

Zoom Meeting Connection Guide

Hello everyone,

Welcome to our Zoom Meeting Connection Guide. Here you will find information about how to connect to East Pikeland's upcoming online public meetings.

To start, please go to www.eastpikeland.org and click on the Zoom Meetings tab to learn which meetings are scheduled and find specific connection details for each.

This Guide was designed to help you connect to the meetings at home. We have included instructions for how to connect via the following methods:

Via phone (audio only) pg. 2

Via computer (video & audio) pg. 2

Via phone or tablet (video & audio) pg. 6

Some things to note:

- Unless noted on the website, all meetings will start on their normally scheduled days at 7pm.
- All guests will be muted when the meeting starts. Committee or Board members will be able to speak, but guests will remain muted throughout the meeting. Please keep a list of your questions and be prepared to ask them at the end of the meeting during the public comment period.
 - If you are calling in via audio only, you will also have an opportunity to ask your question in the public comment period.
- While you may have video capabilities, depending on attendance, we may turn off guest videos manually and feature committee members only.

We hope this guide is helpful to you and that you are able to attend our public meetings while they remain online.

East Pikeland Township Staff

Via Phone (Audio only)

This option only allows you to hear the meeting, you will not be able to see the participants

Go to www.eastpikeland.org to find the call-in number for each meeting.

A few minutes before the meeting is scheduled to start, dial the number on your phone to join the meeting.

Hang up whenever you want!

Via Computer (Video & Audio options):

if you are using a desktop you may not have a webcam and mic

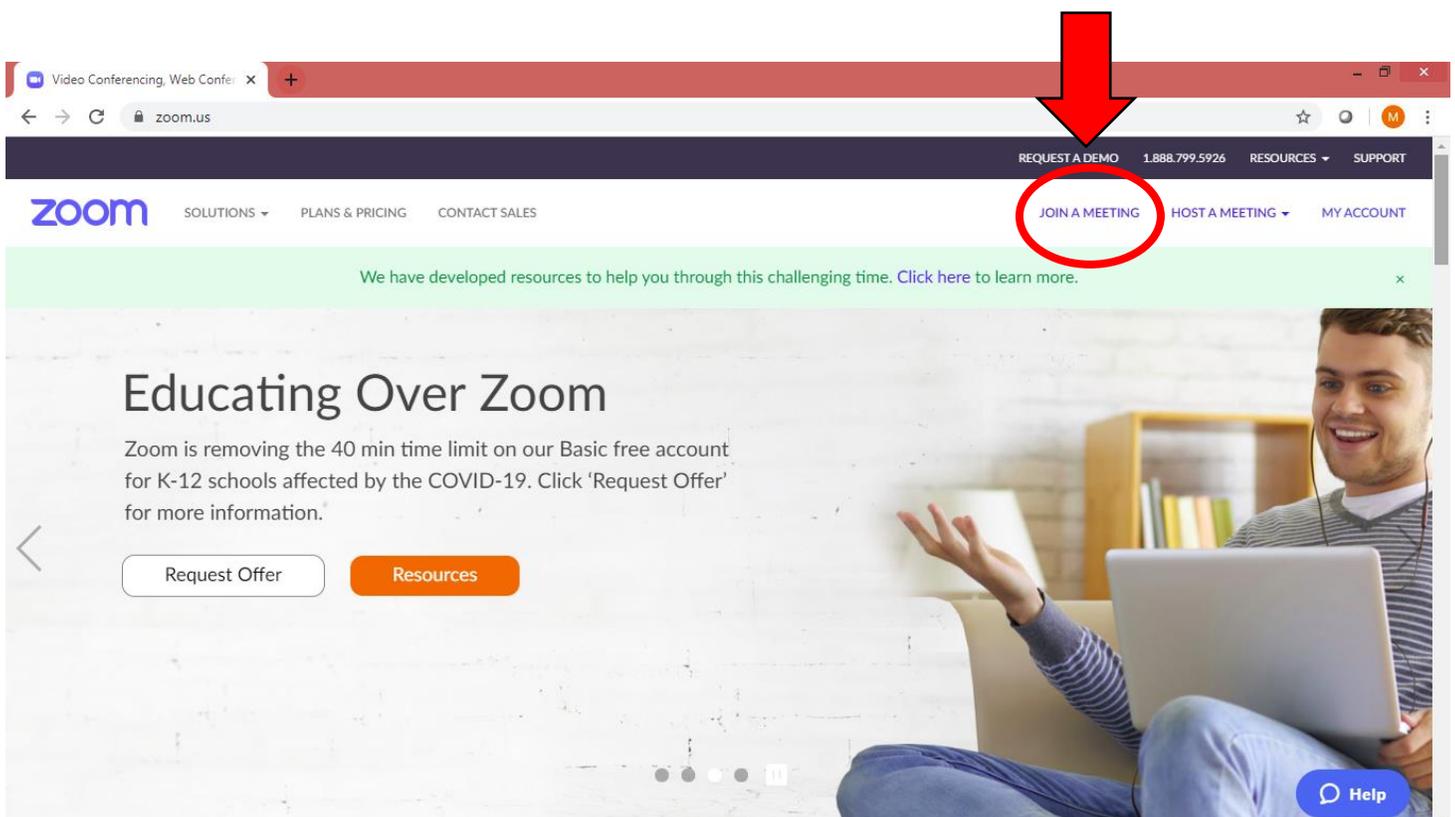
Go to www.eastpikeland.org and click on the “Zoom Meetings” tab on the left side of the page. There, you will find the link and meeting ID for each scheduled meeting.

If you have trouble connecting, please follow the directions below for how to download Zoom.

How to Download Zoom from a web browser (Google, Internet Explorer, etc.)

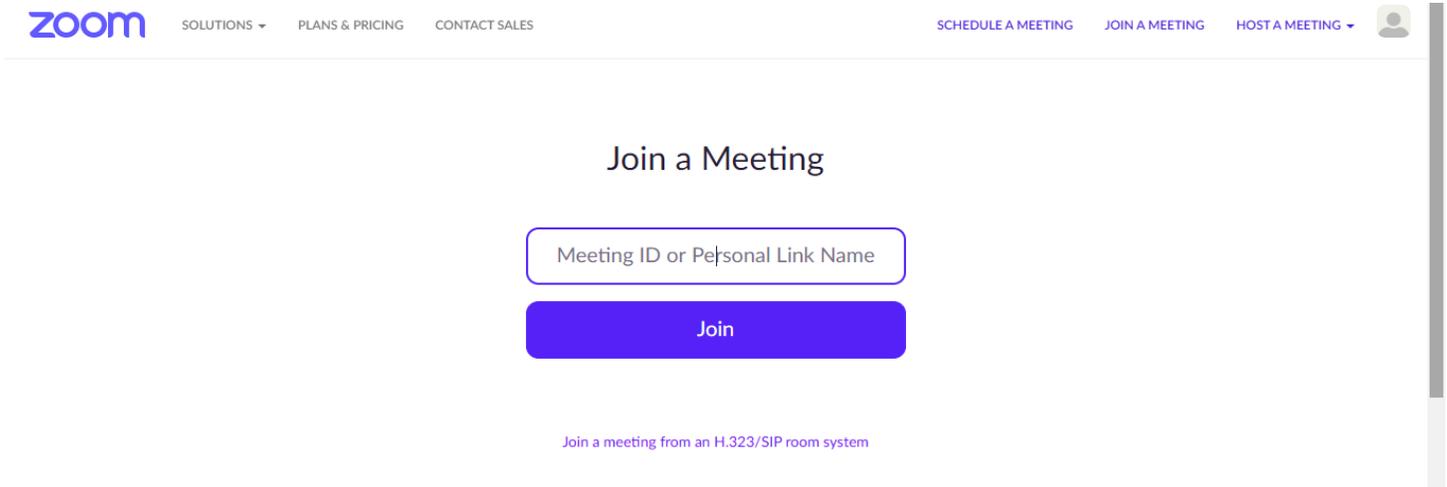
Go to www.zoom.us

Once you see the home page, click “Join A Meeting”



The image is a screenshot of a web browser displaying the Zoom website. The browser's address bar shows 'zoom.us'. The website's navigation bar includes links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this, the main navigation menu features 'zoom', 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The 'JOIN A MEETING' button is circled in red, and a large red arrow points down to it from the top of the page. Below the navigation, a green banner reads: 'We have developed resources to help you through this challenging time. [Click here to learn more.](#)'. The main content area features a large heading 'Educating Over Zoom' and a sub-heading: 'Zoom is removing the 40 min time limit on our Basic free account for K-12 schools affected by the COVID-19. Click 'Request Offer' for more information.' There are two buttons: 'Request Offer' and 'Resources'. A 'Help' button is visible in the bottom right corner. The background of the main content area shows a man sitting on a couch, smiling, with a laptop open in front of him.

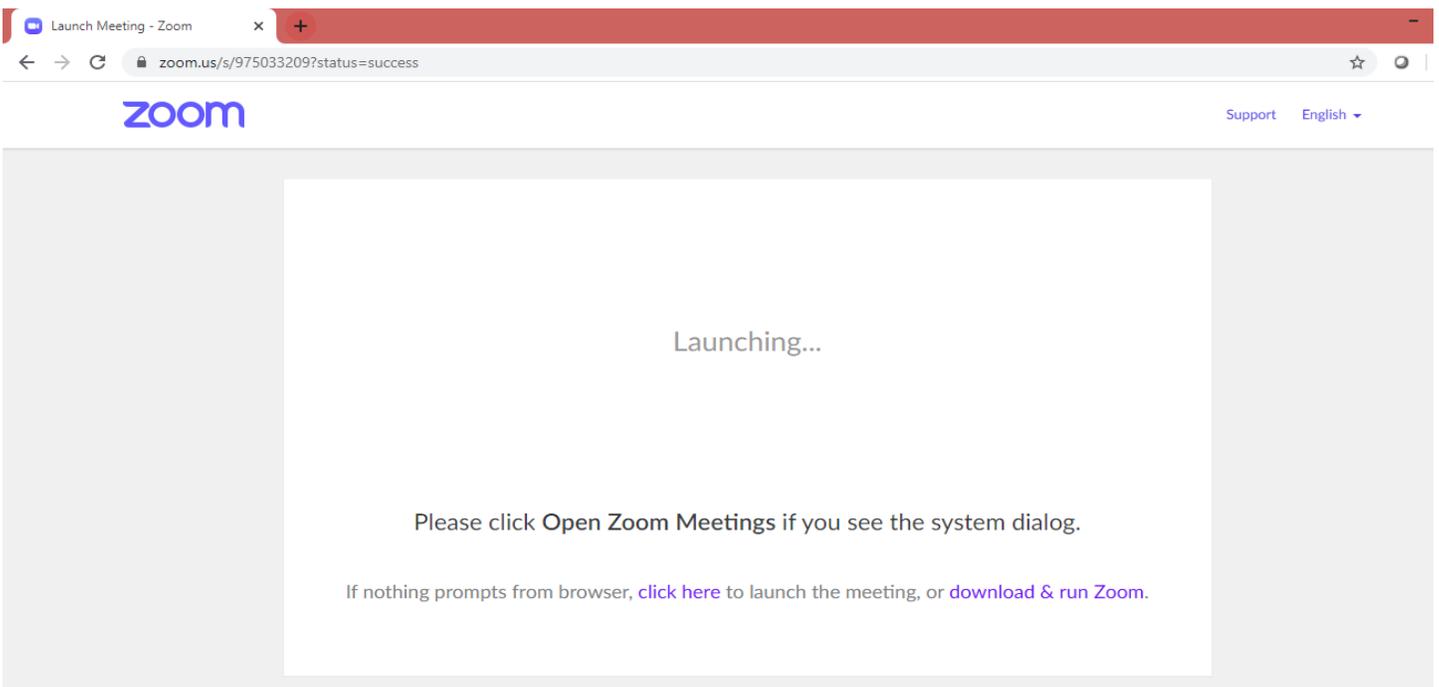
Next, type in the Meeting ID and push Join. You can find Meeting IDs for each meeting on our website, www.eastpikeland.org.



