Zoom Meeting Instructions

The Zoom meeting link, Meeting ID, and call in number will be provided via social media, the Town's website, and cable channel.

If joining from a mobile device or from a computer (for the first time), please be sure to download the app or application file as detailed below now (do not wait until the scheduled start of the meeting). This will ensure that you are able to join the meeting quickly on Wednesday, March 25th at 7:00 p.m.

Prior to the meeting:

- Joining from a mobile Device: If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) download the Zoom Cloud Meetings app from the App/Play Store. This is a free app.

- If joining from a computer: When entering a Zoom meeting for the first time from a computer, you will need to download a small application file. This step-by-step process is easy to complete on all commonly used browsers.
    - To download and install the Zoom Application:
        1. Go to https://zoom.us/download and from the Download Center, click on the Download button under "Zoom Client For Meetings".
        2. Once the download is complete, proceed with installing the Zoom application onto your computer.

If you encounter any issues, please visit the Zoom Help Center: https://support.zoom.us/hc/en-us.

At specified meeting time:

To join the meeting by computer or mobile device:

Either:

1. Click on the Zoom link
   https://zoom.us/j/524565973?pwd=SHJ3Y05lemJ4TDZqejNwcGhJbXJKUT09

Or

Go to https://otago.zoom.us/join and Enter the Meeting ID **524 565 973** and Meeting Password **168060** in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)

To join the meeting by phone only:
1. Dial 1-301-715-8592

2. You will be prompted to enter the Meeting ID **524 565 973 and** Meeting Password **168060**, followed by **#**.

3. If the meeting has not already started press **#** to wait for the meeting to begin.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

<u>Phone controls for participants</u>

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- ***6** - Toggle mute/unmute

- ***9** - Raise hand

Guidelines for participation:

- All audio from participants must be muted to eliminate background noise.

- Questions and comments will be accepted in the same manner as regular meetings. There will be a Public Comment period indicated on the meeting agenda and Mayor Thompson will ask if there are any Public comments as each Agenda Item is discussed. Please use the "Raised Hand" function or *9 to indicate that you would like to speak.

- Public comments will also be accepted through community_input@riverdaleparkmd.gov up-to-one hour prior to the meeting. The Town Clerk will read your comments into the record during the Public Comment period indicated on the agenda.

- If you do not have access to the internet but would like to make a public comment, please contact the Town Clerk at 301-832-6068 at least one hour prior to the meeting time.

Thank you in advance for your patience as we continue to work to provide the very best service to our residents during this unprecedented time.