



Connecting to House remote meetings via Zoom

INVITATION

You will receive connection information that includes a link and dial-in numbers prior to every meeting.

The email includes:

- The name, date, and time of the meeting.
- A direct link to the Zoom meeting.
- Phone number, meeting ID, and Password to join the meeting by phone.

Join Zoom Meeting

<https://us02web.zoom.us/j/82716161670?pwd=OTgrcktXWjcxQTR1cDZnMk5VTEdFdz09>

Meeting ID: 827 1616 1670

Passcode: 640322

One tap mobile

+13017158592,,82716161670#,,,,,0#,,640322# US (Germantown)

+13126266799,,82716161670#,,,,,0#,,640322# US (Chicago)

If you do not have the ZOOM App installed on your device, clicking the link will prompt you to install Zoom. Please do so prior to joining the meeting.

Once Zoom is installed, the application opens with an “Open Zoom?” prompt. Click “Open Zoom”, and the meeting will open in your Web browser.

NOTE: If House staff do not recognize your phone number or the name you enter when signing in, you will be asked to identify yourself. If we cannot identify a participant, we will remove them from the meeting to avoid disruptions and maintain security.

Sound/Camera

Before joining the meeting, a window with audio options appears depending on your device: Phone Call and Join with Computer Audio.

If joining with “Computer Audio” use the option to **Test Speaker and Microphone** prior to joining. This is a best practice, especially if you have never joined a Zoom meeting.

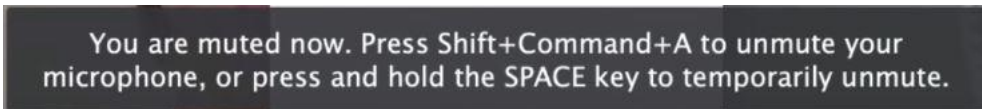


If there are audio issues once you are in a meeting, the audio menu is available during the meeting from the toolbar – OR – call 804-698-1560 for assistance.

ProTip: Please enter the meeting muted. You may enter with your camera off, but please be prepared to have the camera active during the meeting.

MUTING / UNMUTING

If you begin to speak during the meeting and your microphone is muted, you may receive the following message on your screen:

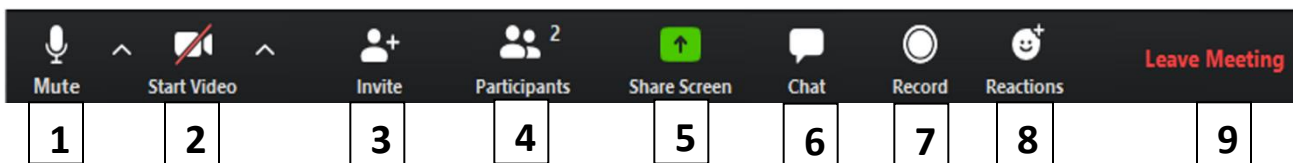


You can also click on the microphone icon to unmute.

If calling into meeting – hit *6 to unmute

TOOLBAR

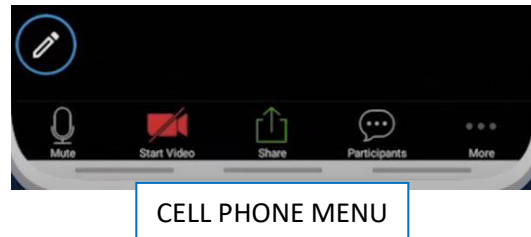
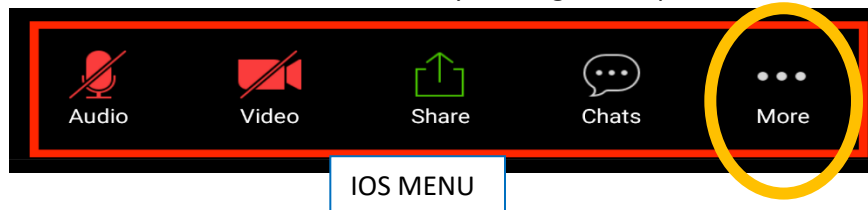
This menu is available on your Windows PC device near the bottom center of your screen or upper right for IOS devices.



1. Mute or unmute the microphone.
Best Practice Tip: Mute your microphone unless you are speaking.
2. Turn camera on or off
3. Invite Participants – **DO NOT INVITE PARTICIPANTS UNLESS DIRECTED BY LEADERSHIP.**
4. View list of meeting participants & Raise Hand
5. Share your screen
6. Open the chat window
7. Record the meeting in progress
8. Clap or Thumbs Up reactions
9. Leave the meeting



On iPads and iPhones, the same features are available in the menu on the upper right portion of the screen. The hidden icons are made visible by clicking the ellipses under **More**.



Please familiarize yourself with the toolbar prior to the meeting.

CHAT

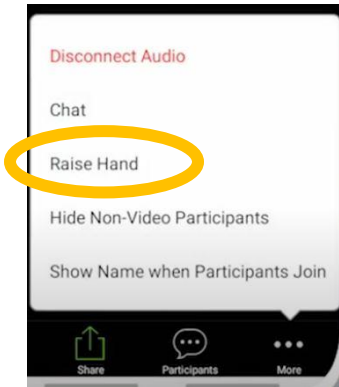
If you click on **Chat**, the pop-up chat bar can be moved to a different location on your screen. Type your message in the message bar to Everyone, or privately to another participant. You can also click on a participant name, and click More

RAISE HAND

The Raise Hand feature is under the **Participants** menu.



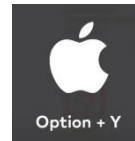
On an Apple or Android phone, this feature is available in the **More** menu. When you would like to raise your hand, click the phrase **Raise Hand**,



Or click the hand.



Depending on your device's operating system, you can also use these shortcut keys to raise your hand during a Zoom meeting.



A "raised hand" appears with a blue hand in the participant's list.



Additional Content: Below is a link to a useful YouTube video by Dominique Sachse on how to look and sound your best on Zoom.

<https://www.youtube.com/watch?v=JhoFwGaVEEE>