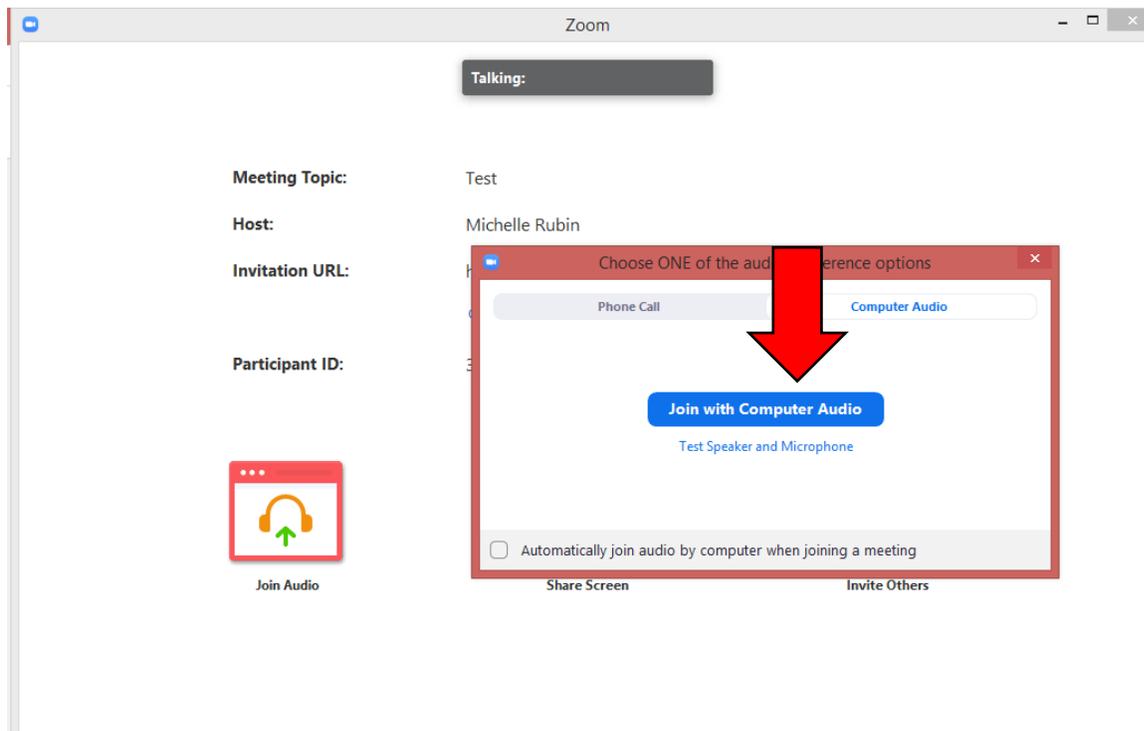
The page below will pop up once you push Join.

Follow the instructions on the screen.

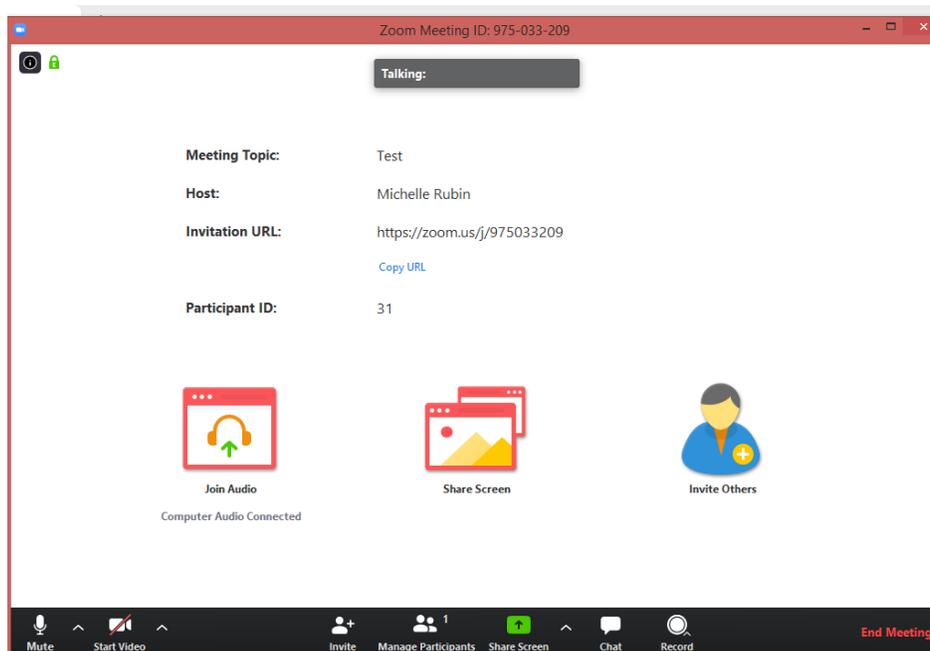
- Click Open Zoom Meetings if it pops up
- If nothing prompts from the browser, click the link in blue on the screen to launch the meeting.



