



ZOOM INSTRUCTION GUIDE

WEBSITE and TELEPHONE

THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, the Ralph M. Brown Act (California Government Code Section 54950, Et Seq.), and the Federal Americans with Disabilities Act.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: **Will be listed on the Agenda**

CALL IN PHONE NUMBER: **Phone # on agenda**

IMPORTANT INFORMATION

ZOOM can be accessed by telephone or computer. You must have a computer or mobile phone app to see the PowerPoint slides.

For those participating by computer only, you must have a microphone enabled computer to communicate verbally. Otherwise you will have to call in via the telephone as well.



TO ACCESS VIA TELEPHONE:

1. Call phone number: (669) 900-6833 **PHONE NUMBER WILL BE LISTED ON AGENDA**
2. Enter Meeting ID: _____ **LISTED ON THE AGENDA**
3. Press # to confirm you are a participant and enter the meeting
4. To state a public comment, "raise hand": *9
(You will be called on in order received)



TO ACCESS VIA WEBSITE:

1. Access website at: <https://zoom.us/join>
2. A set of dialogue boxes will appear (as seen below)

1

Enter Meeting ID: LISTED ON THE AGENDA

Join a Meeting

Meeting ID or Personal Link Name

Join

Join a meeting from an H.323/SIP room system

2

Open Zoom?
https://zoom.us wants to open this application.

Open Zoom Cancel

Launching...

