



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: 872 7944 3685

Webinar Password: 834685

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.



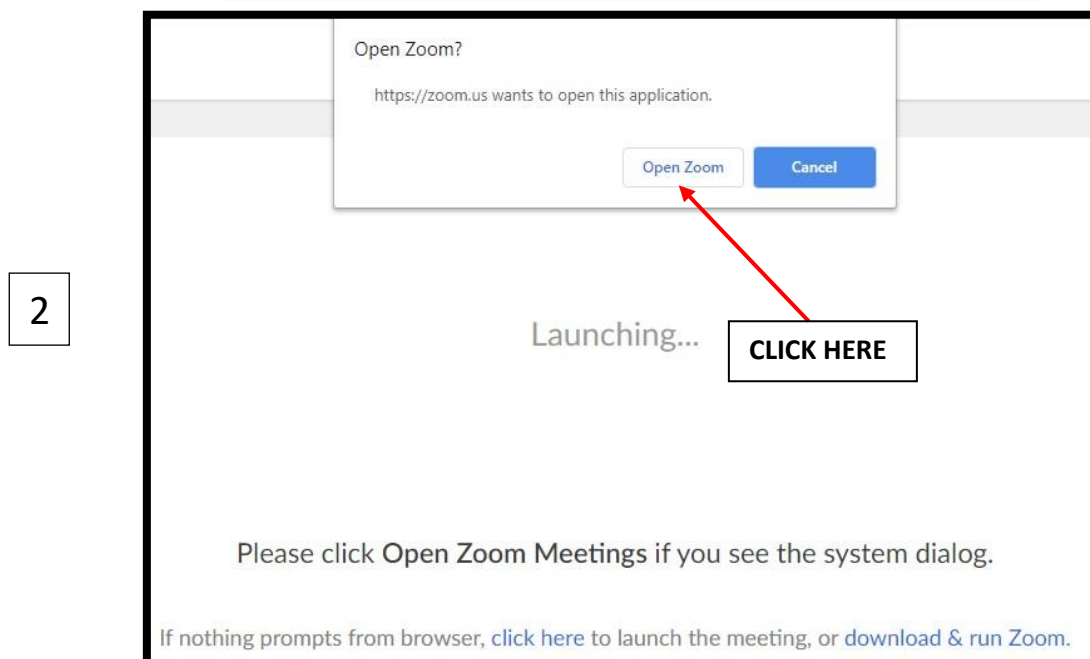
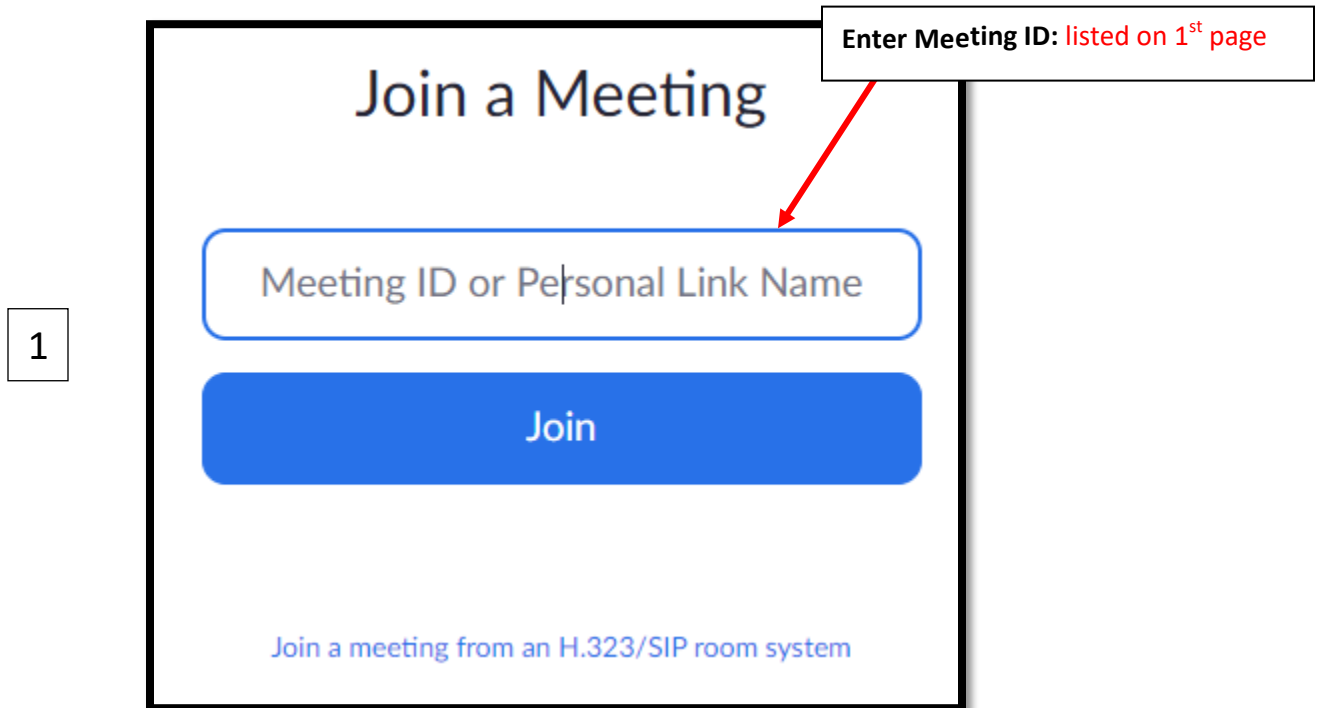
TO ACCESS VIA TELEPHONE:

