

Attachment B - Zoom Meetings

To access the meeting via computer:

- The zoom client can be downloaded from <https://zoom.us/download>
- Save the package and run it on your machine.
- When the installation is done the program will launch automatically.
- To join the meeting, simply hit Join a Meeting OR click on the link provided with the meeting agenda
- Enter the meeting ID that was supplied in the email invite or on the agenda, it is usually a nine digit code
- Then enter your first and last name in the text box below then hit join
- You may be asked for the meeting password, enter it now and hit join meeting. If there is no meeting password, you can skip this step
- If your host has not joined the meeting, you will be asked to wait until they arrive
- At this point you can test your computer audio by hitting the button
- You can choose to dial in on a phone instead of using your computer audio

To access the meeting via phone:

- Call in using 1-929-205-6099 and then enter the meeting ID number (specific to each meeting) followed by #

Here are additional video links on using the software:

Joining a meeting:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

Meeting Controls:

https://www.youtube.com/embed/4w_pRMBEALe?rel=0&autoplay=1&cc_load_policy=1

Screen Sharing:

https://www.youtube.com/embed/9wsWpngE6Hw?rel=0&autoplay=1&cc_load_policy=1

Every effort will be made to have a member of the IT and/or Public Access Staff at all meetings to assist in setting up these remote meetings.