

# How to Join the Meeting

## Instructions for joining a Hearing Examiner Hearing hosted online using Zoom

This online community meeting will take place using an internet meeting service called Zoom. You don't have to pay or register to join this meeting. All you have to do is follow the steps below. These instructions work for most, but not all technologies. Find more [instructions on Zoom's website](#).

### USING COMPUTER OR LAPTOP (PC or MAC)

GOOGLE CHROME BROWSER	MICROSOFT EDGE OR IE (internet explorer) BROWSER
Connect to the internet.	Connect to the internet.
Open Google Chrome.	Open Edge or Internet Explorer.
Go to <a href="https://join.zoom.us">join.zoom.us</a>	Go to <a href="https://join.zoom.us">join.zoom.us</a>
Enter this meeting ID:	Enter this meeting ID:
Click the Join button. -If 'Open Zoom Client' pops up, click yes, open or allow. -Next click <b>Open Zoom Meetings</b> (PC) or <b>Open zoom.us</b> (Mac).	Click the Join button.
Enter this password:	Enter this password:

### USING A PHONE

iPHONE	ANDROID SMARTPHONE	FLIP PHONE	ANALOG PHONE (except rotary dial)
Download the Zoom app from the app store on your smartphone (it's free)	Download the Zoom app from the app store on your phone (it's free)	Call this number:  (depending on your phone plan, charges may apply)	Call this number:  (depending on your long-distance calling plan, charges may apply)
Click 'Join a Meeting'	Click 'Join a Meeting'		
Enter this ID number:	Enter this ID number:		
Choose your audio/video preference & tap 'Join Meeting'	Choose your audio/video preference & tap 'Join Meeting'		

## **What to Know Before Joining the Hearing**

- The public will have an opportunity to provide testimony during the public comment portion of the hearing. Attendees who wish to speak can “raise their hand” electronically by dialing \*9 on a dial up phone, or by clicking “raise your hand” next to your name if connected by video. When it is your turn to speak your microphone will be unmuted and the Hearings Examiner will call upon you for your name, address, and comment. Your ability to see and/or hear the meeting depends on the device and method you use to join the meeting, as well as your ability to access to the internet, and the quality of your connection.
- Your experience with Zoom may be different than described. In most cases it may depend on your device and which browsers or apps you already have installed on your device.
- These instructions are intended for informational purposes only. They are not exhaustive.
- The County is unable to provide individual technical support.

## **Common Problems**

Incompatible technology is the most common problem. Some computers, smart phones, and browsers may not work with Zoom. Your internet service may also affect your ability to join the meeting. The County is unable to provide individual technical support. If you are unable to join, the meeting will be recorded and posted online at a later date.

## **What to expect**

If you haven't used Zoom regularly, you may find that computers, audio, video, smart phones and other devices, and components don't work the way you hope. Be patient with yourself and others.

This will be a first-time online public government Zoom meeting for most people on this call – including the staff who are hosting it. We expect to learn from this experience, and improve as we go.

The first few meetings are likely to be a bit clunky. Please be civil and courteous when engaging with others online. These meetings are recorded.

In the unlikely event that something inappropriate appears onscreen, the offending participant will be removed from the meeting. Uncivil participants and commenters will be removed also. Watch the Board of County Commissioners discuss Civility on YouTube.