



ZOOM INSTRUCTION GUIDE

WEBSITE and TELEPHONE

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.

ZOOM MEETING INFORMATION:

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

MEETING ID: 744 576 1347

CALL IN PHONE NUMBER: (707) 438-1720

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: (707) 438-1720
2. Enter Meeting ID: 744 576 1347#
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

Join a Meeting

Enter Meeting ID: 744 576 1347#

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...

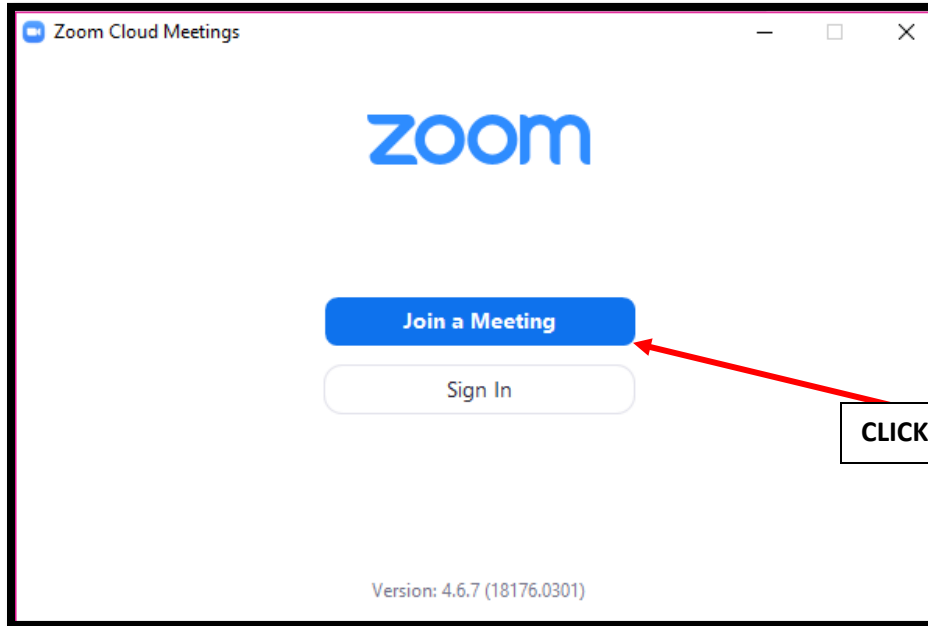
CLICK HERE

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](#).

