**ZOOM Public Meeting Instructions**

1. Access the meeting through Zoom: 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.

* 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.
* From the Zoom app: Open the Zoom app and click on the “Join” button in the middle of the screen. Follow the instructions below.
* From a landline or mobile app: Dial the phone number listed in the heading of the meeting agenda, and follow the instructions below.

1. Enter the Unique Meeting ID: Each meeting has an assigned unique 9, 10, or 11‐digit number called a meeting ID. This number is identified in the heading of the meeting agenda.
2. Select your Audio Preference. Once you join the 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 or your sound quality is poor, you can select Phone Call. If you select Phone Call, use the number identified on the agenda to call into to participate in the audio portion of the meeting.
3. 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 you device, and the host will be able to mute and unmute your microphone and video.
4. Instructions for Participating in the Meeting. By default, all participants in the meeting are automatically muted once they join the meeting and will remain muted until the public comment portion. The host has control of this feature in order to avoid audio feedback and sound quality issues. During the public hearing portion, if you would like to alert the meeting host that you would like speak, 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 unmute you and alert you when it is your turn to speak.