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

Contents

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.

Preparing for the Meeting

What you need to participate:

- Access to Wi-Fi or broadband internet.

- Smart phone, tablet, or computer with camera and microphone for videoconference.

- Phone for call-in audio, if needed.

Tips and Suggestions:

The following tips can help you minimize disruptions and connectivity issues.

- If connecting by wi-fi, ask those with access to your network to limit their use to minimize disruptions.

- Double check that you have access to material you will need for the meeting. We suggest saving files to your computer and launching it from there instead of directly from an e-mail or other internet-based source.

- Close any unnecessary apps or programs on your device during the videoconference to limit interference, including remote access to other computers or servers. Remote connections often disable microphone or camera access.

- Budget at least 15 minutes before the start of the meeting to download Zoom or update the software.
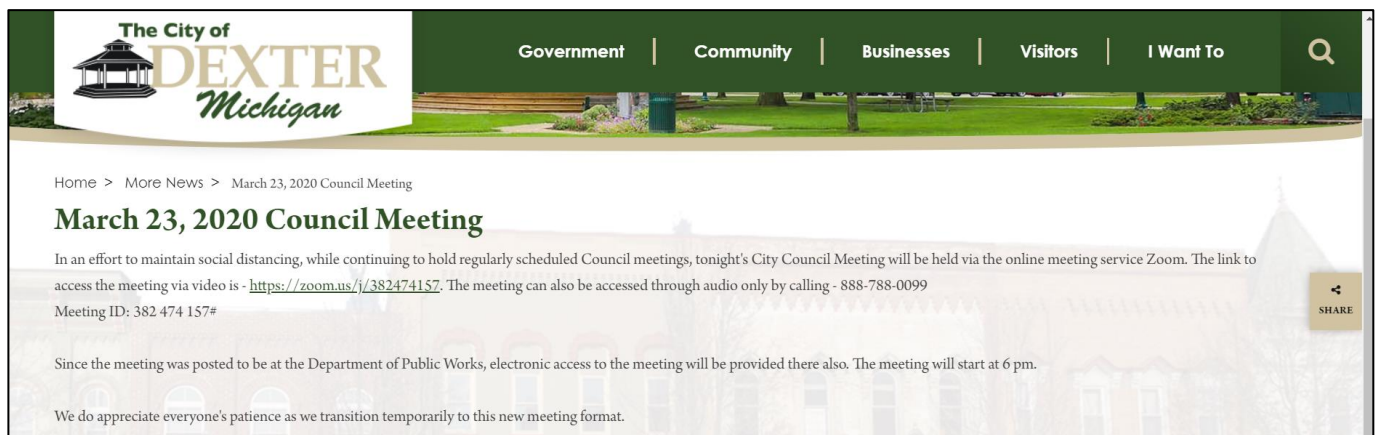
Finding a Meeting Link on the City of Dexter Website

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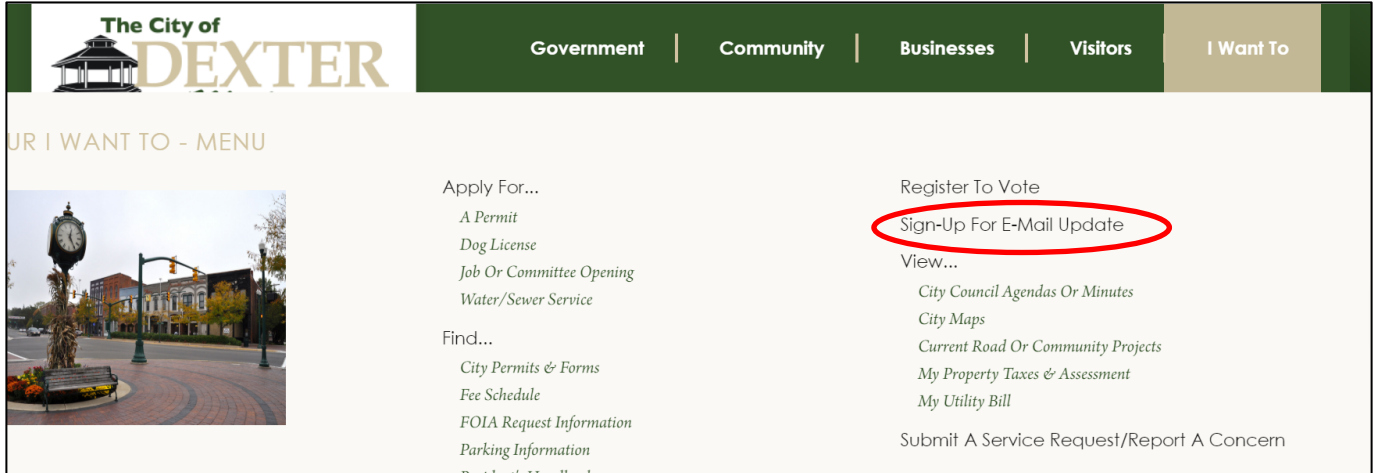

2) The Zoom Meeting link and dial-in number will be included in the meeting announcement. Click the link to join the meeting, or dial the provided phone number to join by phone.

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 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."

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.
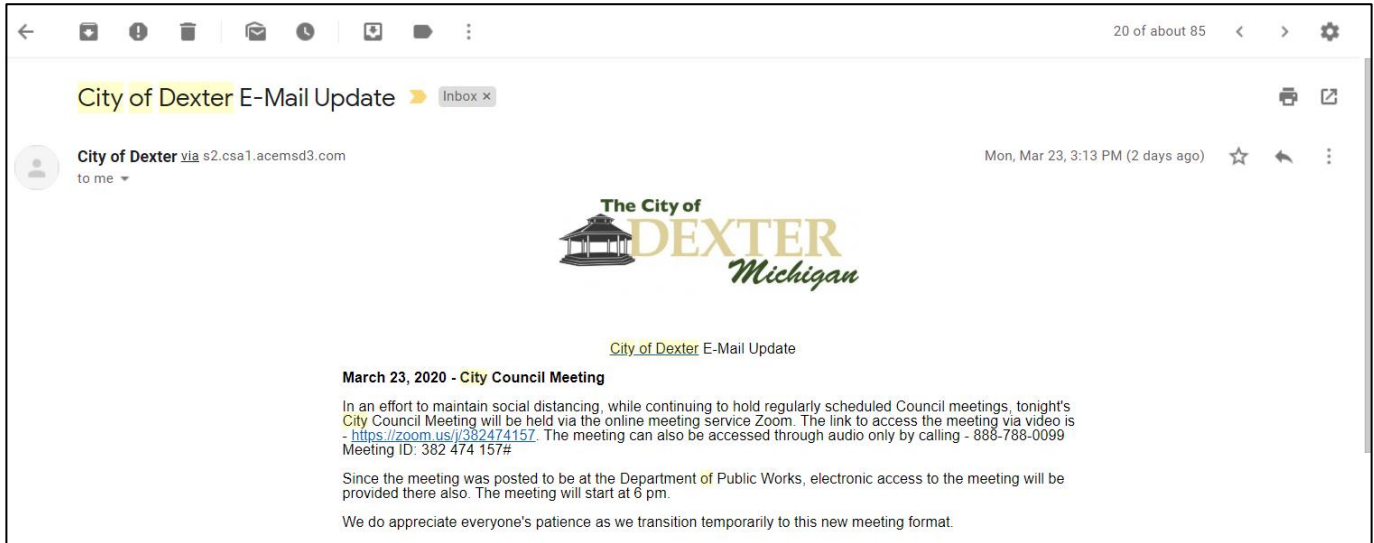
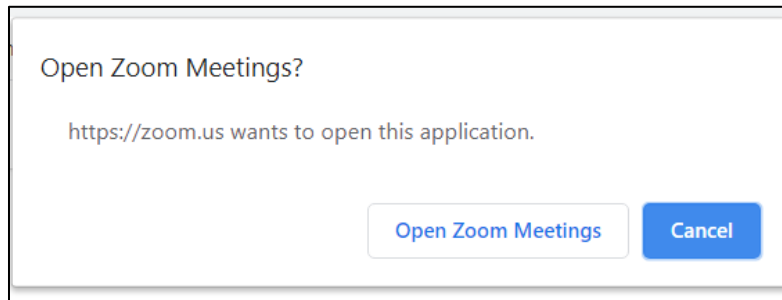# Joining a Meeting from a Zoom Meeting link

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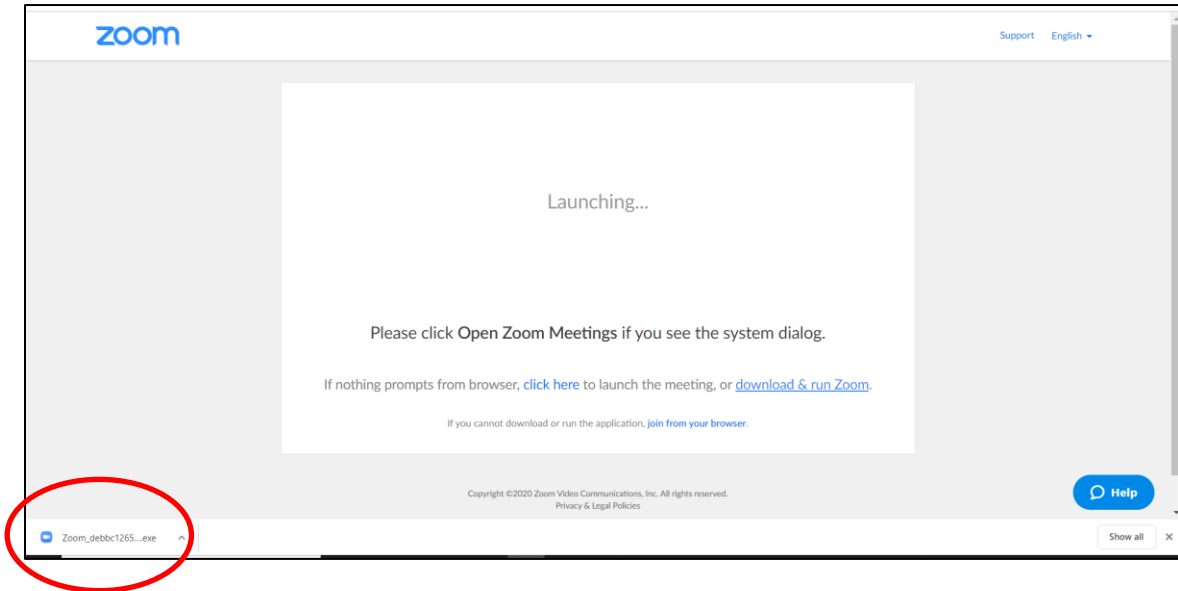
3) You will then be prompted to open Zoom meeting. Click "Open Zoom Meetings".

4) You will be prompted to select your audio and microphone preference.

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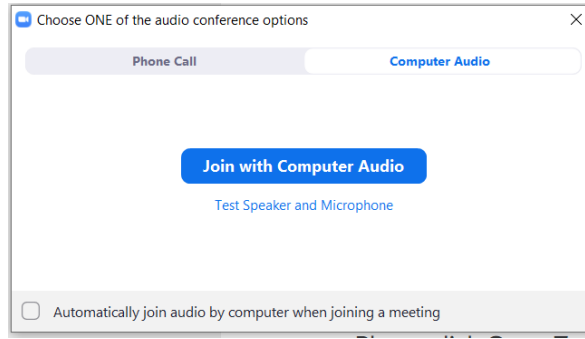
    b. The "Phone Call" option allows you to use a combination of your phone and a video, or to just join the meeting by phone. To join by phone, dial one of the provided phone numbers and enter the meeting ID, followed by the pound (#) sign.
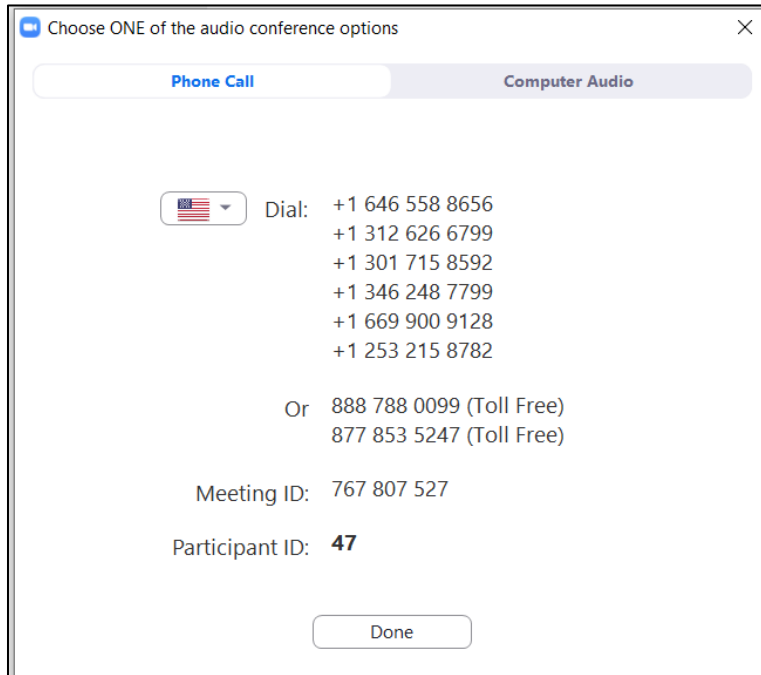
When prompted, enter your participant ID, followed by the pound (#) sign.

5) When you join, your audio is automatically muted by the host and your video feed is turned off. During times for public participation, the host will unmute public participants per the instruction of the meeting chair.

