

How to Use Zoom

Before a videoconference:

- If joining by computer please ensure it is equipped with a speaker and microphone.
- There will be a link on the THCS D agenda and our website for a videoconference that will include a link to “Join via computer” as well as phone numbers for a conference call option. It will include a 9-digit Meeting ID. The notice will also include a link to download and install ZOOM – but if you want to be ahead of the curve, go ahead and install it now by [clicking on this link](#).

Join by videoconference:

- At the start time of your meeting, click on the link in your agenda to join via computer. If you didn’t do it before now, you will be prompted to download the Zoom application with instructions.
- You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once the test is complete, click on “Join audio by computer.” If your computer audio doesn’t work, you can call in by telephone – see below for the instructions.

Can’t find the link?

- You may also join any meeting by going to join.zoom.us on any browser and entering the Meeting ID found in the agenda.

Join By Telephone:

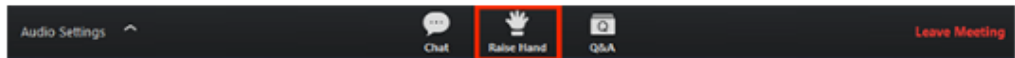
- You can also join via telephone while remaining on the video conference.
 - Here’s how: on your phone, dial the teleconferencing number provided in your agenda. Enter the Meeting ID when prompted. If you have already joined the meeting via computer, you will have the option to enter your 2 digit participant ID (shown on your computer screen) to be associated with your computer.

Participant controls via the icons in the lower left corner of the Zoom screen, you can:

- When you join the meeting, you will automatically be muted with the ability to be unmuted by the host to ask a question and/or comment.
- If you have a question:
 - Phone Only: During the meeting the Board president will announce an opportunity to make public comments and will unmute telephone participants.

- Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.

3. Click **Lower Hand** to lower it if needed.



For more information on how to use ZOOM, visit ZOOM’s online tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>