

Dedham Town Meeting

ZOOM CHEAT SHEET

Visit [Zoom's Help Center](https://support.zoom.us/hc/en-us)
<https://support.zoom.us/hc/en-us>
For video walkthroughs,
quickstart guides, and
more resources.

First time using Zoom? Follow the easy steps below to get started!

To join with Meeting ID and Password:

1. Make sure you are connected to the internet
2. Open your web browser (Chrome, Safari, or Firefox)
3. Visit the link [Zoom.com](https://zoom.com) in your browser
4. Click on "Join a Meeting"
5. Type in the Meeting ID and click "join"
6. When prompted, click on "open.zoom.us"
7. When prompted, enter the meeting password
8. Enter your name and email address and click "join webinar"
9. Click "join with computer audio"

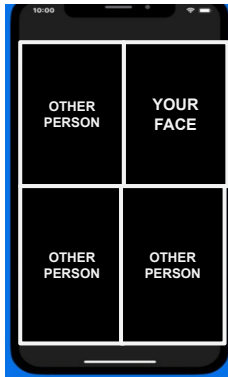
To join with a hyperlink

1. Click on the link and it should take you directly to the meeting
2. Follow steps 5 -9 as needed

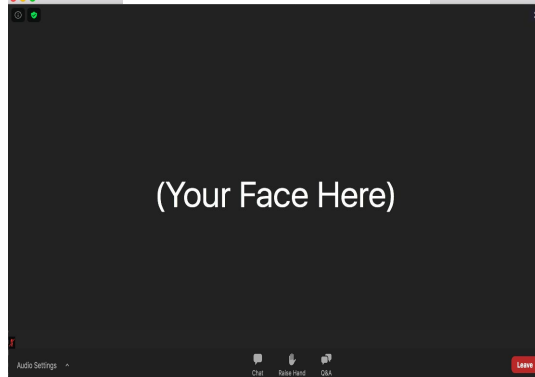
Helpful Tips

- Zoom Webinar has two types of participants: **panelists** and **participants**. Town Meeting Members will be "participants" unless they are speaking or presenting, when they will be moved to "panelist."
- Panelists' microphone & video controls are in the bottom left corner. Please stay muted unless you are speaking. Participants will be automatically muted.
- If possible, use headphones with a built-in microphone to maximize sound quality.
- Please log on a few minutes early to allow your computer time to connect.
- If you are using a tablet/smartphone, you will need to download the app the first time you log in so be prepared to have the time, passwords, and connectivity to do so.

PHONE VIEW



COMPUTER VIEW



How to Navigate in the Meeting

Here's a brief explanation of the functionality of the buttons across the bottom (on tablets/iPads these buttons will be displayed across the top). Note not all buttons may be enabled depending on the meeting format.

1. **Mute** - mute or unmute your microphone
2. **Video** - start or stop video feed
3. **Chat** - open the chat window if it is enabled
4. Click **Raise Hand** Icon at the bottom of the Webinar Controls to notified the host you've raised your hand.
5. **Q & A** allows you to type a question
6. **Leave** - leave the meeting
7. **Zoom Polls**- Will pop up in a separate window when the host launches them. If you can't find the poll window minimize your zoom window.

Having Problems? Troubleshooting Guide:

If your screen is freezing:

- check your internet bandwidth
- close applications not in use
- make sure others in your house aren't online
- move closer to your router

If you can't hear:

- check audio by clicking "Audio settings" or the arrow to right of mute button
- check speaker volume
- if not already, try using headphones

If others cannot hear you:

- make sure you are not muted
- check audio by clicking "Audio settings" or the arrow to right of mute button
- try using headphones with built-in microphone

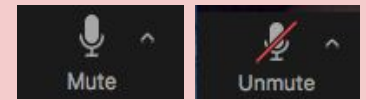
How to Mute/Unmute

1. Click the Mute button to mute your microphone
2. To unmute, click the same button (now relabeled as Unmute)

Note that when you are on MUTE, the button will read UNMUTE, and vice versa.

