

USING ZOOM TO REMOTELY PARTICIPATE IN NORFOLK BOARD/COMMITTEE MEETINGS

When you use Zoom for the very first time, you will be prompted to install the Zoom app. Zoom will provide you with instructions on how to download and install their app. Each web browser will have a different set of instructions. The images to the right illustrate three different web browsers and Zoom's different instructions.

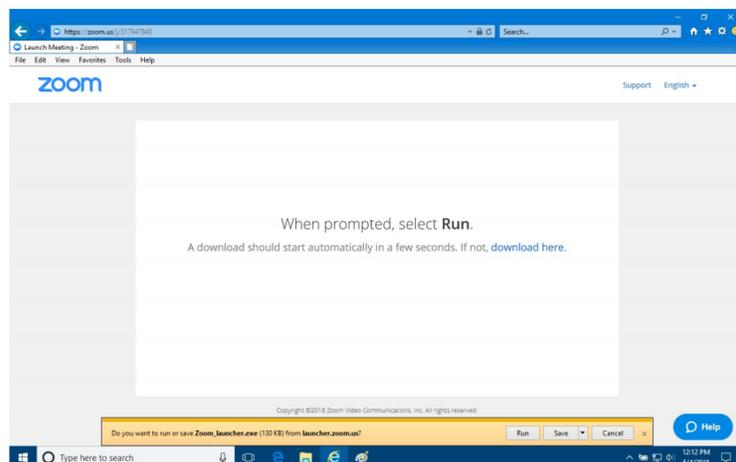
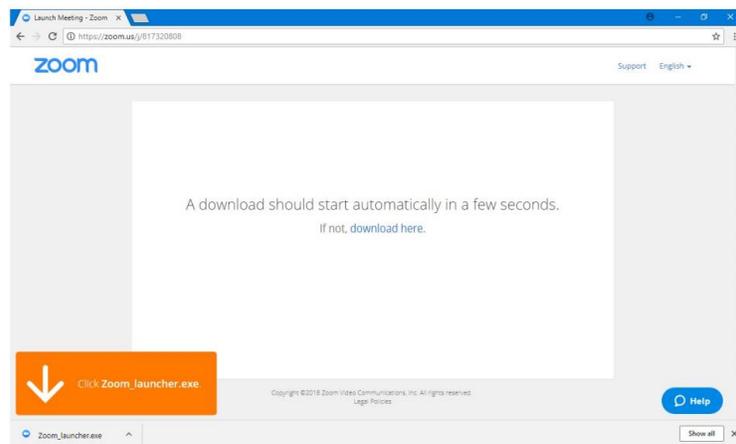
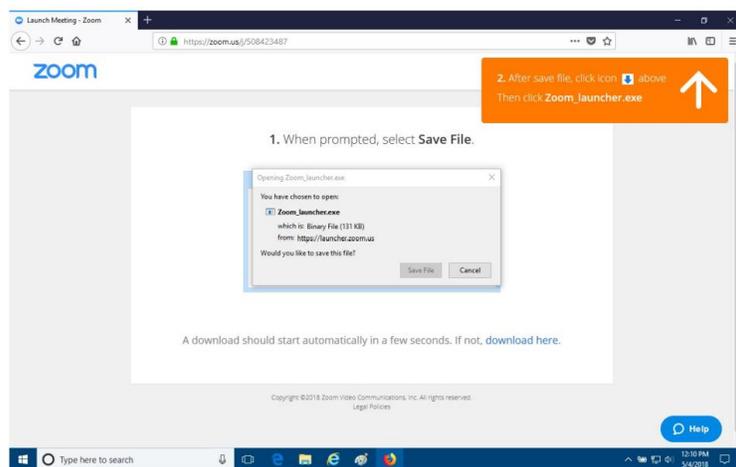
The top image is for FireFox.

The middle image is for Chrome.

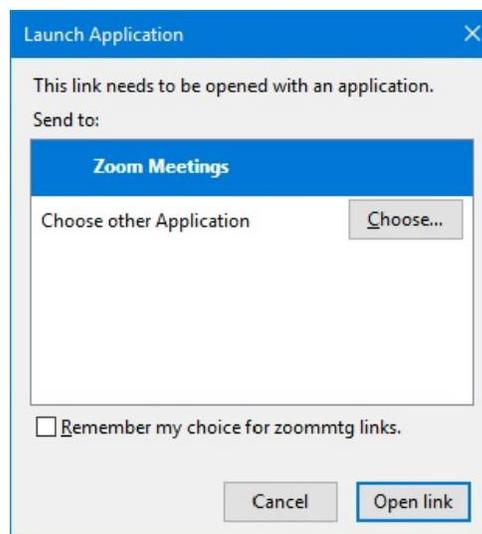
The bottom image is for Internet Explorer.

