How to Zoom Conference

Participants

If you have never used Zoom before, the program is free to download for computers and phones.

When you receive a meeting invitation, it will look like this:

Here's a link for tomorrow's scheduled Board Meeting.

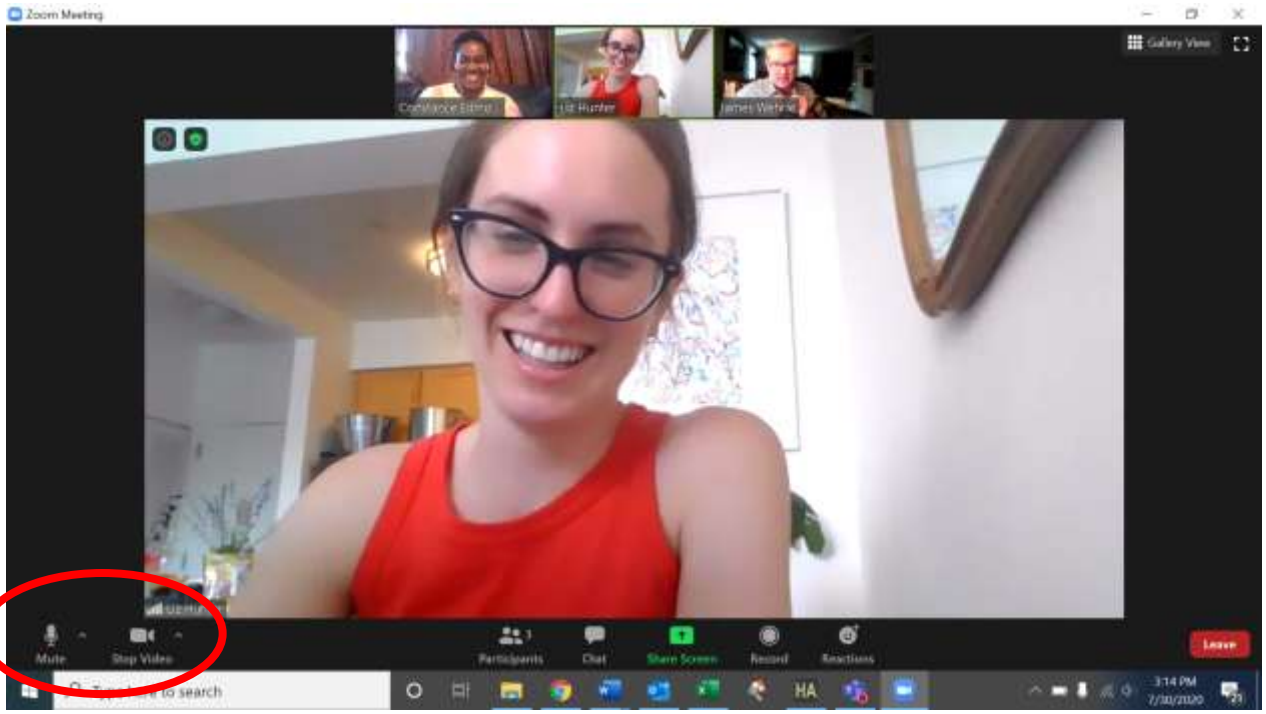
Join Zoom Meeting
https://us02web.zoom.us/j/83411352844?pwd=bk11RHNqNVlORWNLTysvME43YkgzZz09

Meeting ID: 834 1135 2844
Passcode: 080857
One tap mobile
+13126266799,,83411352844#,,,,,,0#,,080857# US (Chicago)
+13462487799,,83411352844#,,,,,,0#,,080857# US (Houston)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Germantown)
Meeting ID: 834 1135 2844
Passcode: 080857
Find your local number: https://us02web.zoom.us/u/kdDg1aiZ7G

Clicking on the meeting link will automatically prompt the Zoom application to download if it is not present on your device. If you wish to take advantage of a dual monitor setup, you need to indicate that here in your setting when you load the app, or it will not be available when you enter a meeting.

