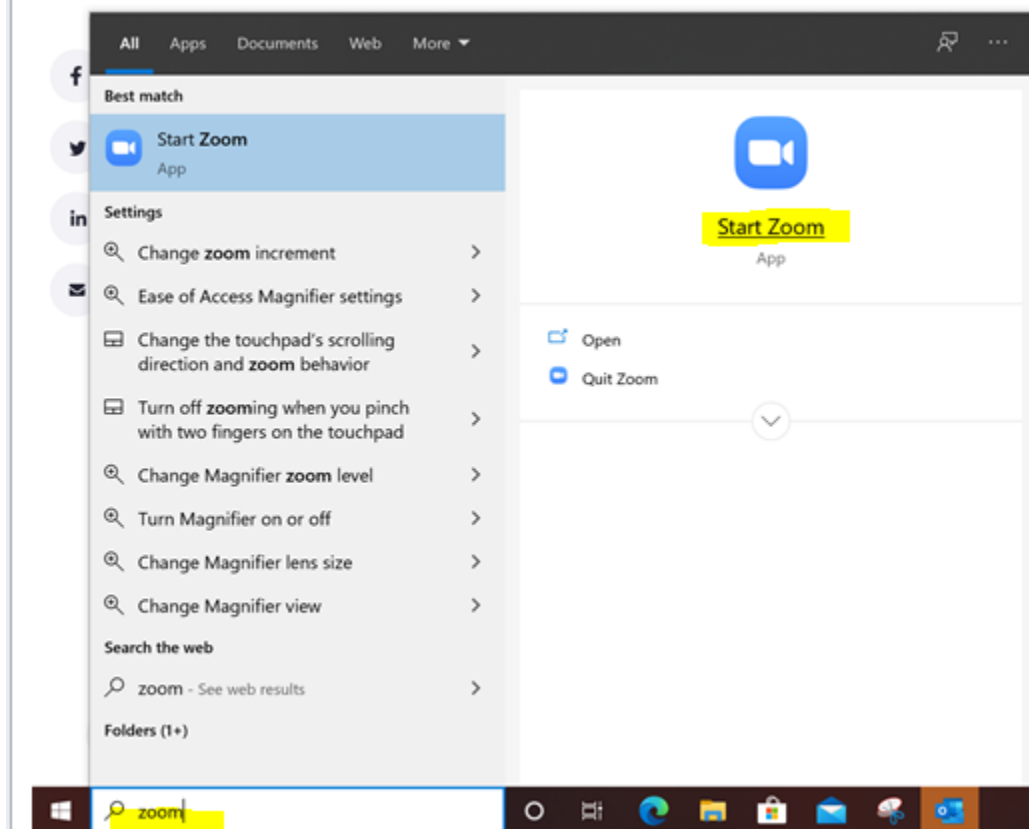
Click Join a Meeting:

