

TOWN OF BROWNSBURG ZOOM GUIDE

INSTALLATION:

How to install on a desktop or laptop computer:

1. Navigate to <https://zoom.us/support/download>.
2. Download ZoomInstaller.exe.
3. Run ZoomInstaller.exe and follow the on-screen prompts.

How to install on an iPhone, iPad or Android device:

1. Navigate to the app store from your device.
2. Search for "Zoom Cloud Meetings."
3. Download and install the app.

ZOOM ACCOUNT

Zoom Basic accounts are free to setup but are not required to be able to join a meeting.

1. Navigate to the Zoom application on your device and click the "Sign Up Free" link.
2. Complete the setup steps.

JOINING A PUBLIC MEETING:

How to join a meeting from a desktop or laptop computer:

Joining meetings is simple.

1. Click the Zoom meeting link at the top of the meeting agenda on the Town's website. OR navigate to the Zoom.us application and click the **Join a Meeting** link at the top of the page, then enter the meeting ID and password when prompted.

Note: Zoom meetings can be attended via phone and computer. Meeting attendees can find the meeting link, ID and passcode via the Agenda posted on the Town's Website.

2. Make a choice when prompted for your audio option: computer or phone. (*see the [How to join a meeting by Telephone](#) on the following pages if your computer doesn't have speakers or a microphone*)

How to join a meeting from an iPhone or, iPad or Android device:

1. Open the app and login with your credentials.
2. Choose **Join a Meeting**.
3. Enter the meeting id and password when prompted.

Note: Meeting attendees can find the meeting link, id and passcode via the Agenda posted on the Town’s Website.

How to join a meeting by Telephone:

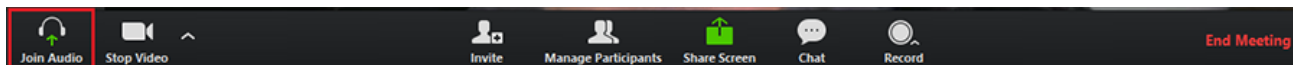
You can join a Zoom meeting via teleconferencing/ audio conferencing using a traditional telephone. This is useful in occasions where:

- you do not have a microphone or speaker on your computer,
- you do not have a smartphone (iOS or Android) while on the road, or
- you could not connect to a network for video and VoIP/ computer audio.

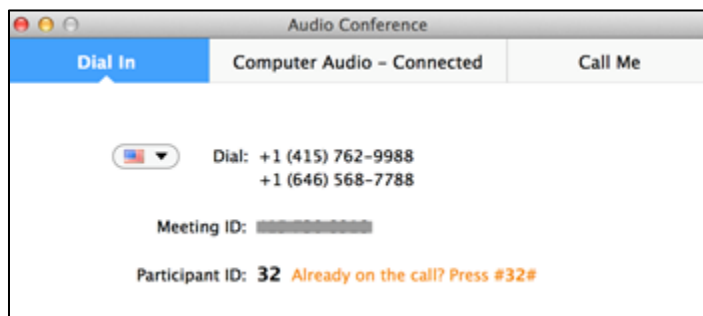
You have two options for joining a zoom meeting by teleconferencing:

Join by computer (for video) and telephone (for audio)

1. Join a Zoom meeting
2. Once you are in the meeting, select the **Join Audio** in the menu bar



3. Follow instructions on the dialog box to **Dial In**



4. Enter **#Participant ID#**. Otherwise you may hear audio feedback or echo in the meeting.

Join by telephone only

1. Dial a Call-in number. US: +1 (929) 205-6099 or +1 (312) 626-6799 or +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (301) 715-8592 or +1 (346) 248-7799

Note: Call-in numbers listed above may change from time to time. See the official meeting invite shown on the meeting agenda of the Meeting you are attempting to join.

2. You will be prompted to enter the meeting ID - the nine (9) or ten (10) digit ID provided by the Town.

Note: Meeting attendees can find the meeting link, ID and passcode via the Agenda posted on the Town’s Website.

3. You will be prompted to enter your unique participant ID - Press # to skip.

In Meeting Commands:

The following commands can be useful during meetings where public participation, for example a public hearing, is included in the meeting you are attending.

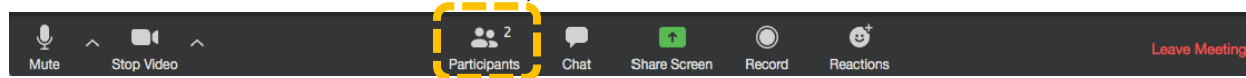
Computer commands:

1. Mute/ un-mute
 - a. In the lower left corner of the screen click on the microphone icon to mute or un-mute.

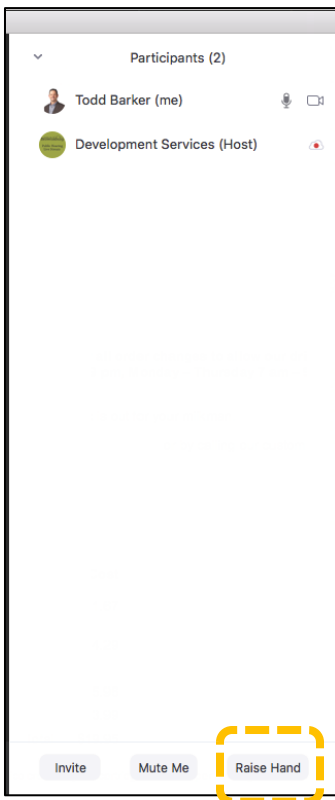


2. Raise/ lower hand – *(during a public hearing or public comment period the raise and lower hand feature will be made available. When prompted by the meeting chair if you desire to speak use the raise hand button to indicate you'd like to speak and follow the participation guidance of the meeting chair)*

- a. First click the Participants icon.

