

# HOW TO JOIN A COUNCIL MEETING USING ZOOM

Zoom Meeting Information for Attendees (as guests)

## Join Zoom Meeting Online:

1. Click the meeting link listed on the agenda.
2. You will be prompted to either download or launch Zoom. If this is your first time using Zoom, you will need to download the application to your device.
3. You may participate using video and/or audio. If you have a webcam and would like others to see you, select “Join with Video.” If not, select “Join without Video.”
4. If you would like to provide verbal public comment during the meeting, you will need a computer with a microphone or headphone. Click “Join with Computer Audio” when prompted, if not select “Join without Audio.”
5. Please note that upon entering the meeting, your microphone is automatically on mute.

## Join Zoom Meeting Audio by Phone:

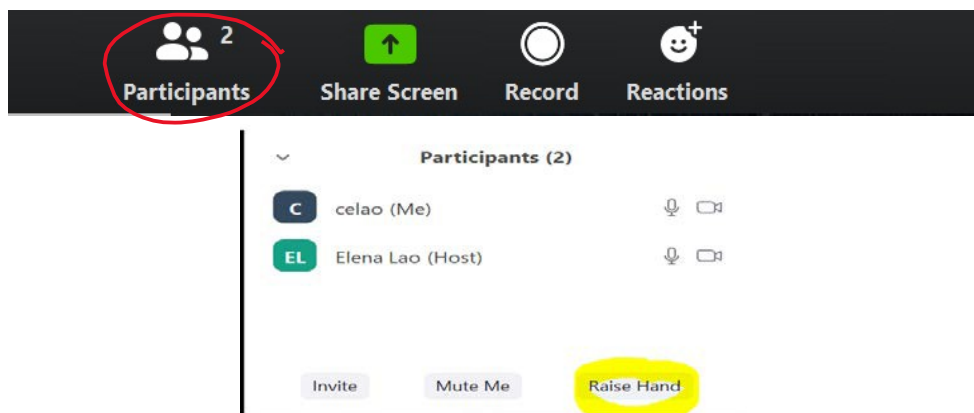
1. Dial in to the meeting by calling one of the phone numbers listed on the agenda.
2. Enter the Meeting ID listed on the agenda, followed by #.
3. You are now able to listen into the meeting.
4. Please note that upon entering the meeting, your mic will automatically be on mute.

## Providing Verbal Public Comment

The public will be given the opportunity to speak during the Public Comment portion of the meeting, or when the Mayor opens an Agenda Item for Public Comment. Please join the meeting promptly to hear instructions announced at the beginning of the meeting.

### ONLINE:

1. The Mayor will announce the opening of Public Comment.
2. To virtually “raise your hand,” click “Participants” in the Zoom control box and select “**Raise Hand**” in the grey box on the bottom of the participants box.



3. The Mayor will call on each person by name or ID as shown on the screen, in the order that their hands were raised, to the best of her ability.
4. The Mayor will unmute your mic to speak and “lower your hand.” Please wait for a prompt indicating that your audio is unmuted, before speaking.
5. When it’s your turn to speak, **clearly state your name and city of residence for the record**. All speakers will be limited to three minutes to provide comments.
6. The Mayor will note when you have 30 seconds left so that you are able to summarize your comments.
7. When you are done speaking, after a thirty second warning, the Mayor will mute your mic.

### **BY PHONE:**

1. The Mayor will announce the opening of Public Comment.
2. To virtually “raise your hand,” **press \*9 on your phone**.
3. The Mayor will call on each person by name or by the last four digits of the phone number shown on the screen, in the order that their hands were raised, to the best of her ability.
4. The Mayor will unmute your mic to speak and “lower your hand.” Please wait for a voice prompt indicating that your audio is unmuted, before speaking.
5. When it’s your turn to speak, **clearly state your name and city of residence for the record**. All speakers will be limited to three minutes to provide comments.
6. The Mayor will note when you have 30 seconds left so that you are able to summarize your comments.
7. When you are done speaking, after a thirty second warning, the Mayor will mute your mic.