

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, copy and paste this link to [join via computer](https://zoom.us/j/95264603000?pwd=ZDduM1ZYV2IHZUZzZGhnZGNaTUt4UT09). You may be instructed to download the Zoom application.

<https://zoom.us/j/95264603000?pwd=ZDduM1ZYV2IHZUZzZGhnZGNaTUt4UT09>

2. 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 the link by going to join.zoom.us on any browser and entering this **Meeting ID: 952 6460 3000**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: 1 646 558 8656
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: 952 6460 3000
3. When prompted using your touchtone (DTMF) keypad, enter the meeting password: 605572
4. Pressing *9 will “raise your hand” for purposes of participating in public comment via telephone.

Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls or via *9 if participating by telephone (via DTMF tones).