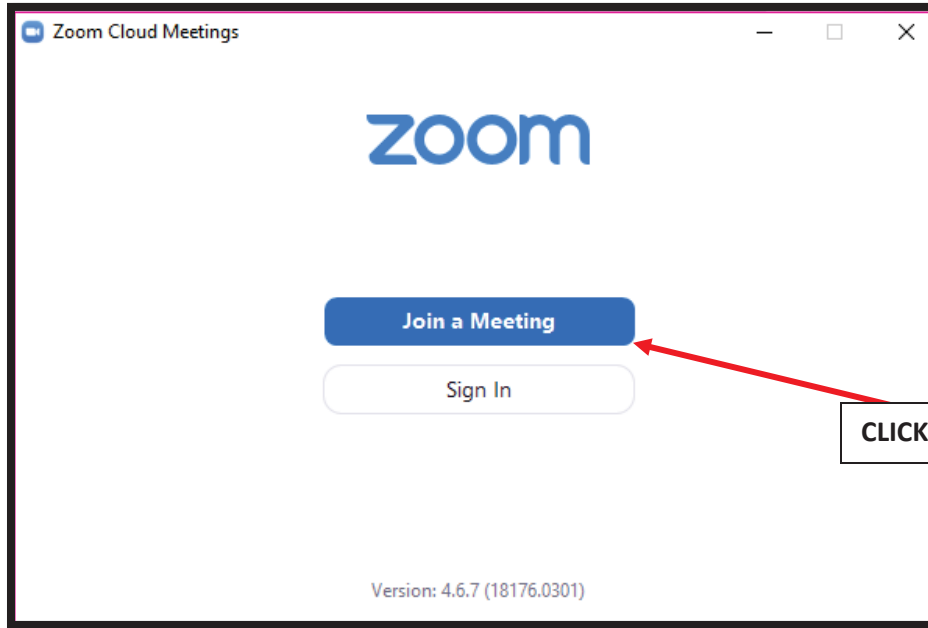
CLICK HERE

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

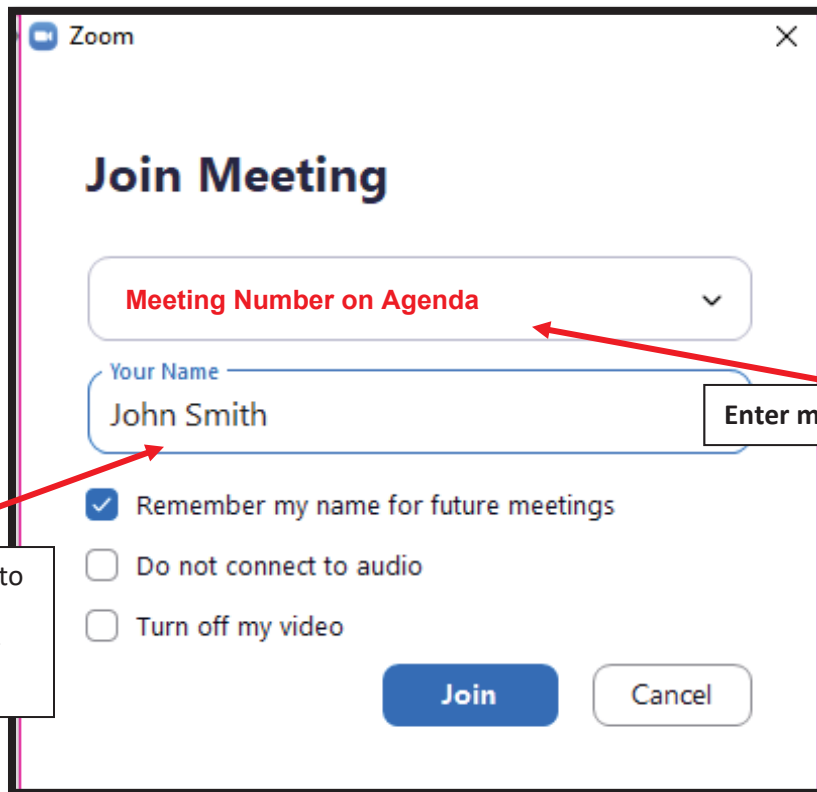


3



CLICK HERE

4



Enter meeting ID: LISTED ON AGENDA

Enter Your **Name** to be displayed in Zoom meeting for public viewing



5a

Computer Audio

Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

Failed to detect your microphone. Please make sure your microphone is properly connected.
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

CLICK HERE

5b

Phone Call

Choose ONE of the audio conference options

Phone Call Computer Audio

Dial: + **669 900 6833**
+1 313 626 6799
+1 303 711 3592
+1 346 777 7799
+1 669 900 5833
+1 253 215 8782

Meeting ID: 744 576 1347

Participant ID: **13**

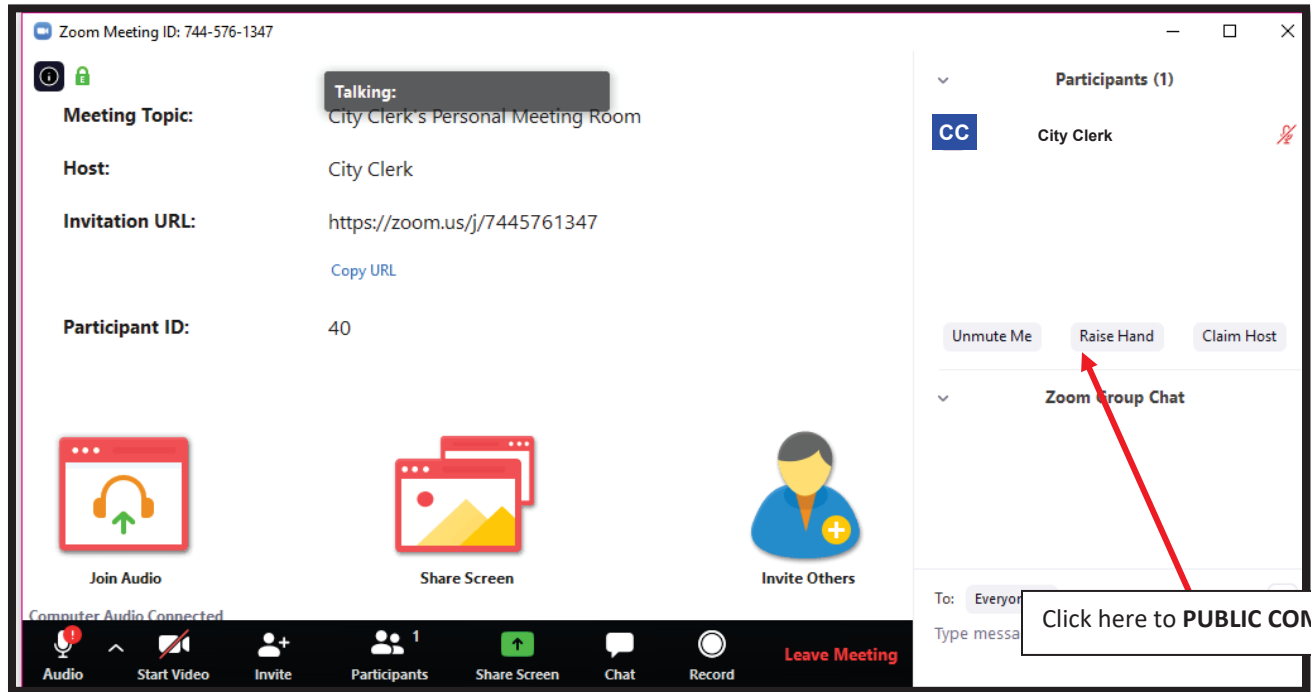
Done

Phone # on agenda

Meeting ID on Agenda Phone # on agenda



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3. Use icon **RAISE HAND** to provide Public Comments. You will be unmuted and called upon in the order received.

SEE WEBSITE LINKS BELOW FOR MORE TUTORIALS

<https://support.zoom.us/hc/en-us/articles/201362193>

<https://support.zoom.us/hc/en-us>