

## Virtual Board & Committee Meetings Using Zoom Conferencing

To use Zoom you will need a computer with a microphone **or** headset **or** a smart phone **or** a telephone.

### **To use a computer:**

1. Go to: <https://zoom.us/>. Click on the icon to sign up for an account. It's free.
2. Click on "Join a meeting" and enter the Meeting ID you were sent from the Host. If prompted, enter the password for the meeting provided.
3. The program will prompt you to connect video and audio from your computer. You don't have to use a camera, but a microphone and speaker are required to hear audio and speak to the board.
4. You can also connect audio via phone at this point to watch on the computer and hear audio on your phone.

### **To use the smartphone app:**

1. Head to Google Play (android) or App Store (iPhone) on your smartphone.
2. Search for and download the "Zoom Cloud Meetings" app. Follow the prompts to set up an account.
3. Once in the app, click the "Join" button at the top of the app.
4. When it asks for a "Meeting ID," enter the Meeting ID for the specific meeting and Click "Join." If prompted enter the Password for the meeting provided.

### **To call in with a telephone:**

1. Call the number provided for the specific meeting.
2. Enter the Meeting ID:XXX-XXX-XXXX followed by #. For the "Participant ID," press #. When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and unmute yourself only when speaking.

### **Microphone Use:**

On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press \*9 to unmute or mute your audio.

### **End of the meeting**

To leave a meeting on a PC or smartphone, hit "leave meeting" in the bottom right. On a phone, simply hang up.