



# ZOOM INSTRUCTION GUIDE

## WEBSITE and TELEPHONE

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE TOWN OF WASHINGTON TOWN BOARD MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.*

### **ZOOM MEETING INFORMATION:**

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

**MEETING ID: 956-4749-0502**

**Webinar Password: 869449**

**CALL IN PHONE NUMBER: 1-312-626-6799**

#### **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.*



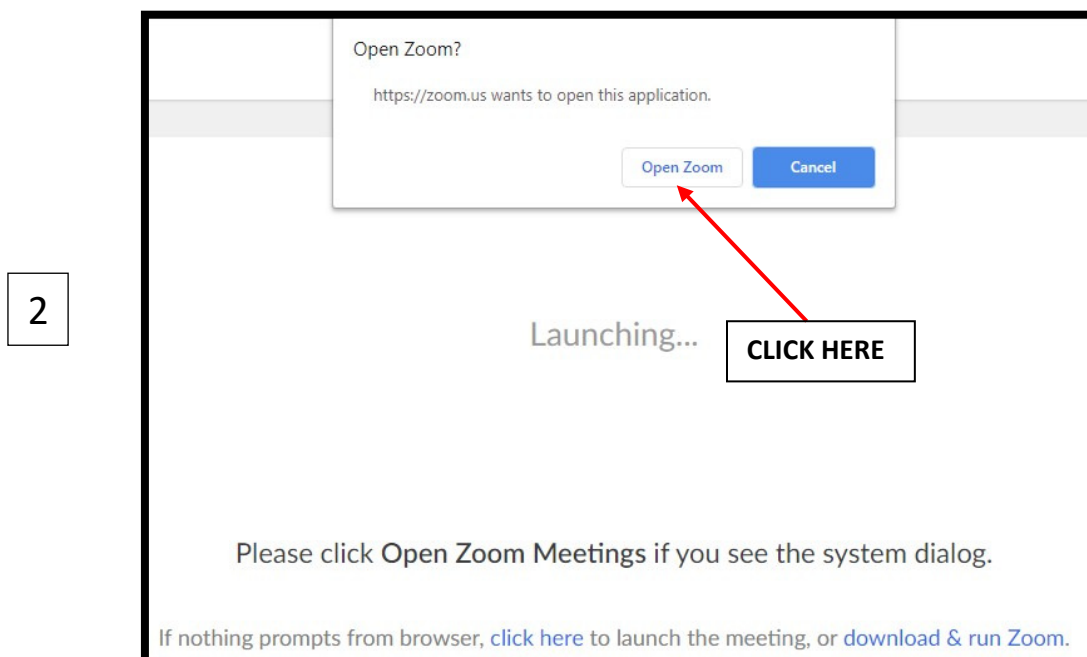
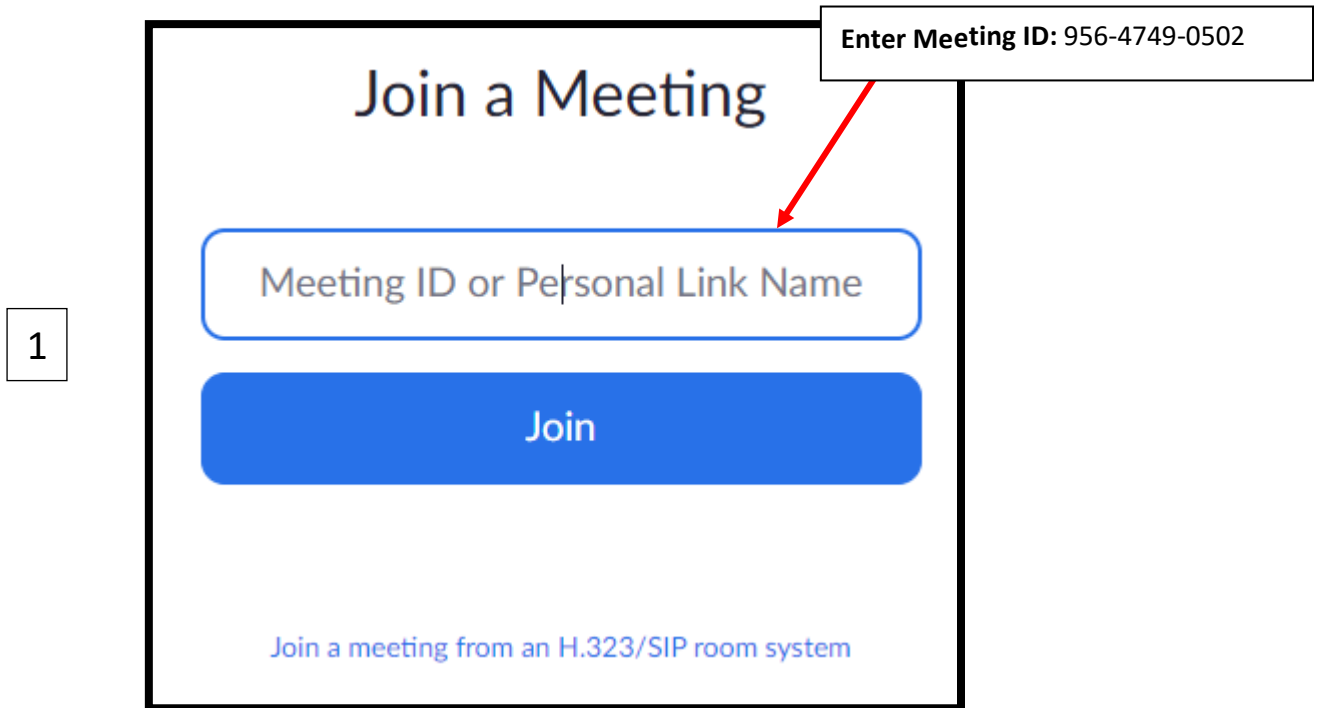
## **TO ACCESS VIA TELEPHONE:**

