

Many of you have used Zoom in the past and should be familiar with how it operates. ***However, due to the need to keep the public out of Closed Session, it is important that we utilize the Waiting Room feature and that you identify yourself so we can ensure no members of the public access the Closed Session portion of the meeting.***

If you have never used Zoom, follow the instructions below:

1. At the start time of the meeting, click on the link below to join via computer. You may be instructed to download the Zoom application. If so, click “run” when prompted.
2. Once the application has loaded, you **must** fill in your name so we can identify you for the meeting attendance.
3. Once you have filled in your name, you must wait in the “waiting room” prior to be admitted into the meeting by the meeting host. This might take a minute or two.
4. You will now have an opportunity to test your audio by clicking on “Test Computer Audio.”
5. Once you are satisfied that your audio works, click on “Join audio by computer.”
6. Once you have entered the meeting, please **mute** yourself.

Please note:

1. 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 listed below.
2. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
 - A. On your phone, dial the teleconferencing number provided in your invitation.
 - B. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
 - C. 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.
3. If you do not have access to a computer and wish to join the meeting via telephone only, please use the telephone number below and when prompted, enter the meeting ID. Once you have entered the “waiting room” you must identify yourself to the host before being placed in the meeting.

+1 646 876 9923 US (New York)