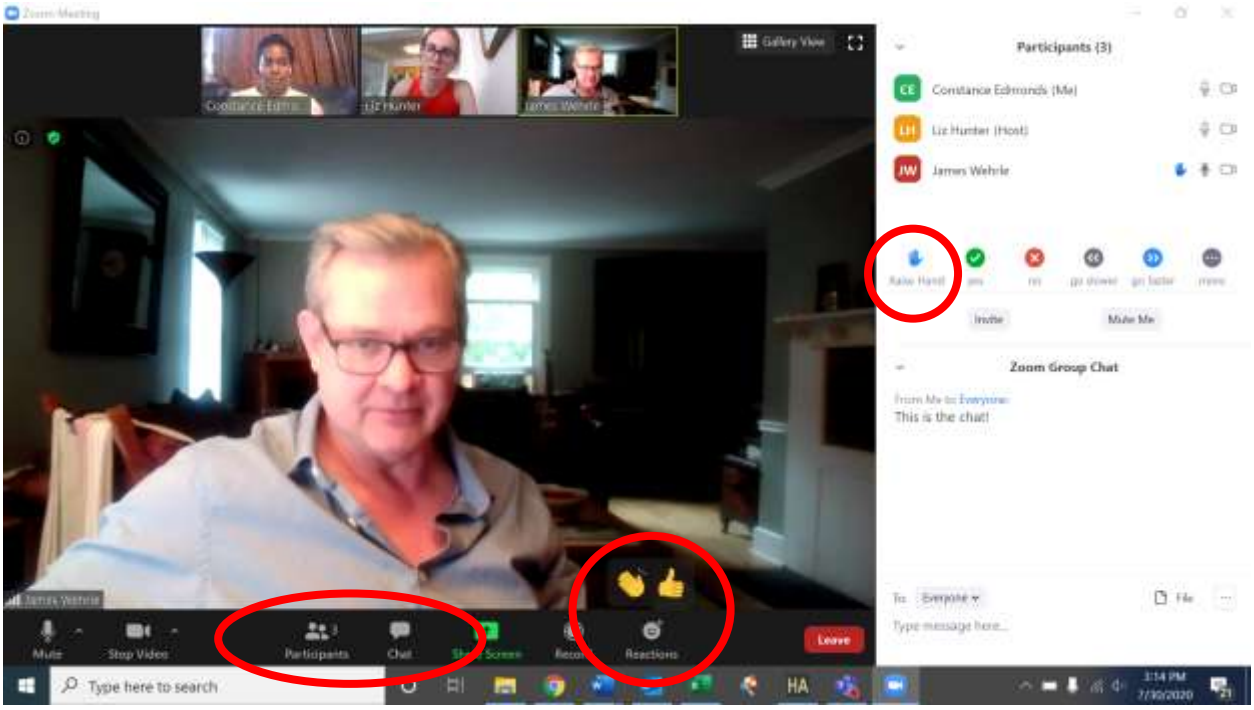
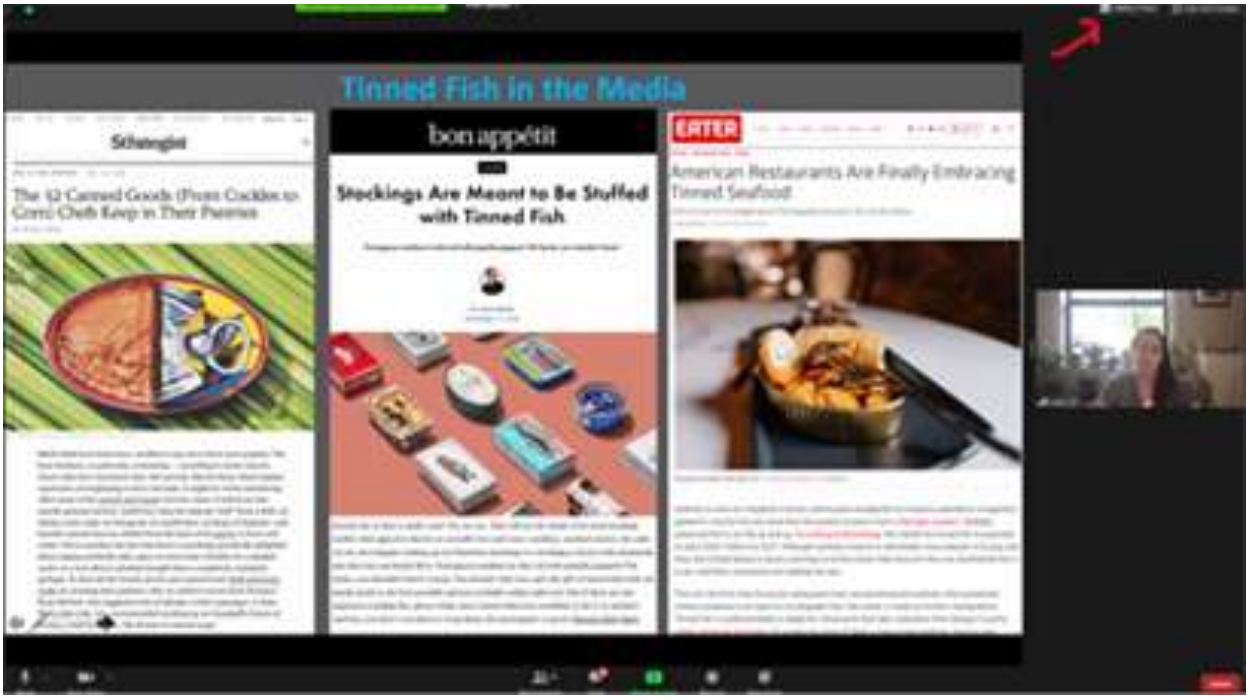
Once you are in the meeting, please double check that unless notified otherwise, that in the lower left corner, your audio is on mute. [The Host of the meeting will be muting all participants, but please double check!]



When the meeting begins, please set your view to Speaker View:

In this mode you are also able to open the chat and participants window, located in the bottom tool bar.

- Most comments can be limited to the chat, which Carleen will monitor and speak to, but if you have a comment or suggestion you would normally interject with, please use the “raise your hand” function.



If you would like to see more participants in addition to the speaker, you can select “Gallery View”: