



# WELCOME TO ZOOM WEBINAR/MEETING ROOM

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Please find a **quiet, distraction-free location** with a **wired Ethernet connection**, if possible, for best results

We recommend to **close all unnecessary programs and applications** to improve performance.

We will be running an audio/video check to onboard **panelists** until the Webinar/Meeting starts...



# HOW TO JOIN THE WEBINAR/MEETING VIA PHONE

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1. **Call phone number:** (707) 438-1720
2. Enter **WEBINAR/MEETING ID:**
3. Press **#** to confirm you are an attendee/participant to enter the meeting.
4. **To provide a public comment**, “raise hand” by pressing **\*9**. You can also send a public comment by email to [clerk@suisun.com](mailto:clerk@suisun.com) before 6PM on the day of meeting.

(You will be called on in order received)

\*There will be no public participation during a live Town Hall meeting. Please email your questions/comments by 3PM to [clerk@suisun.com](mailto:clerk@suisun.com) the day of the Town Hall Meeting.



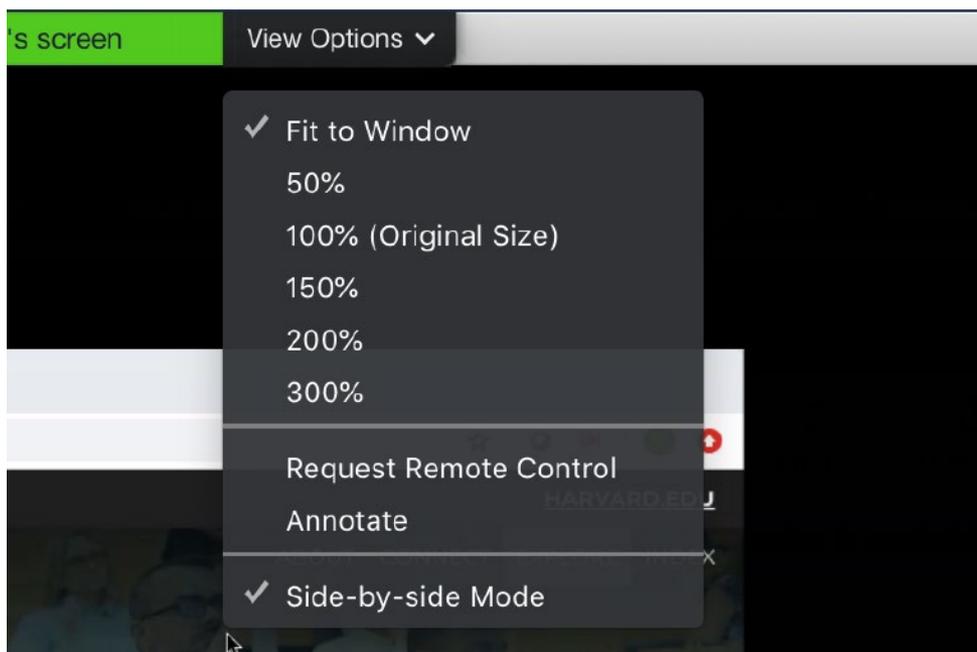
# HOW TO JOIN THE WEBINAR/MEETING VIA SMARTPHONE APPLICATION OR WEBSITE:

1. Go to <https://zoom.us/join> or open ZOOM application on smartphone
2. Enter Webinar/Meeting ID:
3. Enter **your name** and **email** to join the webinar.
4. For **audio**, choose to **join with your computer/phone** or chose to call into the meeting. If you call in, enter the unique **Webinar/Meeting ID** listed on the agenda so that your audio is associated with your video.
6. To speak a **public comment** go to **participants** and find the **“raise hand”** icon. Click to **“raise hand”**.  
(You will be called on in order received.)

\*There will be no public participation during a live Town Hall meeting. Please email your questions/comments by 3PM to [clerk@suisun.com](mailto:clerk@suisun.com) the day of the Town Hall Meeting.



