

## **ZOOM online meeting for Antrobus Parish Council**

### **For Jan 2021 meeting only**

Click on meeting url:

Topic: Parish Council Zoom Meeting including open forum

Time: Jan 18, 2021 07:15 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/9738043348?pwd=Ri81MVo0a3VxcEtCc2FlU0NjL1V0dz09>

Meeting ID: 973 804 3348

Passcode: January

### AS A PARTICIPANT

#### 1. DOWNLOAD THE APP

From any device – mobile or laptop go to:

<https://zoom.us/download>

under 'Zoom client for meetings' is a big download button.

This downloads the web browser client.

2. Enter an email and password. It will ask you to confirm its your email address by replying to an email (as usual for apps).
3. It will ask you for more info about yourself such as first name and surname.
4. It may give you your own free personal meeting ID.

#### 5. CONNECT TO A MEETING

Every time you open the app you will not have to sign in again, you can simply click to join someone else's meeting

#### 6. Click on

<https://us04web.zoom.us/j/9738043348?pwd=dHFHR1VzMlFQSEQvUDJGa2lVUGVkJz09>

OR

Type or copy/paste **973 804 3348** into 'Meeting ID' box followed by the password: Community

7. It now takes you to a meeting. But if the host has not opened the meeting or admitted you yet, it will tell you to wait.

**IF THERE IS NO RESPONSE AFTER 5 MINUTES EXIT AND RE-CONNECT.**

This can help wake up the system and ensure the host sees your request.

8. If there is no video press 'start video'.
9. You will be muted. Only unmute audio after you have shown our hand to request to speak. Mute yourself afterwards. This is to avoid echo.
10. Press gallery view to see all the people who have joined
11. Press leave meeting to leave.
12. If you have problems connecting to Zoom, please contact the Zoom Help Centre (on the Zoom website).
13. You will also find some helpful video tutorials on the Zoom website should you want to delve a little deeper.