

# Join ZOOM: Meeting Instructions



## I. To join the meeting via computer:

- 1) Click on the link- [https://zoom.us/j/\(ID NUMBER\)](https://zoom.us/j/(ID NUMBER)) or enter the link in your web browser. You will see the following:

Your meeting should start in a few seconds...

If nothing prompts from browser, [download & run](#) .

*If this is your first time joining a Zoom conference, you will be prompted to install a file. This should run automatically. If not, you may need to click on the blue text. The computer will ask if you want to install the program. Click Yes.*

- 2) The program will now ask you if you want to join the audio using your computer or your phone.
  - a) If you want to use the computer audio and microphone, click yes. You will now join the meeting.
    - i) If prompted, input the meeting **password** as provided by your meeting organizer.
  - b) If you want to use your phone:
    - i) Click the button on the computer screen that says ‘use phone audio.’
    - ii) You will now join the meeting.
    - iii) Dial **(PHONE NUMBER)**. When asked, enter the **Meeting ID** as provided by your meeting organizer.
    - iv) You will also be asked to enter your **participant ID** as provided by your meeting organizer. If you were not provided a participant code, enter #.
      - (1) If prompted, input the meeting **password** as provided by your meeting organizer.

- 3) Due to Zoom’s new security recommendations and upgrades, you will likely be placed into a “Waiting Room.” Wait here until the host of the meeting admits you.

Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room

- 4) During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.
- 5) While the meeting is in progress, you will see the participant toolbar at the bottom of the screen. If you don’t initially see it, navigate your cursor to the bottom of the screen and it should appear.

### Participant toolbar:



- 6) Use the **Microphone** icon to toggle your microphone on  or off .
- 7) You can also use the **Join** icon to toggle your video on  or off .
- 8) **To Speak during Public Comment periods** you can indicate your interest by “raising your hand.” To do this, click on the “participants” icon on the toolbar:
  - a) This will open the “participants” window on the right side of your screen.  
(over)



b) Click on “Raise Hand” in the lower right of your screen.



c) When your hand is raised it looks like this:



d) When the meeting Chair calls upon you to speak, the meeting organizer will unmute you. Once your comment period is finished, you will be muted again.

### II. To join the meeting via phone (audio only):

- 1) Enter the **Dial-in number** and when prompted, enter the **Meeting ID**.
  - a) You will also be asked to enter you **participant ID** as provided by your meeting organizer. If you were not provided a participant code, enter #.
  - b) If prompted, input the meeting **password** as provided by your meeting organizer.
- 2) During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.
- 3) **To speak during Public Comment period via phone:**
  - a) The meeting Chair will direct phones to be unmuted and will ask those wishing to speak to state their name and address.
  - b) Your name will be recorded.
  - c) Once your name has been recorded, please mute your phone.
  - d) Once all names have been recorded, individuals will be called upon to unmute themselves and speak in the order their names were recorded.
- 4) At the close of public comment periods, all public participants will again be muted.

*All required Maine Public Meeting laws will be strictly adhered to.  
 These meetings will be audio/video recorded and available on request from the Town.*

### III. Checking for Updates:

- 1) During this time of high volume use, Zoom is offering frequent updates which fix bugs and improve functionality. To ensure you receive the most recent updates, you should manually “check for updates” in Zoom.
  - a) Log in to the downloaded Zoom client on your computer,
  - b) Go to your profile icon in the top right of the screen,
  - c) Click “Check for Updates,”
  - d) If an update is available it will automatically begin downloading,
  - e) Once the download has completed, click “Update.”

