

## ACCESS INSTRUCTIONS for **eMeeting held via 'Zoom'**

There are three ways to join a Zoom meeting:

- Computer with microphone and camera, laptop, tablet or smart phone;
- Computer without a microphone and/or camera with a phone; and,
- Phone.

### **Accessing the meeting by computer with a microphone and camera, laptop, tablet or smart phone:**

- In the web browser on your computer **enter** the Zoom Meeting address (it looks like this: <https://zoom.us/xxxxxxx>) or if you have received a meeting notice, email or an agenda with a hyperlink **Click** on the link to join the meeting.
- If you have not downloaded Zoom on to your device, you will be asked to either JOIN or DOWNLOAD the zoom tool. The download will require a second step to install the application. This is a personal choice,
- Next you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
- When you enter the meeting room, your audio will be muted. If you are not a member of the Board, we ask that you turn off your video. If you are recognized to speak, we will ask you to turn it on at that time.
- You will be able to, see members, and listen to discussion and view site plans shared during the Zoom meeting
- If you would like to speak regarding an application, use the 'raise your hand' feature of the Zoom platform to inform the host. You will be recognized to speak.

### **Accessing the meeting by computer without a microphone and/or camera and telephone**

Through this method, you will be able to view the meeting and presentation on your computer and listen to the meeting and participate by your phone.

- In the web browser on your computer **enter** the Zoom Meeting address (it looks like this: <https://zoom.us/xxxxxxx>) or if you have received a meeting notice, email or an agenda with a hyperlink **Click** on the link to join the meeting.
- If you have not downloaded Zoom on to your device, you will be asked to either JOIN or DOWNLOAD the zoom tool. The download will require a second step to install the application. This is a personal choice,
- Next you will be asked to join via computer audio or telephone. Select telephone and dial one of the phone numbers that the computer offers. This will link your phone with your computer.
- When you enter the meeting room, your audio will be muted. If you are recognized to speak, we

will ask you to turn it on at that time.

- You will be able to, see members, and listen to discussion and view site plans shared during the Zoom meeting
- If you would like to speak regarding an application, dial \*9 to ‘raise your hand’ and inform the host. You will be recognized to speak.

### **Accessing the Meeting by Telephone Only:**

- If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
- Dial one of the phone numbers listed in the Public Notice or on the Agenda to join the meeting. For higher quality, dial a number based on your current location.
- If prompted to enter a Meeting ID, use your phone to dial the Meeting ID listed in the Public Notice or on the Agenda
- When you join the meeting, your phone will be muted.
- If you would like to speak regarding an application, dial \*9 to ‘raise your hand,’ and inform the host. You will be recognized to speak. Once recognized to speak you dial \*6 to mute or unmute your telephone.

### **Accessing Documents & Site Plans:**

To access documents, and view site plans that will be discussed during the meeting, please check “Meetings & Events” on the Town web page. <https://www.townofjohnstonri.com/>

If there is any information that needs to be presented during the meeting, they will be displayed on the computer screen during the meeting.