

ZOOM Instructions – Preparation to JOIN a ZOOM Conference Call Liberty Township, Licking County, Ohio 3/28/2020

The COVID-19 virus has forced many businesses and organizations to consider alternative methods for holding meetings. Liberty Township has put the following tools and procedures in place in the event that an official meeting is required at a time when public gatherings are restricted or otherwise not safe or practical.

The township has selected [ZOOM](#) for our teleconferencing needs. ZOOM has [Helpful Resources](#) and Training that one can review if so desired.

In addition, we found this [ZOOM Frequently Asked Questions \(FAQs\)](#) website at the University of Colorado Boulder to be very informative and helpful.

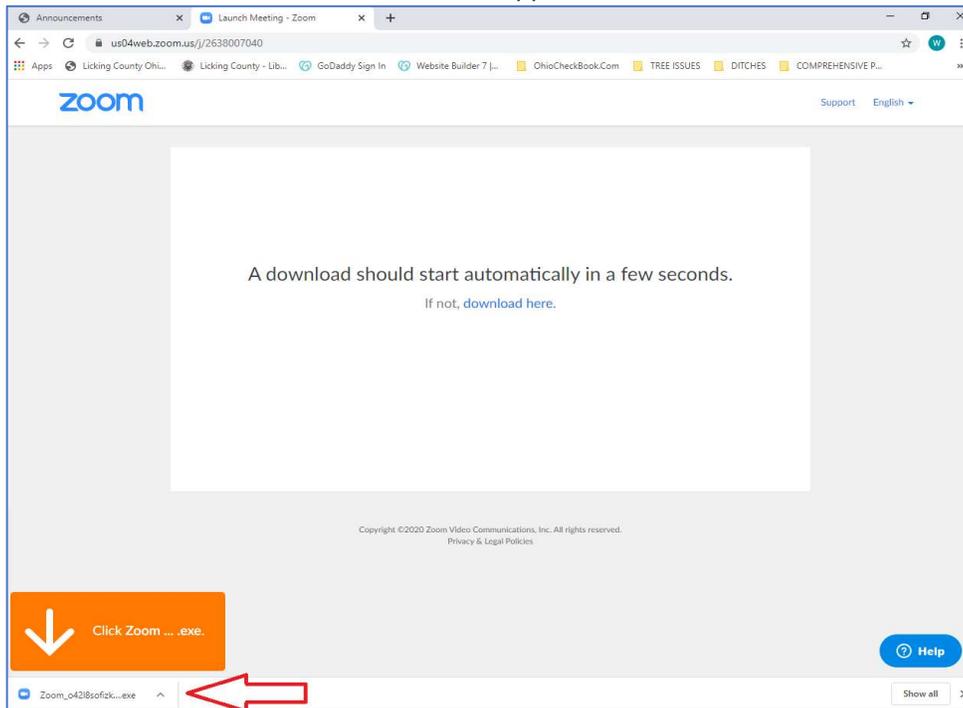
If you are a township official (Trustee, Zoning Inspector, Zoning Clerk, Fiscal Officer, Zoning Commission Committee Member, or Zoning Appeals Committee Member) or if you are a resident of Liberty Township, Licking County, Ohio and you intend to participate in a township meeting you should following the below steps PRIOR to joining your first ZOOM meeting. This can be done **NOW**, well in advance of your first meeting. This will eliminate delay and frustration that would otherwise result in attempting to join at the last minute.

[SCROLL DOWN FOR INSTRUCTIONS](#)

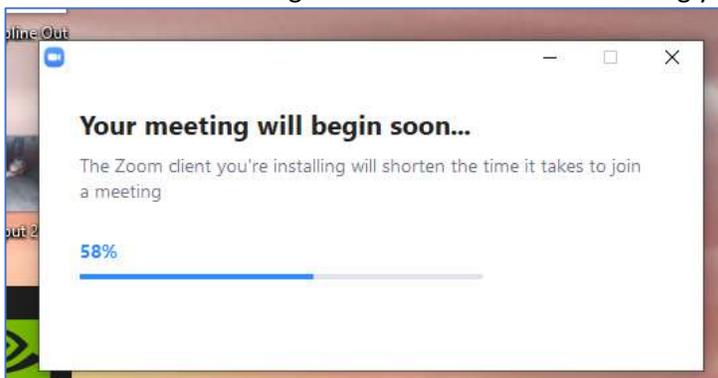
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To JOIN a ZOOM Meeting

1. Click on the below Township ZOOM Conference link:
<https://us04web.zoom.us/j/2638007040>
2. If this is your first time using ZOOM you will see the below screen.
 - a. ZOOM will download an application that you will need to run in order to join a ZOOM Conference.
 - b. Click the **“Zoom....exe”** file link to run the application to install the ZOOM client app.