Meeting Controls

Muting Video or Audio

1) Click the video icon to turn your computer camera on or off. Click microphone icon to mute and unmute your computer microphone.
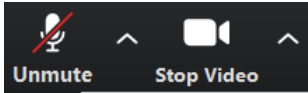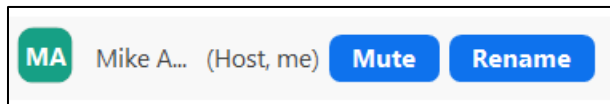

If you are using your phone, press *6 to mute and unmute your phone, or use the unmute/mute options on your phone.
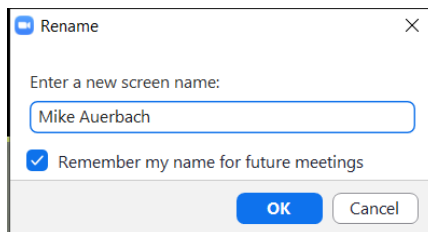
Changing your Participant Name

1) Open the Participant tab by clicking the icon.

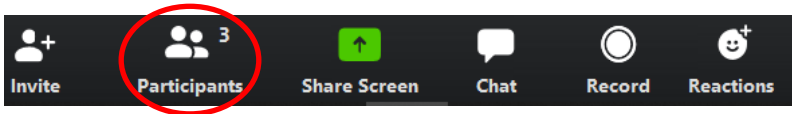2) Hover your cursor over your participant name. Click "Rename."


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

Participant List and Raise Hand Feature

1) Meeting participants may use the Raise Hand Feature to participate in public comment. To use the Raise Hand Feature, click the Participants icon to open the Participants tab.


2) The Participants tab displays all of the meeting attendees, and whether their microphones are muted or not, and whether their video cameras are on or off.

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.
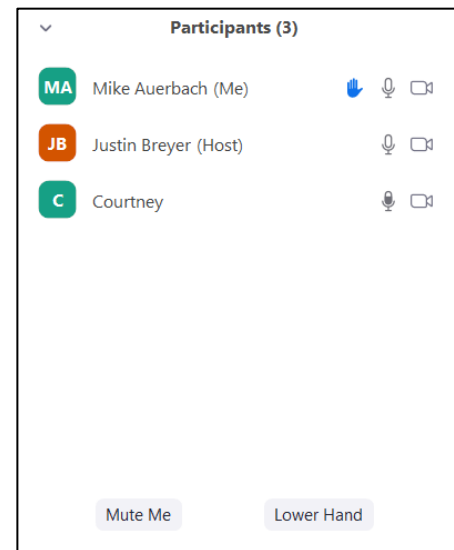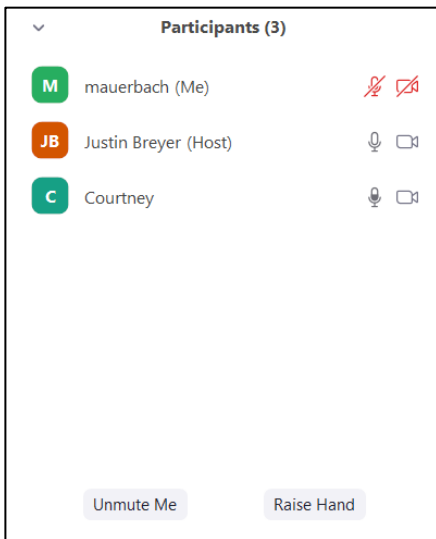
If you have joined by phone, press *9 to raise your hand. After you have made your comments, the host will lower your hand and mute your microphone.

Using the Chat Feature

1) Open the Chat tab by clicking the [Chat] icon. The Chat tab will appear:
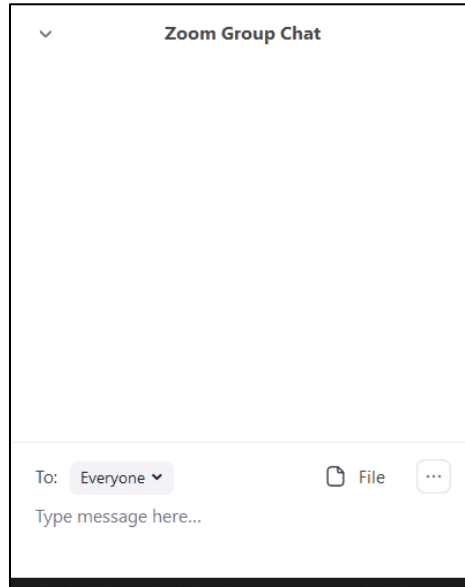
2) Select who you want to chat with under the "To:" dropdown list. Select "Everyone" to chat in the group chat. This will be visible to all participants. If you would like to chat privately with a participant, select their name in the dropdown list. Please keep in mind that the meeting host may disable group and private chats.