1. Call phone number: 1-312-626-6799
2. Enter Meeting ID: 956-4749-0502
3. Enter webinar password: 869449# 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)



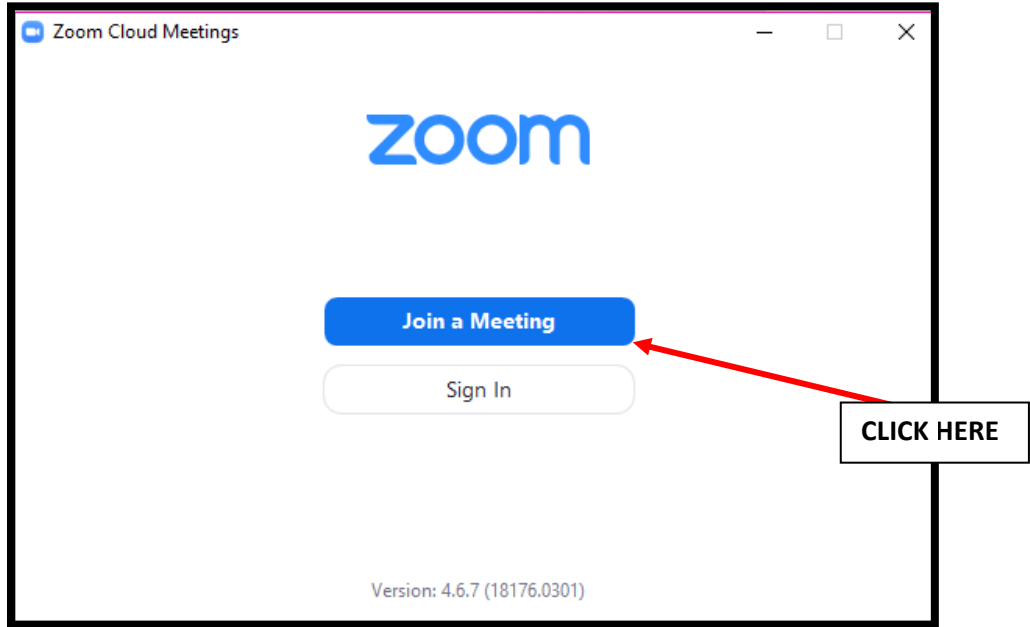
## TO ACCESS VIA WEBSITE:

