Instructions for Participants using Zoom for Online Meetings

Joining the Meeting

The meeting host will open the meeting up to a half hour early and take attendance as people join.

You will be provided with sign in information in advance. Below are two examples with additional instructions.

To Join the Zoom Meeting Using a Smartphone, Tablet, Laptop or Computer:

- Click the link: _____
- You may need the Meeting ID: 999 999 9999
- Enter the Passcode: 232323
- *If possible, please have your full name listed on your screen.*

  If you have the Zoom app on your device, another way to sign into the meeting is:

- Open the Zoom app
- Click on "Join"
- Enter the Meeting ID and Passcode provided

Once you have signed in, locate the line of controls at either the top or bottom of your screen. The controls include "Mute" and "Start Video", which will be important controls. When a red line crosses through "Mute", you are muted and other participants cannot hear you. If a red line crosses "Start Video", your video is off and other participants cannot see you. Clicking/tapping those spots toggles back and forth between on and off.

To Join the Zoom Meeting Using a Standard Phone for Audio Only:

- Dial (312) 626-6799
- Enter the Meeting ID: 999 999 9999
- Press # to Skip Member ID Step
- Enter the Passcode: 232323
- *A meeting facilitator will ask you to identify yourself when joining the meeting so they can have your name displayed instead of your phone number*

How to Speak at the Meeting
When entering the meeting, everyone except the speaker will be muted. Participants should remain on mute unless they are recognized by the person running the meeting. To speak at the meeting, click the "raise hand" button. (*If you cannot find that button, you may physically raise your hand so it is visible on screen. But the button works best!*) When the person running the meeting says your name and asks you to speak, you may unmute. After speaking, you should mute yourself.

To raise your hand with a smartphone, tablet or computer:

- In Zoom's desktop app, click the "Raise Hand" button in the "Participants" tab.
- In the mobile app, you can raise your hand by tapping the "Raise Hand" option in the "More" tab.
- If you later change your mind about raising your hand, you can lower it by clicking "Lower Hand."

For those joining by audio/standard phone only:

- To "raise your hand" to be recognized to speak, press *9. You also press *9 to lower your hand. After your press *9, you will hear a recorded voice let you know whether you have just raised your hand or lowered it.
- To mute or unmute, press *6. You will hear a recorded voice inform you as to whether you have just muted or unmuted yourself.

How to Vote at the Meeting
When voting, if possible, we will do so by show of hands. If a majority vote is easily recognized, the motion will pass. This may take a few minutes, so keep your hand up until otherwise directed. If a majority vote is not easily recognized, we will then take a vote by roll call. You should have your voting number ready if such numbers have been issued. When your name or number is called, you may unmute and verbalize your vote. Mute yourself again when you are done.