



JOIN THE VIRTUAL MEETING USING ZOOM CLOUD MEETINGS

Planning Committee Special Meeting

Wednesday May 5th, 2021 6:00PM

PROCEDURES

A. Join from a cell phone you need to download Zoom on your mobile device:

1. Open the Zoom app, it will bring you to the Start a Meeting screen (Picture A). Click on “Join a Meeting” (step 1). You will not need to sign up or sign in.
2. On the Join a Meeting screen (Picture B) enter the “Meeting ID” number **994 7046 3900** (step 2) click “Join” (step 3). Do NOT click either of the toggle buttons under “Join Options.”
3. On the Video Preview screen (Picture C) click on the “Join with Video” button (step 4).
4. On the Meeting screen (Picture D) you will see a pop up, click on:
 - For Android: “Call via Device Audio” (step 5).
 - For iPhone: “Call using Internet Audio” (step 5).
5. We suggest for you to mute your device when you’re not speaking to avoid disrupting other participants. Click on the mute button (bottom left of your screen) to turn on and off your microphone.
6. When the meeting has ended, touch your screen and click “Leave” (see red arrow in picture D) in the upper right hand corner of your device. A pop up will appear asking you to confirm, click “Leave Meeting”.



Picture A



Picture B



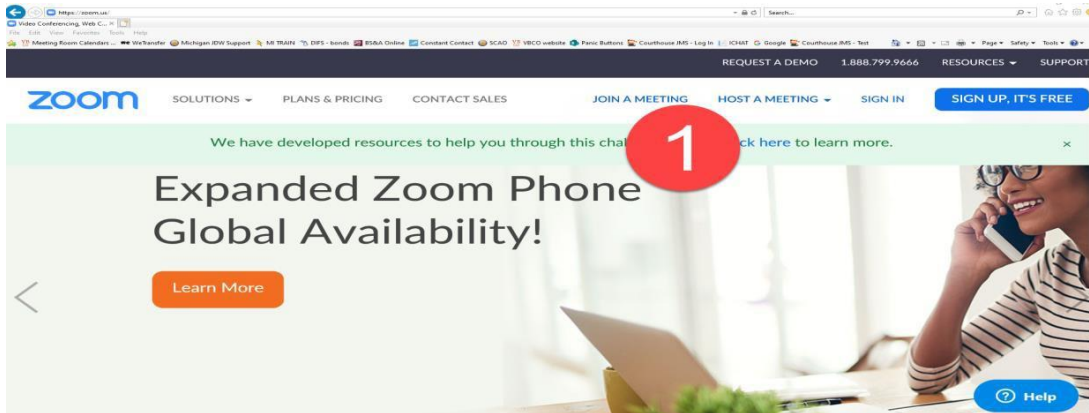
Picture C



Picture D

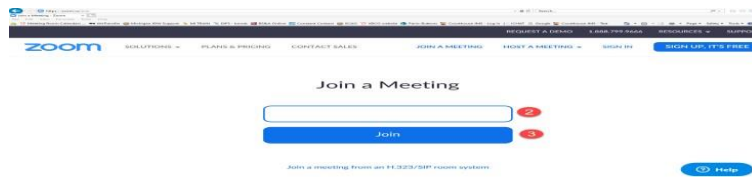
B. Accessing Zoom Cloud Meeting by PC or Laptop

1. Go to this website: <https://zoom.us/> (Picture E) Click on Join a meeting (step 1).



Picture E

2. This will bring up the screen below where you will type in the Meeting ID number (step 2) **994 7046 3900** and click “Join”



Picture F

C. To join a meeting by desk / landline phone (audio only):

1. Call 1-312-626-6799
2. After the prompts enter the Meeting ID number **994 7046 3900**.