1. Call phone number: 1-312-626-6799
2. Enter Meeting ID: **listed on first page**
3. Enter webinar password: **listed on first page#** 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)



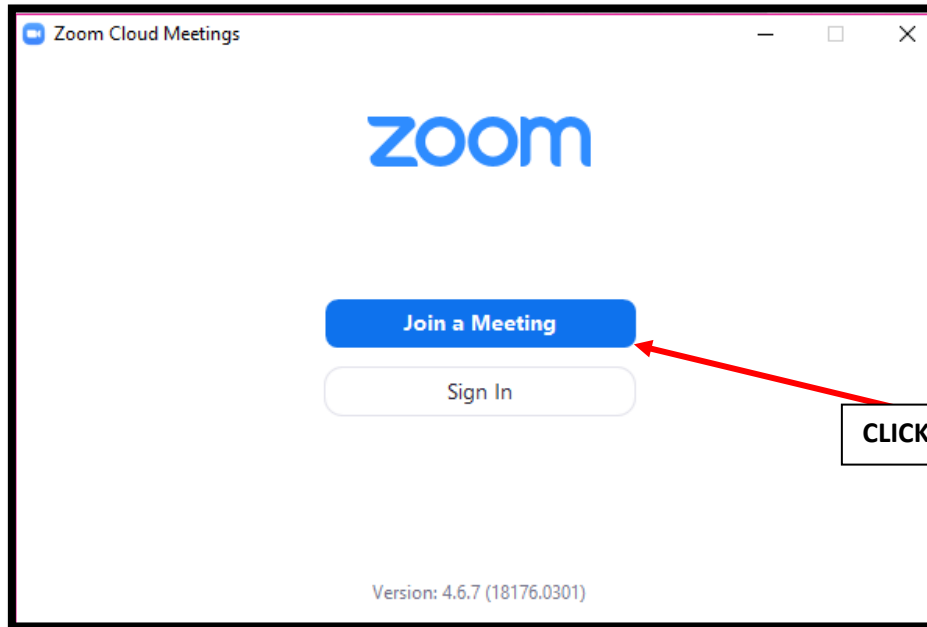
TO ACCESS VIA WEBSITE:

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



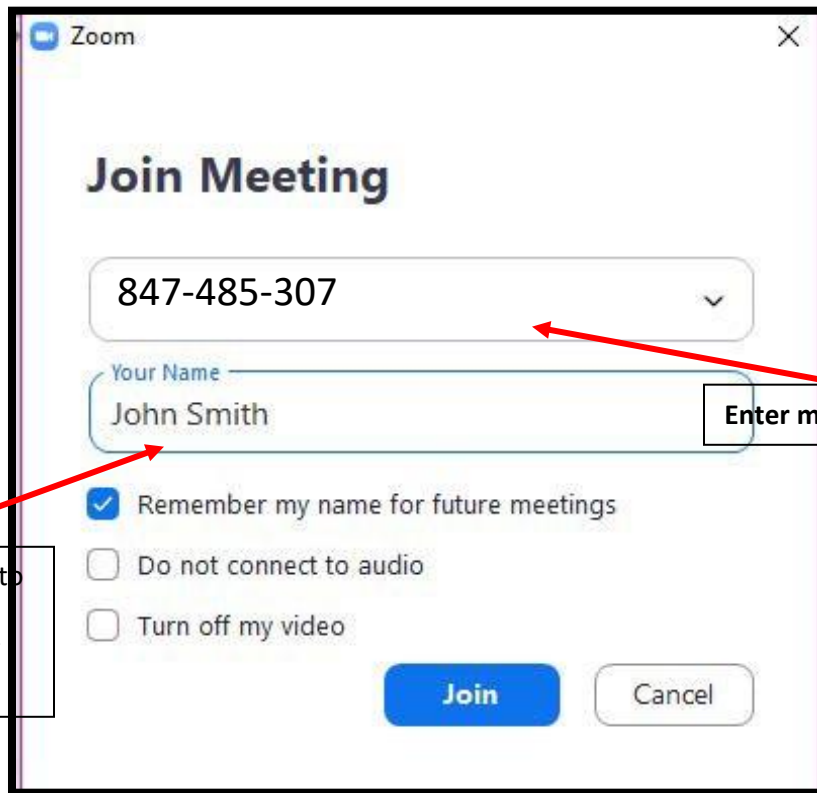


3



CLICK HERE

4



Enter meeting ID: listed on 1st page

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

5. Enter webinar password on the next screen: [listed on 1st page](#)




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

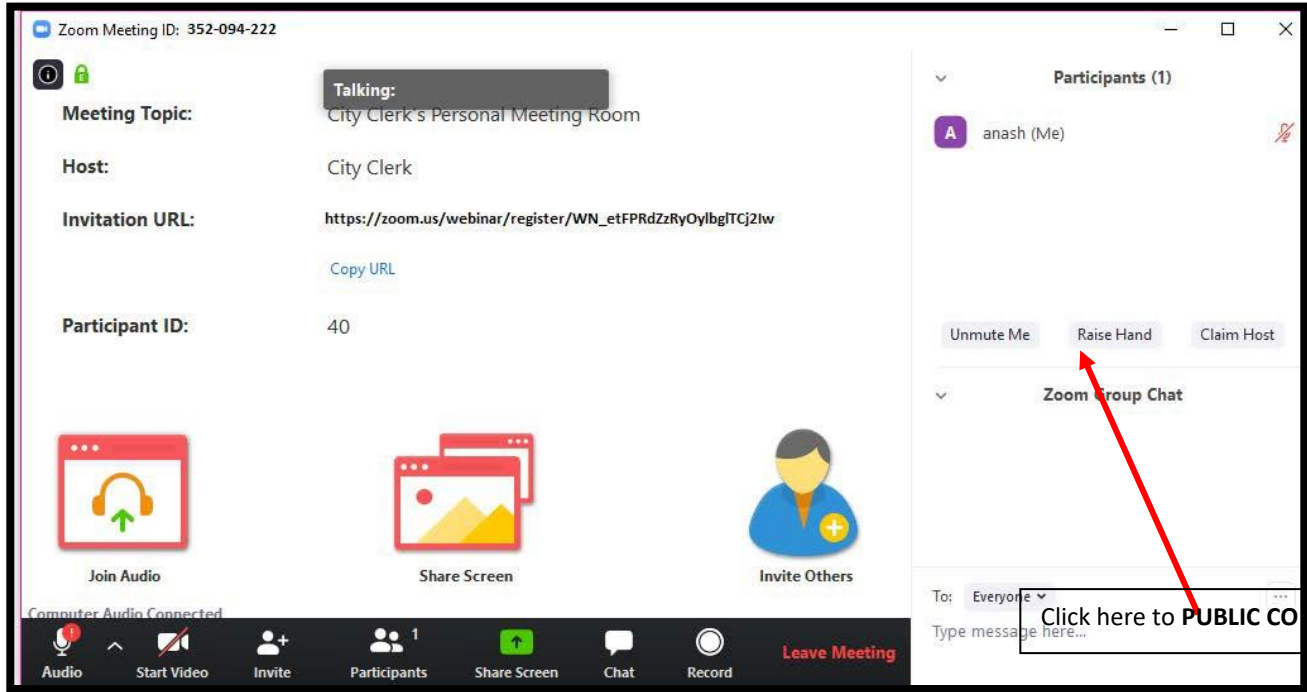
Meeting Password: 869449

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