If you are calling in by phone, press star (*) 6 to mute/unmute yourself

Microphone ICON

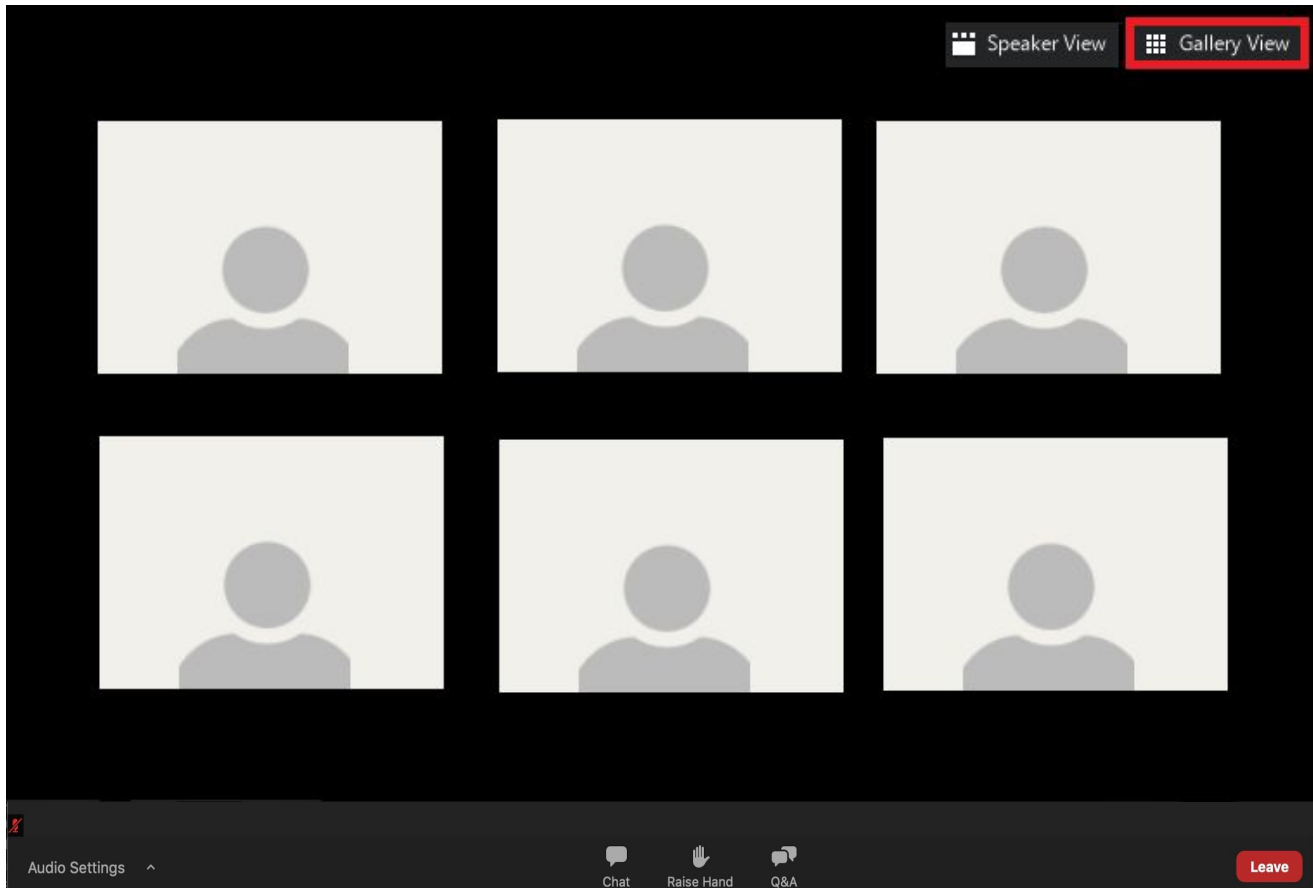
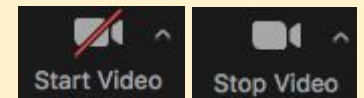


How to Start/Stop Video

1. Click the Start Video button to start video and share your camera
2. To stop video, click the same button (now relabeled as Stop Video)

Whether or not you may display your video will depend on how the meeting is being run. Some meetings will allow you to use video, while others will not.

Video ICON



How to Use Gallery View

If you cannot see all meeting participants at once, and you wish to, toggle on Gallery View.

1. Click the Gallery View button in the top right corner of your screen
2. Use the arrows to either side of the screen to toggle between screens of participants (depends on meeting size)
3. If instead you would like to see only the person speaking, simply click the Speaker View button in the same location