WELCOME TO ZOOM WEBINAR/MEETING ROOM

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

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 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 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 the day of the Town Hall Meeting.
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

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

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

Invite  Participants  Share  Chat  Record

Mute Me  Raise Hand  More

Participants (1)

John or Jane Doe (Host, me)

Mute All  Unmute All  More
TROUBLESHOOTING

Audio Problems

☐ Can’t Here?:
  ☐ 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
TIPS AND TUTORIALS


- Launching a Zoom meeting from a web browser: [https://support.zoom.us/hc/en-us/articles/201362593-Launching-Zoom-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](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](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone)