

## Zoom Meeting User Guide

This guide provides step-by-step instructions for participating in City of Dexter Council, Board, and Commission meetings that are held online through Zoom. Zoom is a web-based meeting tool that combines video conferencing, online meetings, and mobile collaboration into one platform.

Short instructional videos are also available at the following website:

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

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Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) can contact the City Office at (734) 426-8303, at least 48-hours prior to the meeting. City staff will be pleased to make the necessary arrangements.

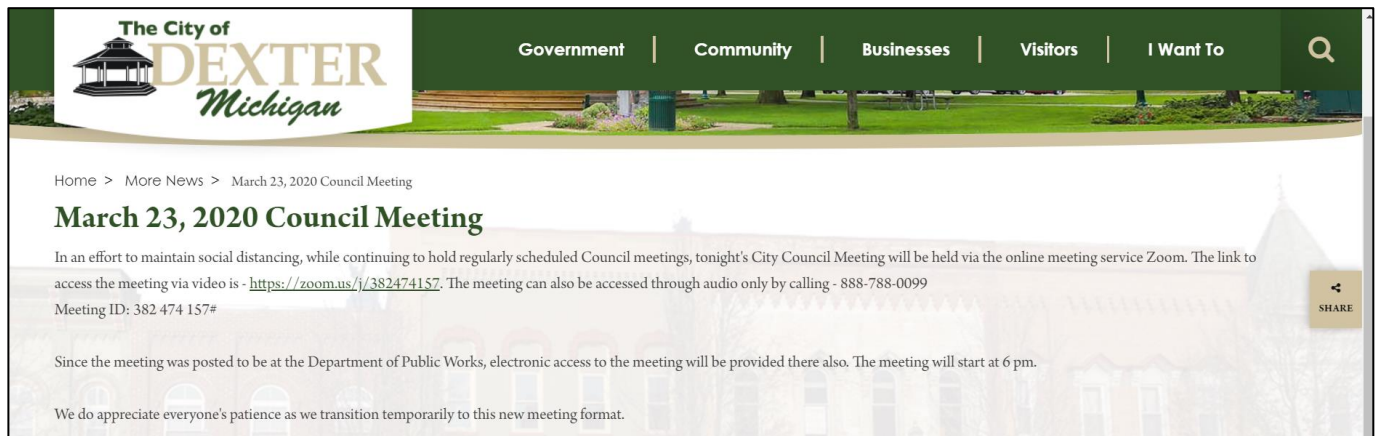
# Joining a Zoom Meeting

## Finding a Meeting Link on the City of Dexter Website

- 1) To join a Zoom meeting from the City of Dexter Website, navigate to [www.dextermi.gov](http://www.dextermi.gov) in your web browser and scroll down until you see the "Latest News" section. Click the link to the meeting announcement.

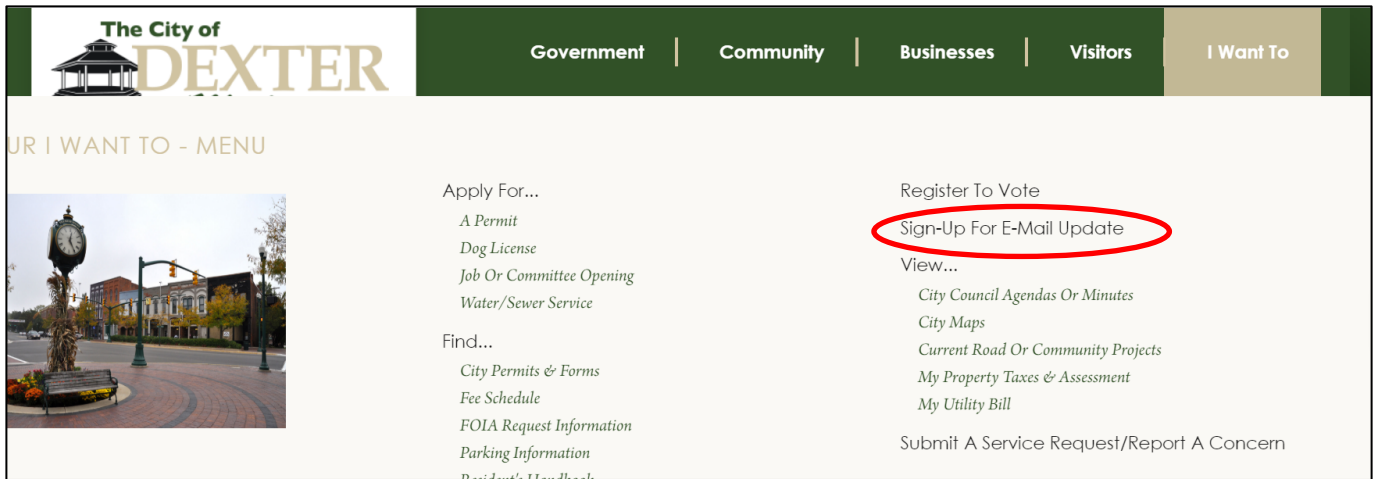


- 2) The Zoom Meeting link and dial-in number will be included in the meeting announcement. Click the link to join the meeting, or dial the provided phone number to join by phone.



## Receiving Meeting Links through the City of Dexter Email Update

- 1) Zoom meeting links will be included in City of Dexter email updates. To sign up for the Email Update, navigate to [www.dextermi.gov](http://www.dextermi.gov) in your web browser, hover your cursor over the "I Want To" tab, and click "Sign-up for E-Mail Update."



- 2) Complete the sign-up form and click "Subscribe."


Are you interested in an easy way to stay current on City information and events? The City e-mail update is sent as needed and includes details on upcoming events, project updates, due date reminders and general City news. Your e-mail address will not be visible to others.

**Full Name**

**Email\***

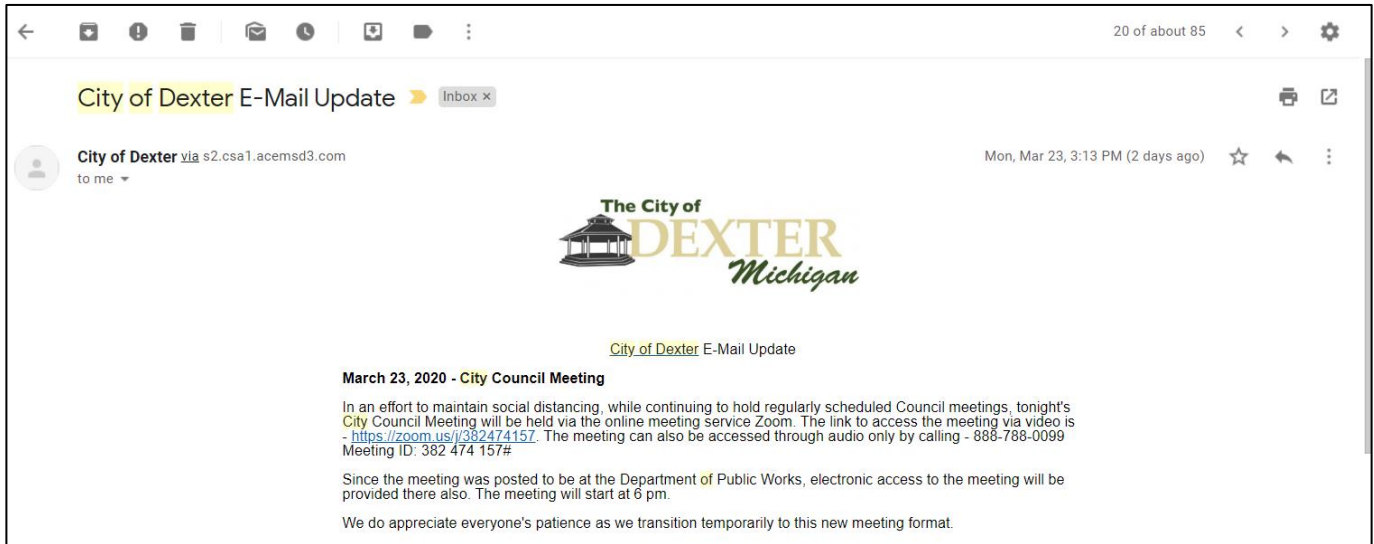
**Please verify your request\***

I'm not a robot

 reCAPTCHA  
Privacy - Terms

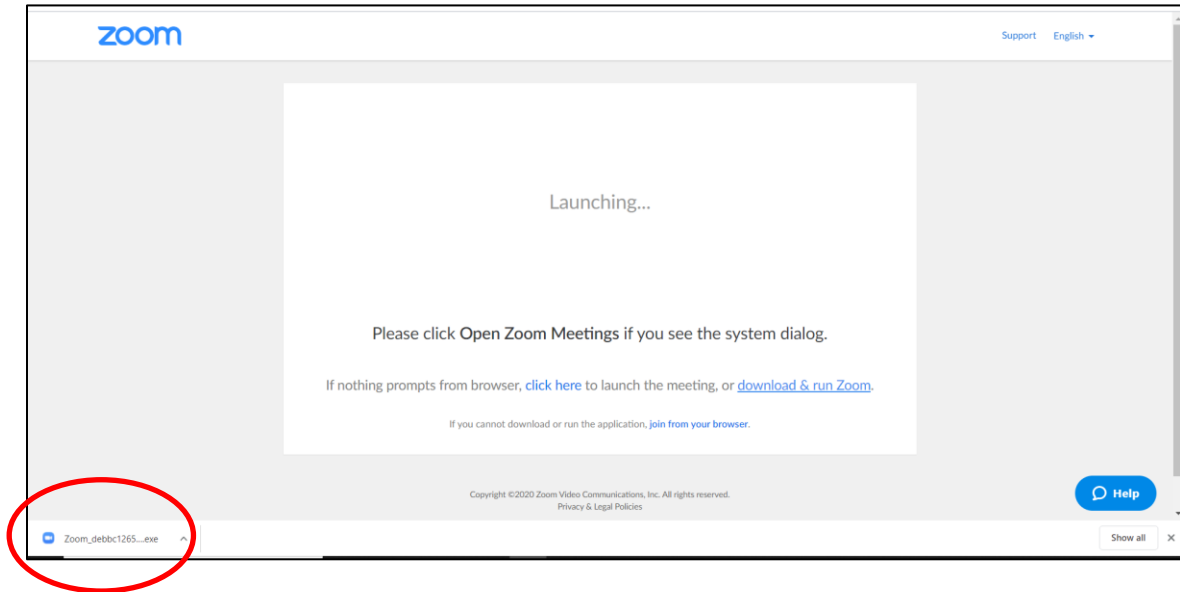
**Subscribe**

- 3) The Zoom Meeting link and dial-in number will be included in email updates. Click the link in the email update to join a meeting, or dial the provided phone number to join by phone.

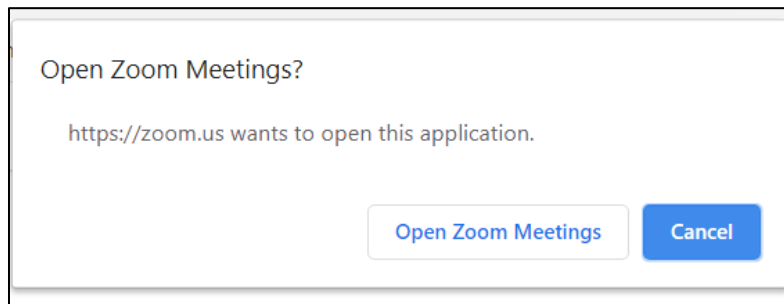


## Joining a Meeting from a Zoom Meeting link

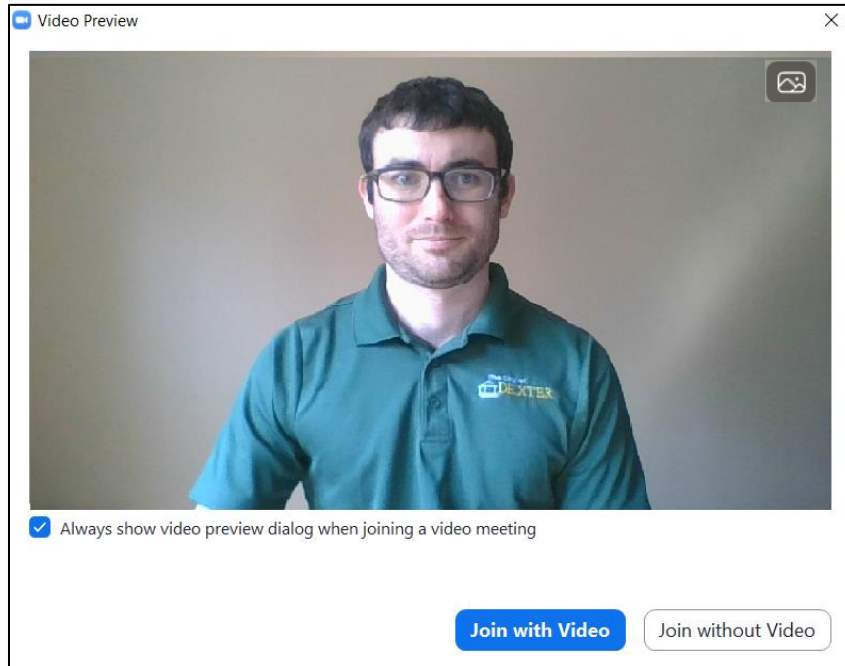
- 1) Navigate to a meeting link on the City of Dexter Website or click the meeting link in your email update to join a meeting.
- 2) If prompted, download and install the Zoom Launcher.




- 3) You will then be prompted to open Zoom meeting. Click "Open Zoom Meetings".

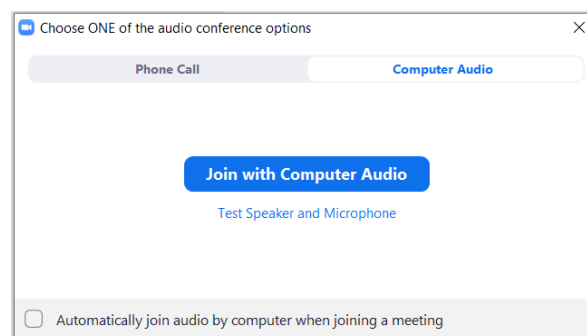


- 4) Depending on the meeting settings, a video preview may appear. Click "Join with Video" to proceed to the meeting with your video camera on. To join with your video camera off, click "Join without Video."



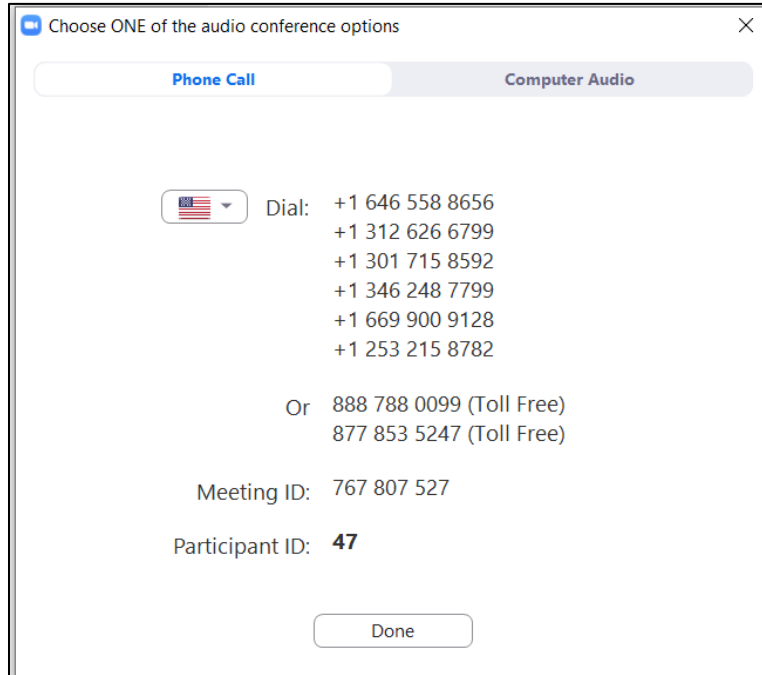
You can click the  icon (virtual background) in the upper right corner to adjust other Zoom meeting settings. You will still be able to adjust your Zoom settings after you join the meeting.

- 5) You will be prompted to select your audio and microphone preference. Click "Join with Computer Audio" to use your computer speakers and microphone. You can test them prior to joining by clicking "Test Speaker and Microphone."



The "Phone Call" option allows you to use a combination of your phone and a video, or to just join the meeting by phone. To join by phone, dial one of the provided phone numbers and enter the meeting ID, followed by the pound (#) sign.

When prompted, enter your participant ID, followed by the pound (#) sign. **Participant IDs are optional.** If you do not have a participant ID, press the pound (#) sign to continue.



## Joining a Meeting by phone

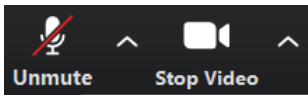
- 1) To join by phone, dial one of the provided phone numbers and enter the meeting ID, followed by the pound (#) sign.
- 2) When prompted, enter your participant ID, followed by the pound (#) sign. **Participant IDs are optional.** If you do not have a participant ID, press the pound (#) sign to continue.

## Meeting Controls



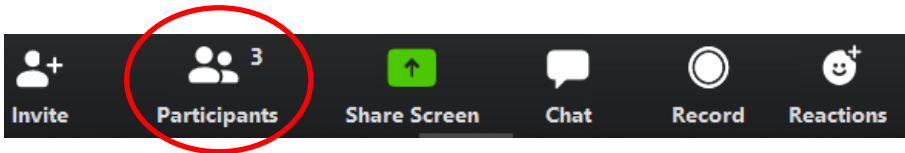
### Muting Video or Audio

- 1) Click the video or microphone icon to mute your video or microphone. Click the icon again to unmute.

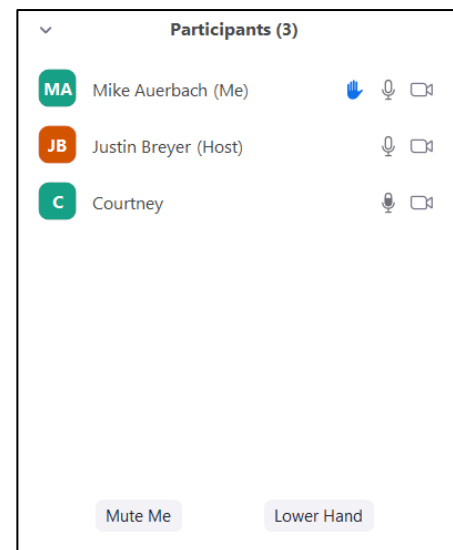
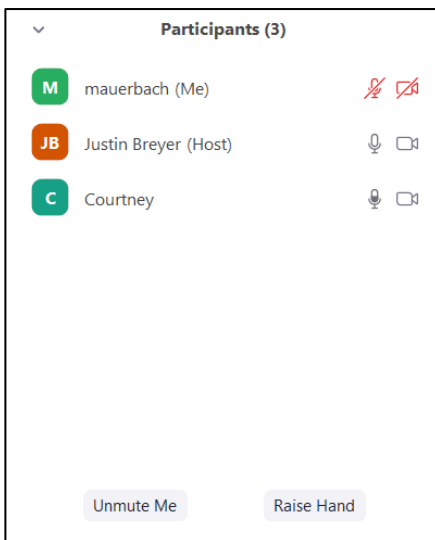


### Participant List and Raise Hand Feature

- 1) Click the Participants Icon to open the Participants tab.

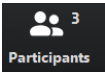


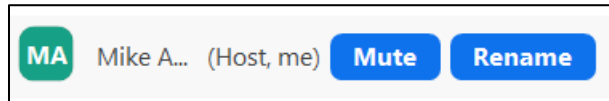
- 2) The Participants tab displays all of the meeting attendees, and whether their microphones or video cameras are muted.
- 3) By clicking "Raise Hand," a hand icon will appear next to your name. This will alert the meeting host and other attendees that you would like to make a comment. You can click the "Lower Hand" button to lower your hand.



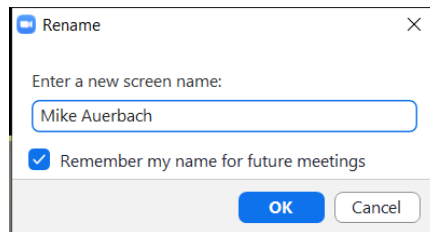


## Changing your Participant Name

- 1) Open the Participant tab by clicking the  icon.
- 2) Hover your cursor over your participant name. Click "Rename."

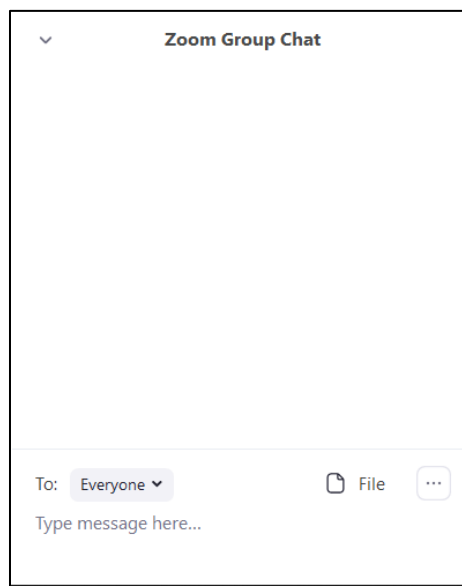


- 3) Enter your new participant name, and click "OK."



## Using the Chat Feature

- 1) Open the Chat tab by clicking the  icon. The Chat tab will appear:



- 2) Select who you want to chat with under the "To:" dropdown list. Select "Everyone" to chat in the group chat. This will be visible to all participants. If you would like to chat privately with a participant, select their name in the dropdown list. Please keep in mind that the meeting host may disable group and private chats.

