

## Zoom Meeting Platform

The Haines Borough is going to try ZOOM as a meeting platform for its Borough meetings during this emergency. If you have not used ZOOM before, you will need to download it before attending the meeting. Here are some simple instructions. There are MANY tutorials on youtube if needed.

### **DOWNLOADING ZOOM**

**iPad/iPhone:** Go to the App Store and search for **ZOOM Cloud Meetings**. Updates should be applied regularly.

**Android:** Go to the Google Play Store and search for **ZOOM Cloud Meetings**. Updates should be applied regularly.

**Desktop (Windows or Mac):** Go to <https://zoom.us/download>, and download **Zoom Client for Meetings**. Updates should be applied regularly.

### **Joining a meeting**

There are many ways to [join a meeting](#), but the easiest way is to click the join link that the meeting host provided. Users do not have to create an account first. They can also just open the Zoom client or app and click **Join**. They will then be prompted enter the meeting ID and password.

This is the **Join** button.



Join

Upon entering the meeting the participants will automatically be muted. The setting is enabled so that anyone who joins late does not disturb the meeting. They can then unmute themselves by clicking the microphone icon in the bottom left if they wish to speak. Ideally they would mute themselves after they finish speaking to cut down on ambient noise. They can also use the **raise hand** feature and the host can unmute them.

Their video will also be off by default. This saves upload bandwidth. Zoom uses both upload and download bandwidth. If they wish to be seen they can start their video by clicking the video icon. Typically in the bottom left.

If they are broadcasting their own video, this uses upload bandwidth. If they are using all their upload bandwidth, their download speed will also suffer. So if anyone has issues with the video lagging, they can turn off their own camera. If the problem is on their end, this should help.