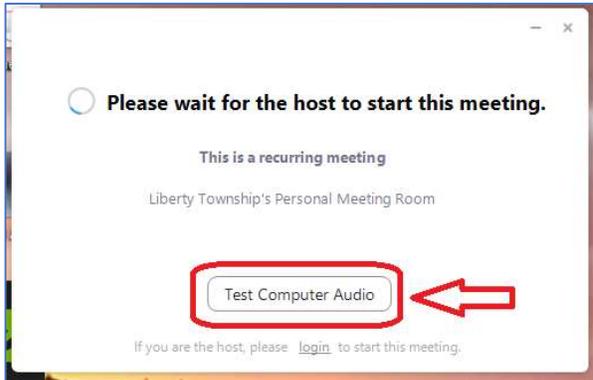


3. You will then see a dialogue box with a status bar showing you the progress of the app installation.

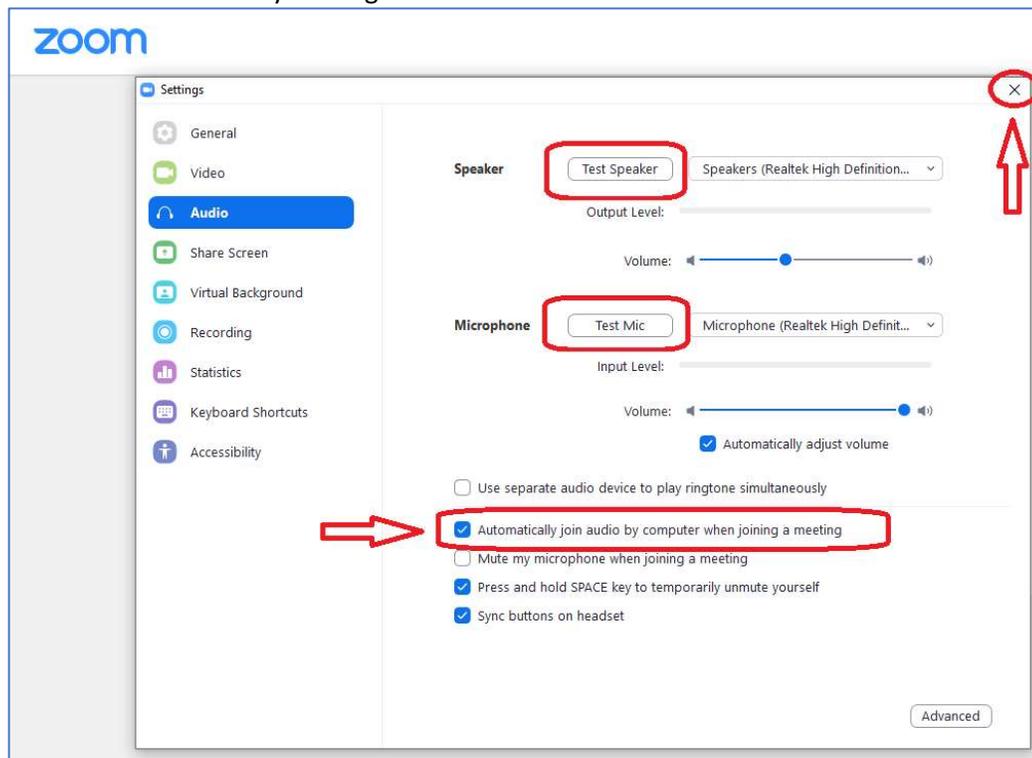


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4. After the app has installed you will see the below screen.
Click the **Test Computer Audio** button (note that since you are doing this in advance of the meeting there will not actually be a meeting in progress)



5. In the below screen do the following:
- Click the second option to **Automatically join audio by computer...**
 - Test your speaker by clicking **Test Speaker**
 - Test your mic by clicking **Test Mic**
 - Then exit this screen by clicking the **X**



6. You are done and ready to join your first ZOOM Conference!!!!