

Zoom Instructions

Before you can join the videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Please locate the Zoom Meeting ID located on the Frelinghuysen Township website homepage that corresponds with the committee meeting you wish to attend. There will also be information regarding the start time to log in.

To join a videoconference meeting:

1. At the start time of the meeting, click on the Meeting ID link located on the Frelinghuysen Township homepage to **join via computer**.
2. If you do not already have the zoom app on your device (desktop or mobile) you will be prompted to download and install the app. I have included a link for you to download in the event you are not automatically direct. <https://zoom.us/support/download>

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided on the Frelinghuysen Township website homepage that corresponds with the committee meeting you wish to attend.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the videoconference:

1. On your phone, dial the teleconferencing number provided on the Frelinghuysen Township website homepage.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left hand corner of the Zoom Control Screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand



- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