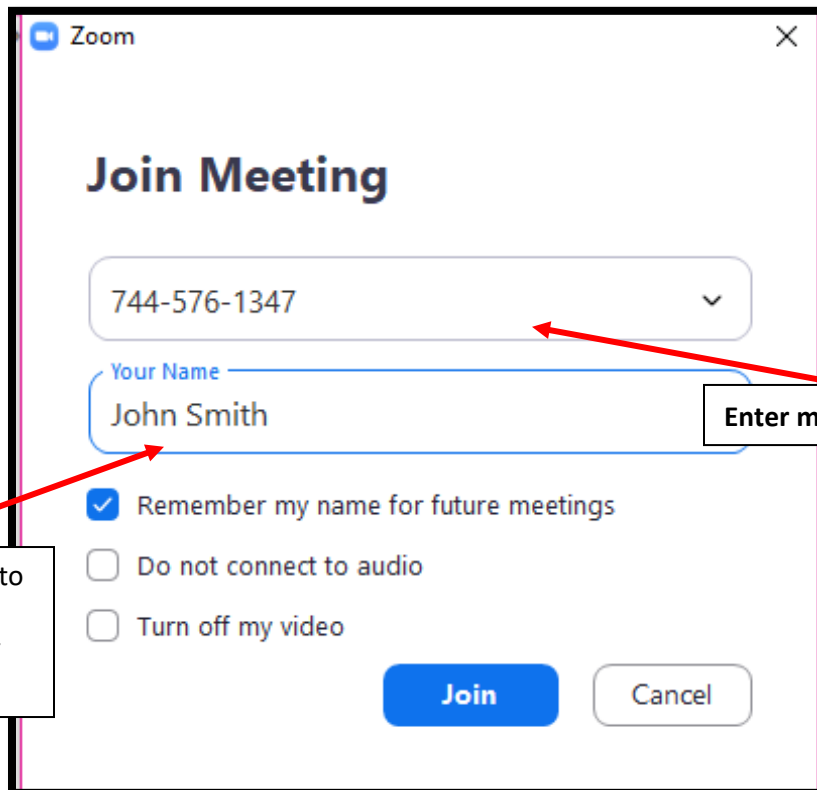


3



CLICK HERE

4



Enter meeting ID: 744 576 1347

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: +1 929 205 6099
+1 313 626 6799
+1 301 711 3592
+1 346 777 7799
+1 667 900 5833
+1 253 215 8782

Meeting ID: 744 576 1347

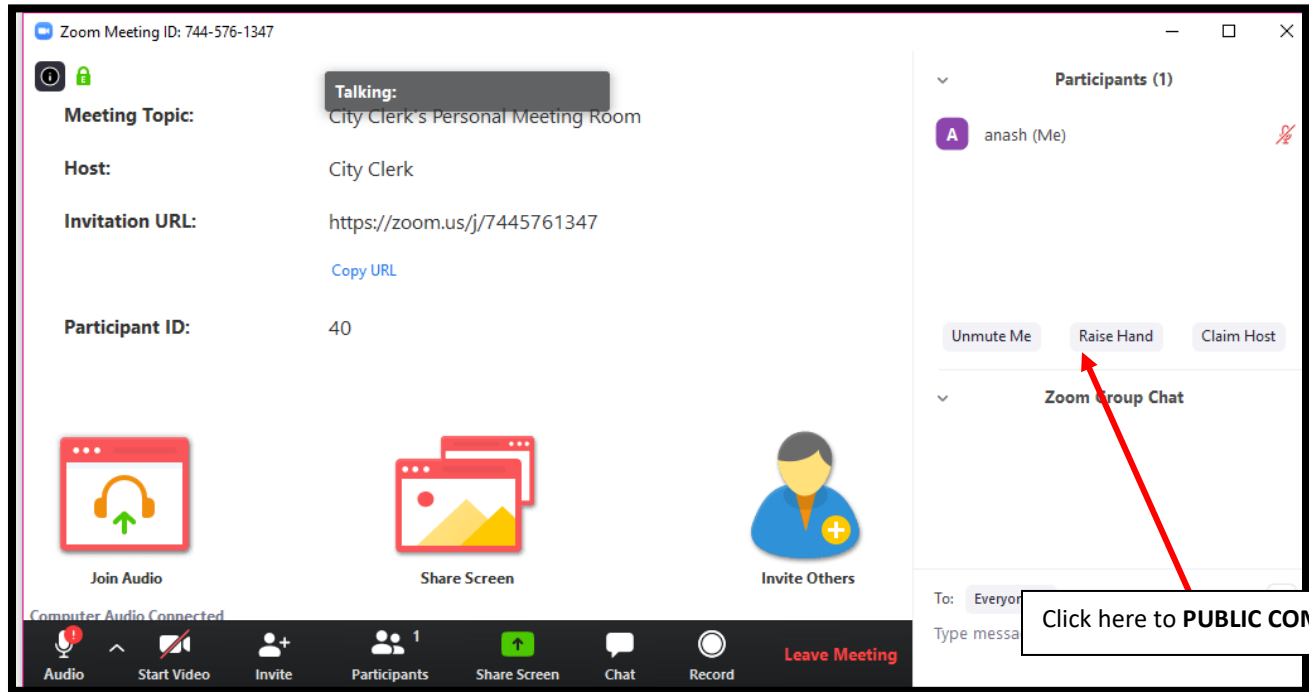
Participant ID: 13

Done

Call (707) 438-1720



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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>

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