# CHOOSE YOUR VIEW

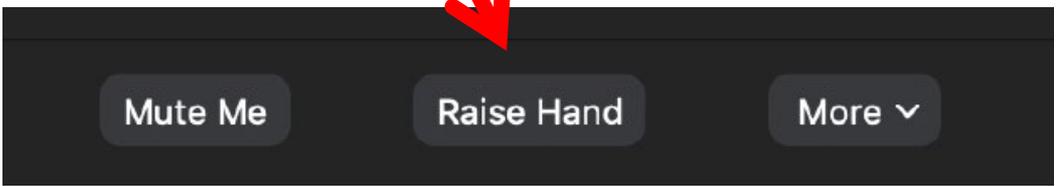
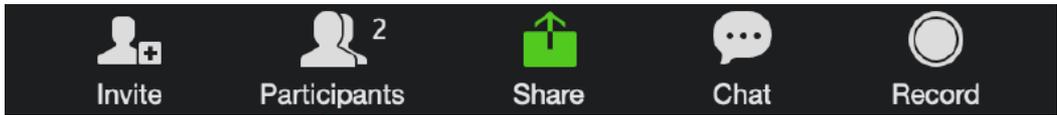


Under the **“View Options”** dropdown menu at the top of your screen, you should choose **“Side-by-Side Mode.”**

This will allow you to see the speaker and their content if displayed.

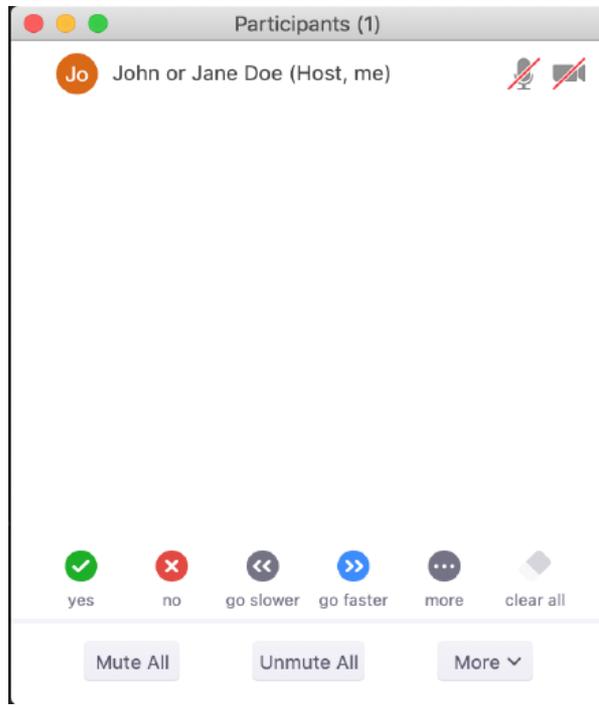


# ATTENDEES/PARTICIPANT HAND RAISE



At the bottom of the screen, you will be able to raise your hand. You will be called on in order received.

When you click **“PARTICIPANTS/ATTENDEES”** a list of names will appear.





# TROUBLESHOOTING

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## Audio Problems

- Can't Hear?:
  - Click the arrow next to the microphone icon in the lower left of the ZOOM window and ensure that you have the correct sound output device chosen.
  - Ensure your computer's speakers are not muted

## Video Problems

- Video won't display: Click the video icon in the lower left and ensure you have your camera selected.
- Video is choppy/intermittent: Check your internet connection and ensure that it is connected and functioning. You can test your internet speed by going to: [www.speedtest.net](http://www.speedtest.net)



# TIPS AND TUTORIALS

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- ❑ How to join a meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting>
  
- ❑ Launching a Zoom meeting from a web browser: <https://support.zoom.us/hc/en-us/articles/201362593-Launching-Zoom-from-a-web-browser>
  
- ❑ Zoom web client: <https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client>
  
- ❑ Join meeting by phone: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>