ZOOM Meeting Instructions

City of Portsmouth, NH

Part I: Registration
You are required to register to join a City public meeting over Zoom. The link to register is provided on the meeting agenda, which will be posted on the meeting web page. Once you've registered for the meeting, you will receive a confirmation email providing you with the unique meeting ID and password.

Part II: Accessing the meeting through Zoom. Once you have registered, you can join a scheduled Zoom meeting directly from your web browser, from the Zoom desktop or mobile application, and from a landline or mobile phone. You can join the meeting in <u>any</u> of the following ways:

1) Registration email -- Click the link that you received in the confirmation email after you registered.
2) Web browser – go to https://zoom.us/ and click on the "Join a Meeting" link at the top of the screen. Follow the instructions below.
3) From the Zoom app – open the Zoom app and click on the "Join" button in the middle of the screen. Follow the instructions below.
4) From a landline or mobile app – dial (929) 436-2866. Follow the instructions below.

Part III: Enter the Unique Meeting ID and Password. Each meeting has a unique 9, 10, or 11-digit number called a meeting ID and Password that will be required to join a Zoom meeting. Check your registration email for this information and enter it when prompted.

Part IV: Select your Audio Preference. Once you join your meeting on a computer or mobile device, you will be prompted to select your audio preference. If your device is equipped with a microphone and speakers, you should select Computer Audio. If you do not have a microphone and speakers on your device or your sound quality is poor, you can select Phone Call. If you select Phone Call, you will be provided a list of numbers to use to call into to participate in the audio portion of the meeting.

Part V: Wait for Host to Start the Meeting. Once you have entered the information above, you will be placed in a "waiting room" and the meeting host will be notified that you are waiting to join the meeting. Once you are invited into the meeting, you will be able to view and hear the meeting on your device and the host will be able to mute and unmute your microphone and video.

Part VI: Instructions for Participating in the Meeting. By default, all participants in the meeting are automatically muted once they join the meeting. If you would like to alert the meeting host that you would like speak, you can use the "Raise Hand" tool. Tap next to your name in the "Participants" list, then tap Raise Hand. You will see a hand icon beside your name in the participants list. If you are only accessing the meeting by phone, you can "Raise Your Hand" by pressing *9. The host will alert you when it is your turn to speak and will either unmute you or request that you unmute yourself.

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