On the Join Meeting window, enter:
- the meeting ID as supplied by the City Administrator's office,
- your name
  - for Elected Officials, please include "ALDERMAN" to make it easier to identify yourself to the meeting facilitator
  - for City staff, please include "STAFF" to make it easier to identify yourself to the meeting facilitator
- make sure "Do not connect to audio" and "Turn off my video" are unchecked.
- Click Join
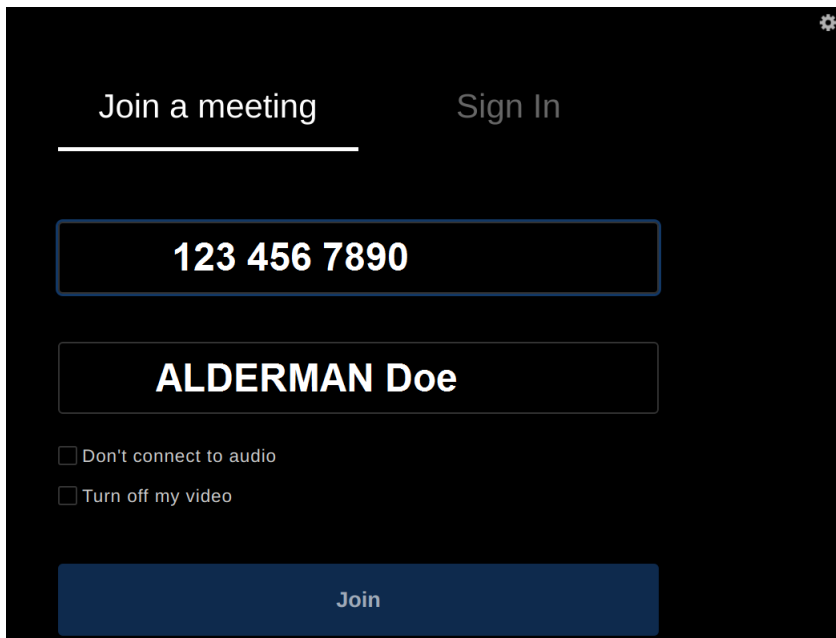
There may be a delay while the meeting facilitator Admits you to the meeting. Once admitted, you will see the meeting screen.

Choose the Computer Audio tab and click Join with Computer Audio:
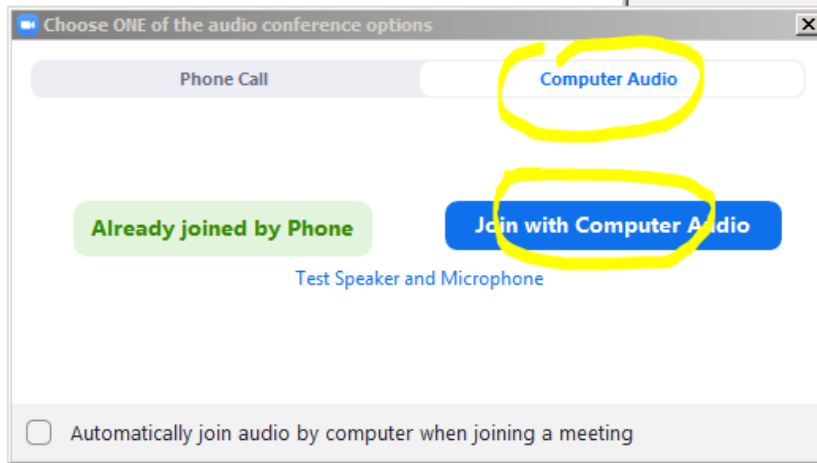
NOTE: if you choose to use "Phone Call", to avoid noise from audio feedback please make sure to have microphones and speakers on your device turned off before joining the meeting from the phone.

