WELCOME TO ARIZONA TOWN HALL ON ZOOM

Joining a Meeting

In advance of your meeting or Town Hall, you will receive an e-mail containing an internet link, a phone number, and a meeting ID for joining via internet video and/or by telephone.

By Video

To join by video with a smartphone, tablet, or computer, click on the link provided by the meeting host and follow the instructions. You will have the choice to do sound *via computer audio (recommended) or via phone call*. Make sure the sound on your computer is turned up. For the best sound by video or phone, connect and wear a headset or earbuds with a microphone.

Once connected, you will be placed in a waiting room, and the host will admit you into the meeting one by one.

In advance of your meeting, if you want to watch a short how-to video, read instructions, download the software, and even try a test meeting, you can do all that here: https://tinyurl.com/y3p2v4db.

Before joining your first Zoom meeting on a computer or mobile device, you can download the Zoom app from Zoom Download Center. You can troubleshoot problems here: Zoom Troubleshooting Support.

By Telephone

Call the teleconferencing number provided in your invitation and enter the meeting ID number when prompted using your key pad.

You will also be prompted to enter the password from your invitation (for security purposes). Once you enter the password, you will be admitted to the waiting room, and the host will admit you into the meeting.
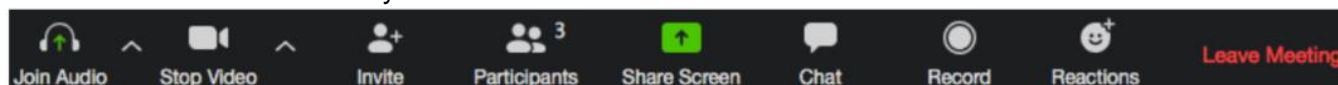
Phone only participants have two toggle controls for use during the meeting:

- *6 to mute/unmute voice
- *9 to raise/lower hand

Phone support is at: Zoom - Joining a meeting by Phone

Navigating video connections

You will see a control bar on your Zoom Screen like this:

Feel free to click on things, including the little arrows that expand menus to see what options are available. Arizona Town Hall participants will find it especially helpful to open Participants and Chat (both located near the middle). Participants and Chat boxes will open to the side of the screen.

If you are using dual monitors, use the tiny dropdown arrow in the upper left of either box to "pop out" the box and move it to your other monitor.

On a computer, you can choose *speaker view* or *gallery view* in the top right of your screen. On a smartphone, try swiping your screen from one side to the other. Control orientation varies by device.

If your control bar is not visible, drag your mouse to the bottom of your Zoom screen to make it reappear.

If Zoom seems to disappear entirely from your screen, look for this icon and click on it.

If you are sharing your screen and can't get back to your Zoom Control Bar, find this display and place your cursor over the green part to make the Control Bar reappear.

ID: 555-555-5555   🔒   ■ Stop Share

Zoom Tips

Best appearance: To see how you will look on video, join a test meeting before your real meeting starts at https://zoom.us/test. You will get to see how you look to others on video and no one else will see you during the test. Adjust your camera to be at eye level or above (on a laptop, adjust opening and closing the lid) and/or adjust your seating so your face is in the center of the screen. Consider the background and lighting (head-on natural lighting is best). Practice looking directly at your camera – especially when speaking. Appropriate casual attire is fine if you are comfortable with how you look and what you are wearing is not a distraction to others. Professional attire may be appropriate depending upon your role.

Video Camera: If you do not see yourself on video once you join a meeting, try clicking the Start Video icon in your Zoom Control Bar. A red slash indicates video is off. Click the video camera button to toggle start/stop.
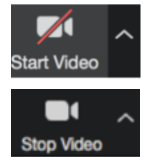
It is a good idea to join the meeting ahead of the start time to be sure your technology is working properly, the camera and lighting are adjusted, and you are ready to participate as soon as the host starts the meeting. Sometimes it takes the host a moment or two to admit everyone from the waiting room.

If you need to leave your seat briefly, stop your video during your absence. Multi-tasking is visible on video conferences and can be distracting to others.

Microphone: It is a good practice to mute yourself when not speaking. This improves the sound quality of the speaker and saves others from any background noise that might be in your space, like your dishwasher, pets, other people, or even the sound of typing on your keyboard.

The microphone button is next to the video camera and is a mute/unmute toggle with a read slash indicating mute. On some computers, the keyboard space bar can be pressed to unmute – you must hold it down while speaking.

Engagement is an essential part of Arizona Town Hall's process, verbally and non-verbally. Please activate the Participant and Chat buttons and note the Reactions button in the Zoom Control Bar.
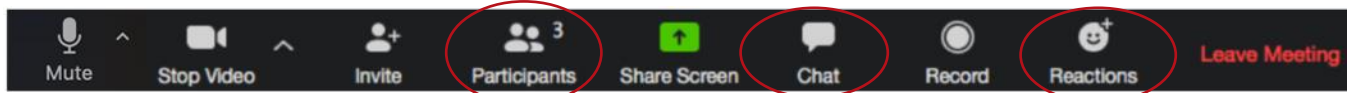
Once the Participants box is open, you will see a blue hand at the bottom of the box; this is a raise/lower hand toggle. When you would like to say something, raise your electronic blue hand, the host will call on people in the order in which the raised hands are seen. You may also be invited by the host to raise your physical hand in camera view.

The Chat box is another way to engage. Comments may be shared with all participants or with individuals as selected in the small dropdown box where comments are entered. Press CTL and + or – to adjust the size of the chat box font.

Reactions are a great way to indicate agreement or disagreement; thumbs up or down, and applause.

If you have a **poor internet connection**, you might try using your computer for video while using your phone separately for audio or use your smartphone's hotspot function to connect via cellular data.

Arizona Town Hall educates, engages, connects, and empowers people to resolve important issues through consensus, not division, using a process based on respectful dialogue that values diverse perspectives, builds relationships, and fosters leadership development.