Zoom Instructions for remote Participants

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Join the Meeting from a desktop

NOTE: If you anticipate inconsistent internet connectivity during the meeting, please consider using dialin 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:

	Start Zoom		
1	App		
1	Settings ©_ Change zoom increment	>	Start Zoom
5	 Ease of Access Magnifier settings Change the touchpad's scrolling direction and zoom behavior. 	> >	C ² Open
	 Turn off zooming when you pinch with two fingers on the touchpad 	>	Quit Zoom
	 Change Magnifier zoom level Turn Magnifier on or off 	> >	
	 Change Magnifier lens size Change Magnifier view 	> >	
	Search the web	>	

Click Join a Meeting:

Zoom Cloud Meetings		<u>_</u> _X
	700 m	
	Join a Meeting	
	Sign In	
	Version: 5.1.0 (27830.0612)	

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

Join a meeting	Sign In	*
123 456 78	90	
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ALDERMAN	Doe	
Don't connect to audio		
Turn off my video		
Join	n	

There may be a delay while the meeting facilitator Admits you to the meeting. Once admitted, you will see the meeting screen.

Choose ONE of the audio conference options	×
Phone Call	Computer Audio
Already joined by Phone	in with Computer Audio
Test See In and Minut	
Test Speaker and Microp	onone
Automatically join audio by computer when joi	ning a meeting

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:

0	Talking:	
Meeting Topic:	City of St Charles' Zoom Meeting	
Host:	City of St Charles	
Invite Link:	https://zoom.us/j/94467468532	
	Copy Link	
Participant ID:	399389	
Join Audio	Share Screen	Invite Others
Join Audio Start Video	Participants Share Screen Record	Leave

Your audio is muted upon entry, and you will not be able to unmute yourself. To request to be unmuted, use the Raise Handicon:

Image: Source of the section of the secting of the secting of the secting of the sec	200m Preeting Participant 10: 389609			
Meeting Topic: City of St Charles Zoom Meeting Host: City of St Charles Invite Link: https://zoom.us/j/94467468532 Copy Link Participant ID: Join Audio Join Audio Phone Connected		Talking:	 Participants (2) 	
Meeting Topic: City of St Charles' Zoom Meeting Host: City of St Charles Invite Link: https://zoom.us/j/94467468532 Copy Link 289609 Invite Dime: Same Screen Phone Connected Invite Connected Invite Dime: Invite Others Invite Other			AD Alderman Doe (Me, participant ID: 389609)	%
Host: City of St Charles Invite Link: https://zoom.us/j/94467468532 Copy Link Participant ID: 389609 Implement of the second of	Meeting Topic:	City of St Charles' Zoom Meeting	City of St Charles (Host)	<i>%</i> Ø
Invite Link: https://zoom.us/j/94467468532 Copy Link Participant ID: 389609	Host:	City of St Charles		
Copy Link Participant ID: 389609 Image: Second Se	Invite Link:	https://zoom.us/j/94467468532		
Participant ID: 389609		Copy Link		
Join Audio Join Audio Phone Connected Image: Share Screen Image: Screen	Participant ID:	389609		
Join Audio Join Audio Phone Connected Image: Connected Image: Connected Image: Connected Image: Connected				
Raise Hand Vyes no go slower go faster mor	Join Audio Phone Connected	Share Screen		
Leave Invite Unmute Me	× ×	Leave	Raise Hand Jyes no go slower go faster Invite Unmute Me	more

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:

😑 Zoom	X
	The host would like you to unmute
	Unmute Stay muted

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.

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5:10 al 🕈 🛤 Cancel Join a Meeting 951 4034 6224 Join with a personal link name Alderman Doe 0 Join If you received an invitation link, tap on the link again to join the meeting JOIN OPTIONS "Doe" Does Doesn't q w e r t y u i o p a s d f g h j k 1 b n m z x c v \otimes Û 123 return space Ŷ 0

Select Call using Internet Audio:



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.

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 Handicon. **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.



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.