To see your meeting controls, click on the Participants icon at the bottom middle of the screen:
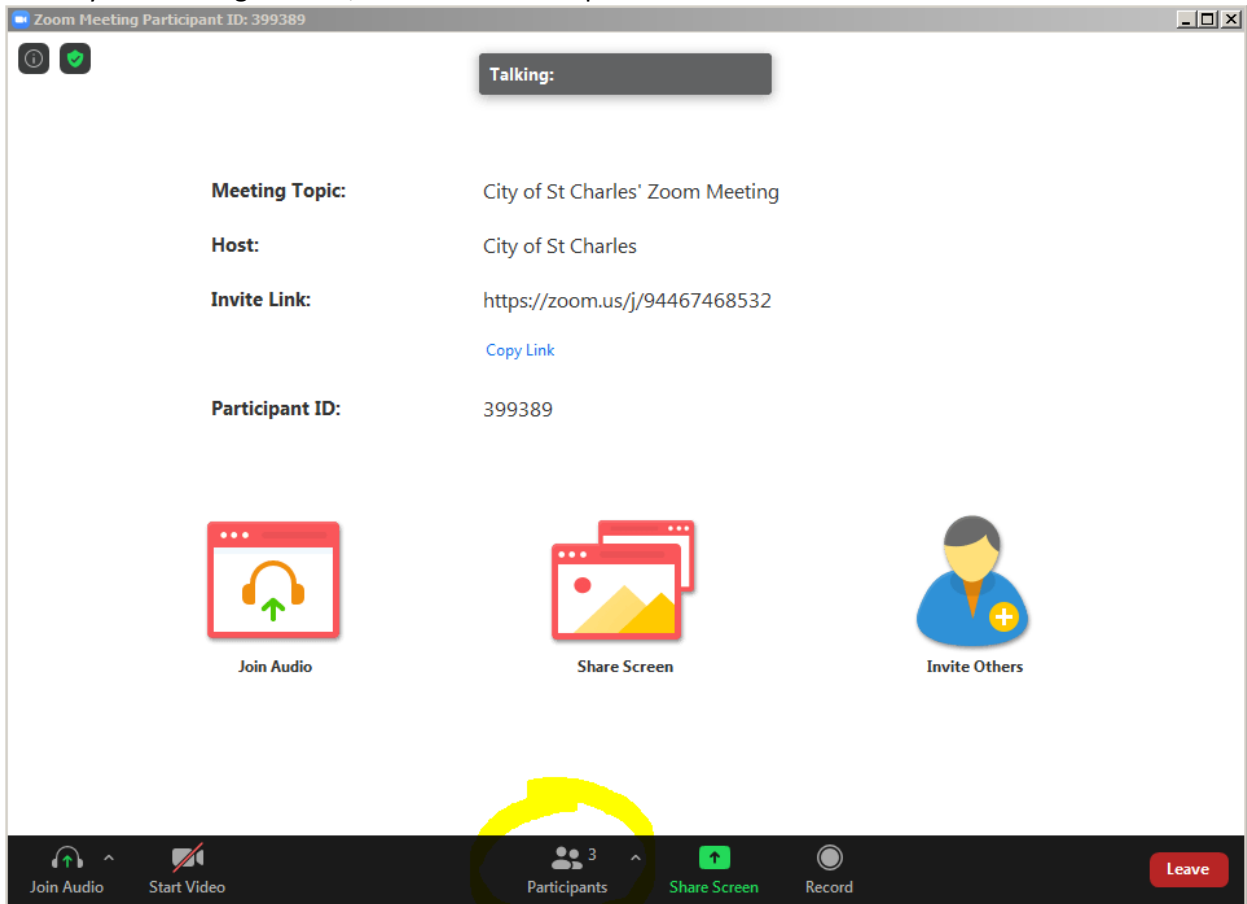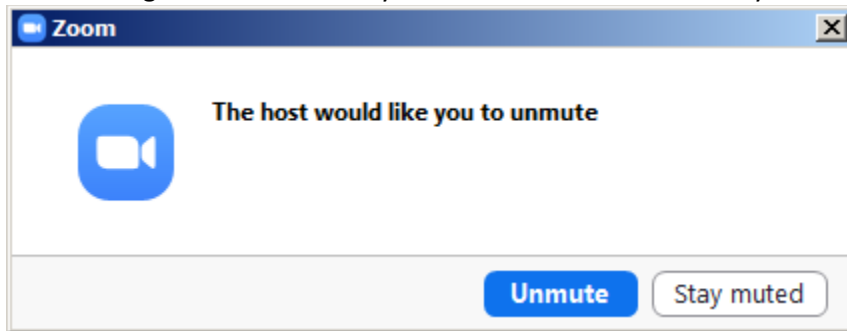
Your audio is muted upon entry, and you will not be able to unmute yourself. To request to be unmuted, use the Raise Hand icon:
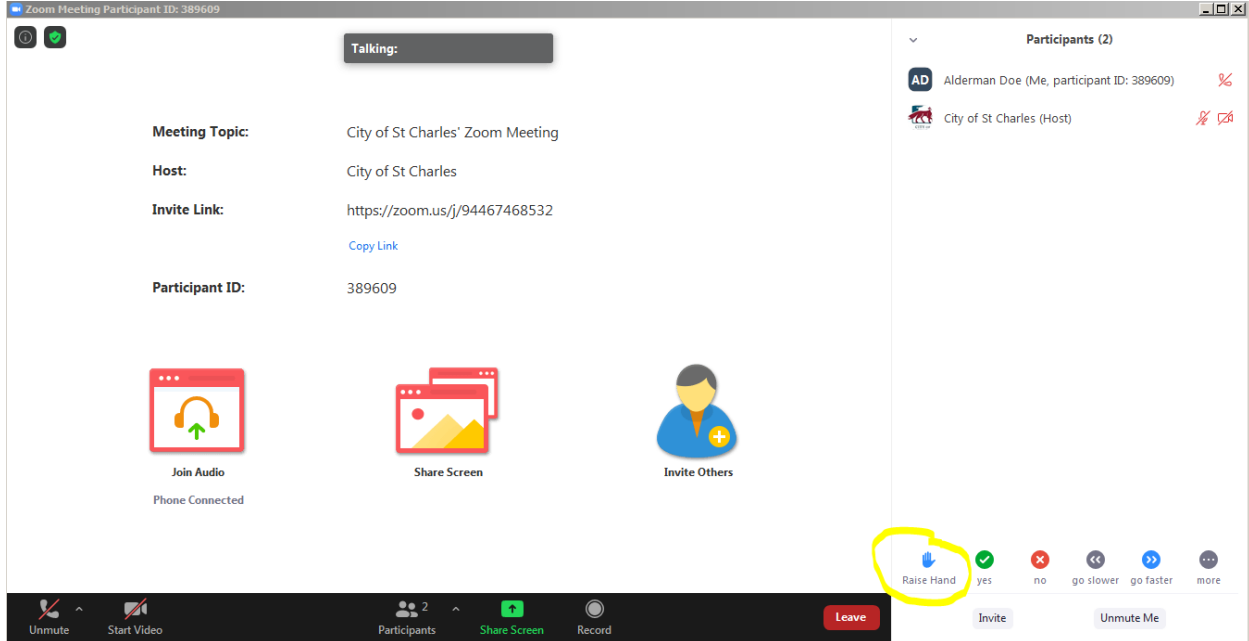
NOTE: Aldermen will be unmuted by the meeting facilitator upon joining and will not need to Raise Hand to speak.

The meeting facilitator will see your raised hand and will ask if you would like to be unmuted:


Click Unmute and speak loudly and clearly.

When you are finished speaking, the meeting facilitator will again mute your audio.

IMPORTANT: If you manually mute your own audio, you will not be able to manually unmute yourself. In this case, Raise Hand to signal to the meeting facilitator that you would like to speak.

Join the Meeting from a mobile device

Open the Zoom Meeting app on your mobile device and enter the meeting ID and your name. Select Join.
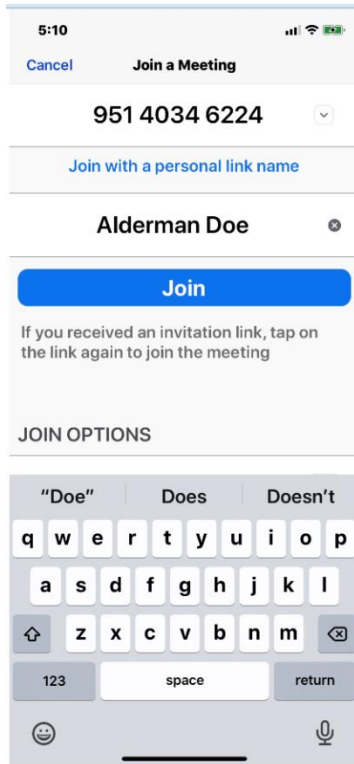
- For Elected Officials, please include "ALDERMAN" to make it easier to identify yourself to the meeting facilitator
- For City staff, please include "STAFF" to make it easier to identify yourself to the meeting facilitator

There may be a delay while the meeting facilitator Admits you to the meeting. Once admitted, you will be prompted for how you would like to join.

