

Zoom Meeting Participant Instructions

From Smartphone

Download the Zoom Cloud Meetings app (Blue video camera icon)
When it is time for the meeting - open the app and enter Meeting ID number then password
Allow microphone access and can choose call using internet Audio
Turn on video if you want to
To raise your hand, click Participants button on bottom then click Raise hand

From computer – if you want to speak you need to have a microphone or use telephone for audio
Around the meeting start time click the zoom.us link from the invitation, the link includes the meeting id and encrypted password

Or go to zoom.us and click Join a Meeting near top – enter meeting id # then password
You may have to Launch the zoom application
Join with Computer audio if you have a microphone (or click phone call to use phone for audio)
To raise your hand, click Participants button on bottom then click Raise hand

From phone audio only

Call a number under Dial by your location in the invitation
If the number is unavailable try another
Once connected enter the Meeting ID number then #
Just press # when asked for a participant id
Use *6 to mute or unmute yourself
Use *9 to raise your hand

Sample Invitation:

It looks something like this:

Town of Hollis is inviting you to a scheduled Zoom meeting.

Topic: Test

Time: Mar 27, 2020 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/553273982>

Meeting ID: 553 273 982

One tap mobile
+13126266799,,553273982# US (Chicago)
+19292056099,,553273982# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US

Meeting ID: 553 273 982

Find your local number: <https://zoom.us/u/az3yYYLV4>