Your computer may ask you for permission to install the Zoom app. Please allow the app to be installed.

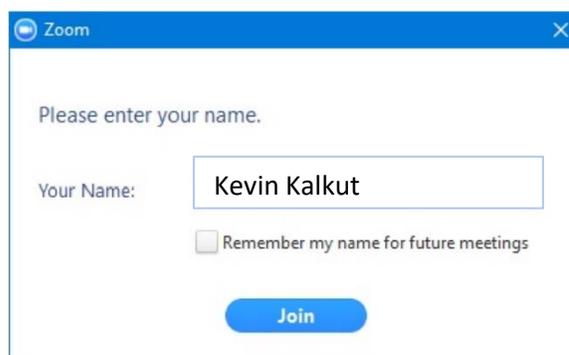
Continue to the next page of this documentation for the next steps after you have installed the app.



Once the Zoom app is installed, you should see this window pop up. Click on Zoom Meetings and then on the “open” button.



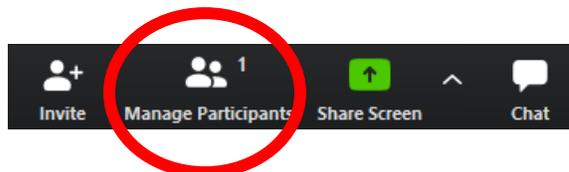
The Zoom app may ask for your name. If you wish to be recognized to speak during the remote meeting, you must input your first and last name accurately here. The text entered in this box will be your name in the participant list and will appear under your web cam video. Click the “Join” button after you have typed your name. ****Please note: Attendees without a First and Last name may not be admitted into the meeting in an effort to reduce the impact of disruptive hackers.***



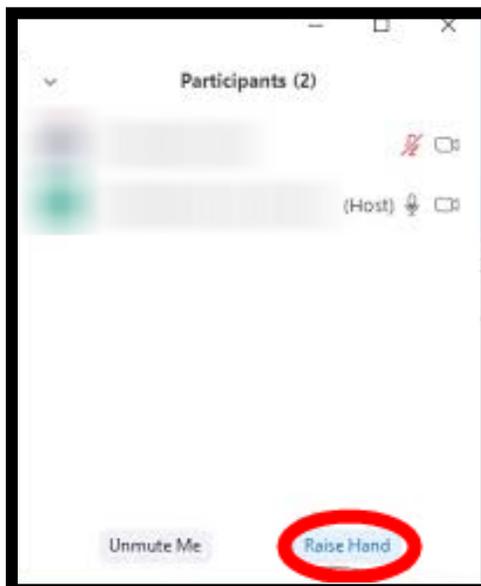
Please choose how you would like to like to hear and to talk to the other participants in the Zoom meeting. If you want to use your computer for this, click on the tab labeled “computer audio” and then on the green “Join audio by computer” button. You will need a computer microphone and earphones or a computer headset connected to your computer for this option.



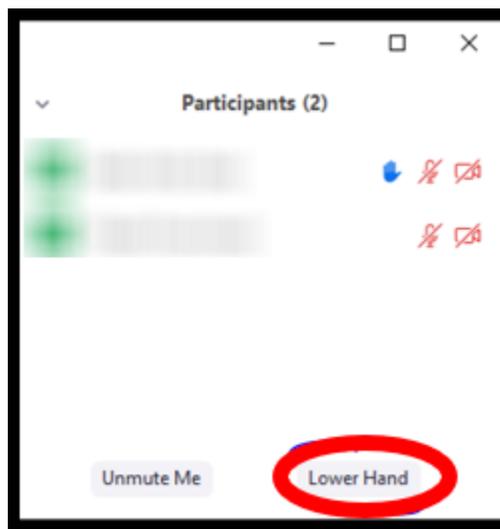
After logging in, the control panel is located at the bottom of the screen for PC or at the top for Apple devices. The control panel will hide after a brief period of inactivity. It will become visible when the pointer hovers over the bottom of the screen for PC or at the top for Apple devices.



During the meeting and/or meeting comment session, the participant can alert the host by raising hand. Raising hand by click on the "Participants" icon to expand the Participants dialogue, click on the "Raise Hand" icon.



Click on the Lower Hand after your comment has completed.



For additional help with getting connected and navigating the Zoom Meeting interface, please visit:

<https://support.zoom.us/hc/en-us>