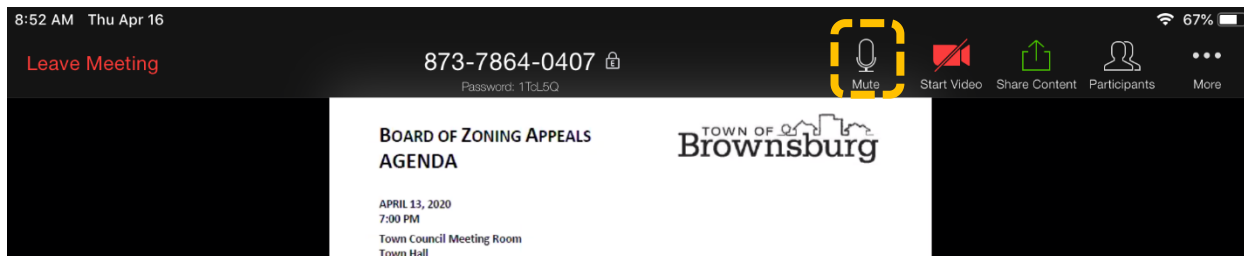


- b. A Participants window will open; in the lower right corner of the window is the raise hand button.



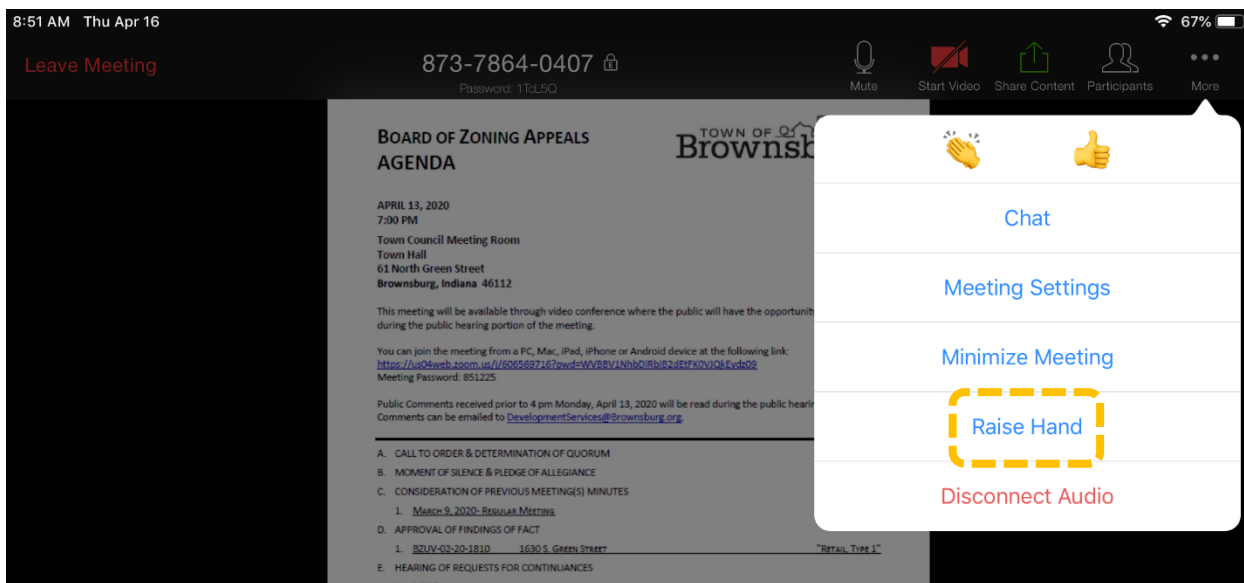
iPhone or, iPad or Android device commands:

- 3. Mute/ un-mute
 - a. In the upper right corner of the screen click on the microphone icon to mute or un-mute



- 4. Raise/ lower hand – *(during a public hearing or public comment period the raise and lower hand feature will be made available. When prompted by the meeting chair if you desire to speak use the raise hand button to indicate you’d like to speak and follow the participation guidance of the meeting chair)*

- a. In the upper right corner of the screen click the three dots / more icon



Phone only meeting commands:

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom Meeting:

- **Star (*) 6** - Toggle mute/ un-mute
- **Star (*) 9** - Toggle raise/ lower hand – *(during a public hearing or public comment period the raise and lower hand feature will be made available. When prompted by the meeting chair if you desire to speak use the raise hand command to indicated you’d like to speak and follow the participation guidance of the meeting chair)*