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

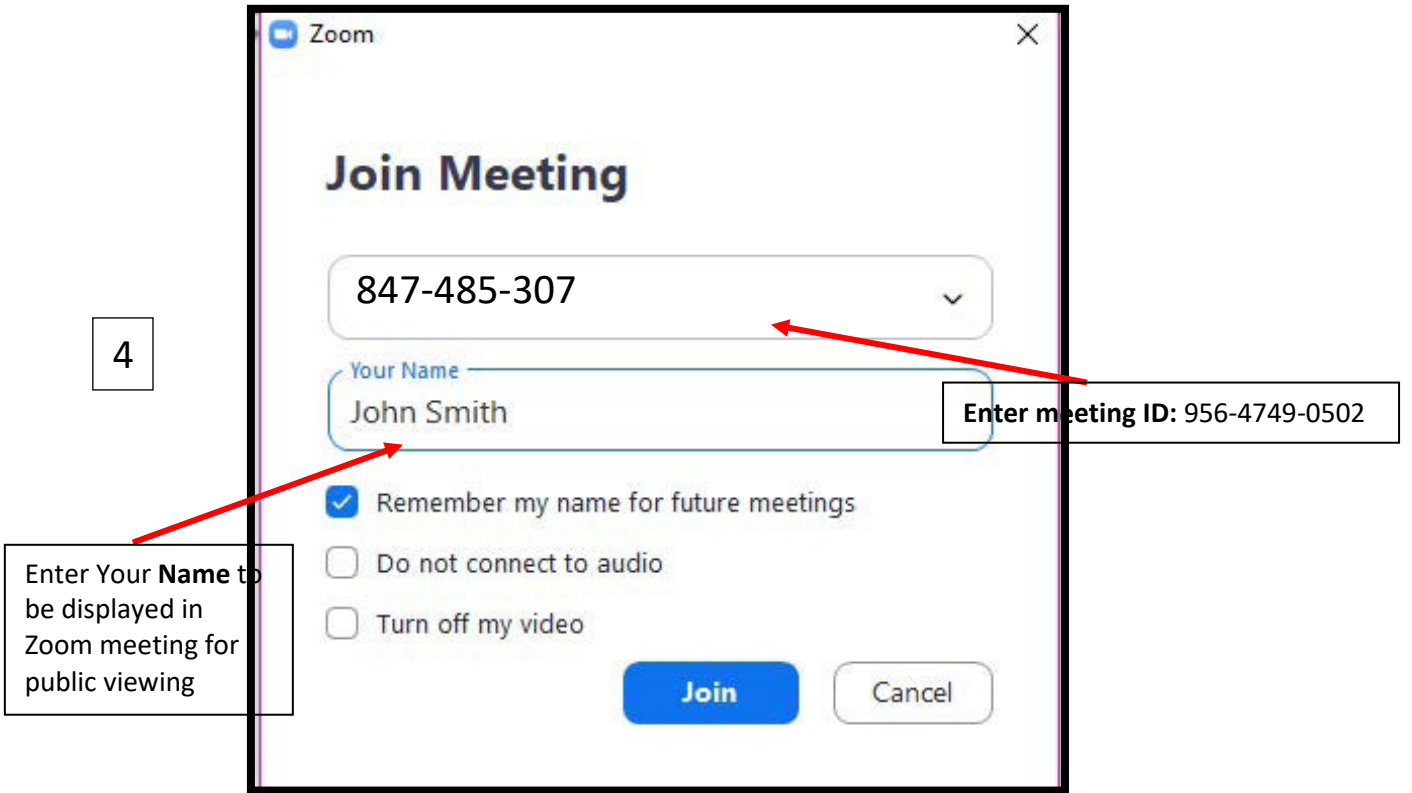




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**5. Enter webinar password on the next screen: 869449**



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: 1-312-626-6799 ✓

**Meeting ID:** 956-4749-0502

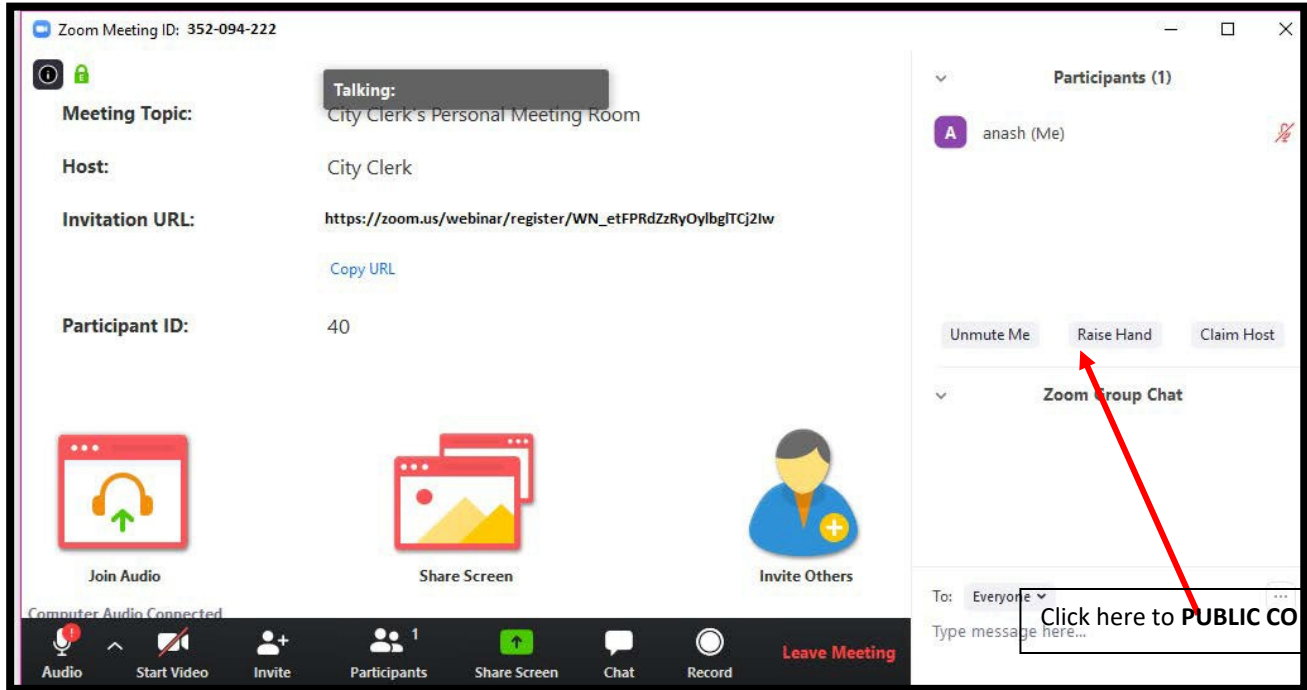
**Meeting Password:** 869449

Done

Call 1-312-626-6799



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3. Use icon **RAISE HAND** to provide Public Comments. You will be unmuted and called upon on 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>

[https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1)