Select Call using Internet Audio:
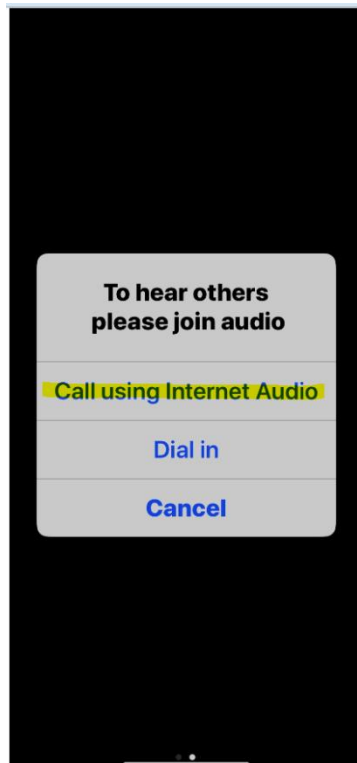
When connected to the meeting, to see your meeting controls, touch the bottom of the screen and select the Participants icon at the bottom middle.

Your audio is muted upon entry, and you will not be able to unmute yourself. To request to be unmuted, use the Raise Hand icon. **NOTE**: Aldermen will be unmuted by the meeting facilitator upon joining and will not need to Raise Hand to speak.

To request to speak, display the Participants panel, and select the Raise Hand icon.
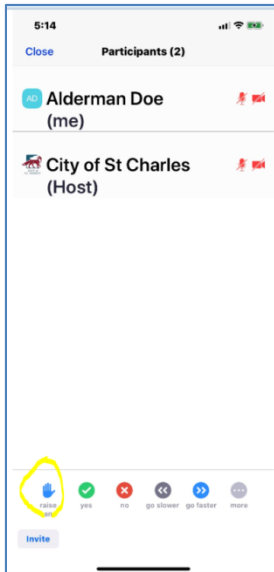
The meeting facilitator will see your raised hand and will ask if you would like to be unmuted.
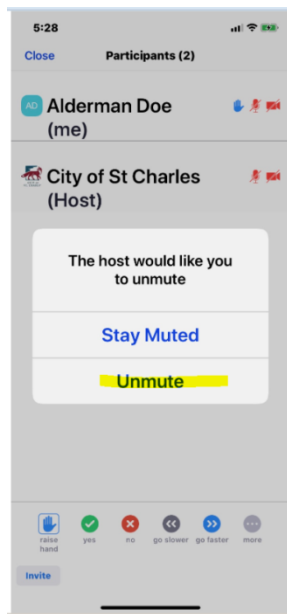
Select Unmute.

Speak loudly and clearly.

When you are finished speaking, the meeting facilitator will again mute your audio

Join the Meeting from a dial-in phone number

BEFORE THE MEETING (**for Elected Officials and City staff**):
So that you can be identified in Zoom, please either
- pre-supply your calling phone number to the meeting facilitator or City Administrator's office

OR
- upon meeting entry, use * 9 on your phone to ask to be unmuted to identify yourself

TO JOIN THE MEETING:
- Call the phone number provided by the City Administrator's office.
- When prompted, enter the Meeting ID on your phone.
- There is no Participant ID, so just press # when prompted.
- There will be a delay while the meeting facilitator Admits you to the meeting.

Unless you are an Elected Official, your audio is muted upon entry, and you will not be able to unmute yourself. To request to be unmuted,
- Press * 9 on your phone.
- At the appropriate time, you will be notified when the meeting facilitator unmutes you.
- When unmuted please speak your comments loudly and clearly.
- When you are finished speaking, the meeting facilitator will again mute your audio.

IMPORTANT: If you manually mute your own audio, you will not be able to manually unmute yourself.
In this case, use * 9 on your phone to signal to the meeting facilitator that you would like to speak.