If the page prompts you to “join with computer audio” click on that blue button.

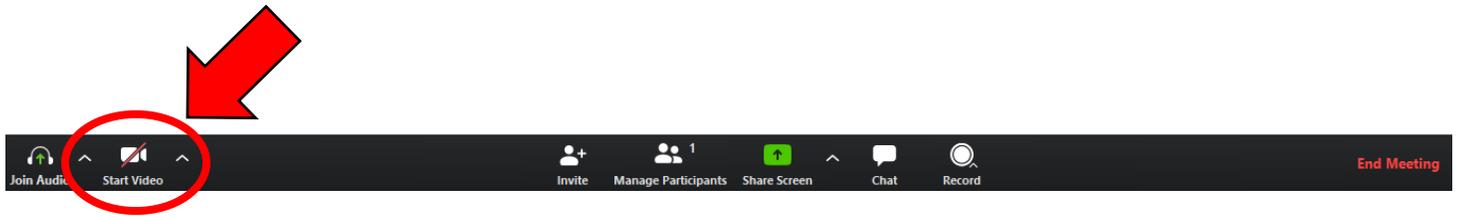


You should see this screen once the program launches:



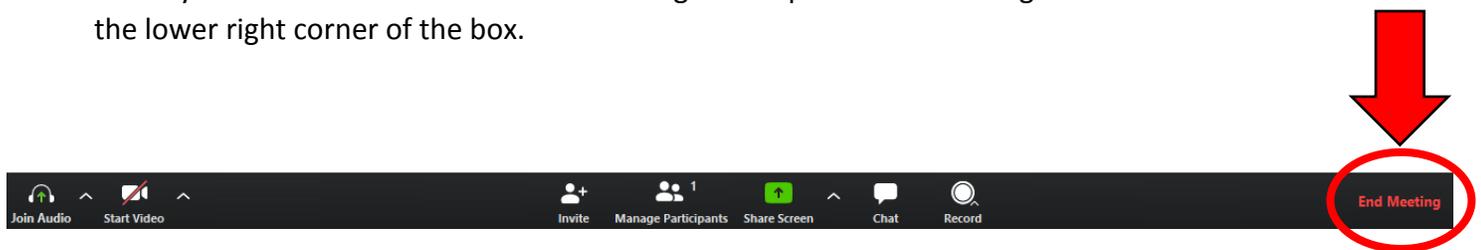
At this point you can either listen to and see the meeting with no video, or you can click the “Start Video” button on the lower left side of the screen.

If you are a guest (not a Board member) we would prefer that you do not join the meeting with video



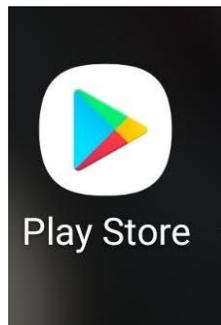
Also, if you are a guest you will be muted upon joining, however, you can ask a question by pushing the chat button along the bottom of the screen. There will also be time for public comment at the end of each meeting.

When you want to leave or when the meeting is over push “Exit Meeting.” It’s a red button in the lower right corner of the box.



Via Phone or Tablet (video & audio options):

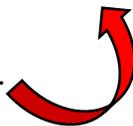
Click on the “Play Store App” (Samsung) or App Store (Apple)



In the search bar at the top of the screen, type in “Zoom Cloud Meetings”.



Install the Zoom Cloud Meetings app.



After it has been installed, click “Open”.



Once the App opens, click "Join a Meeting"



Start a Meeting

Start or join a video meeting on the go



[Join a Meeting](#)

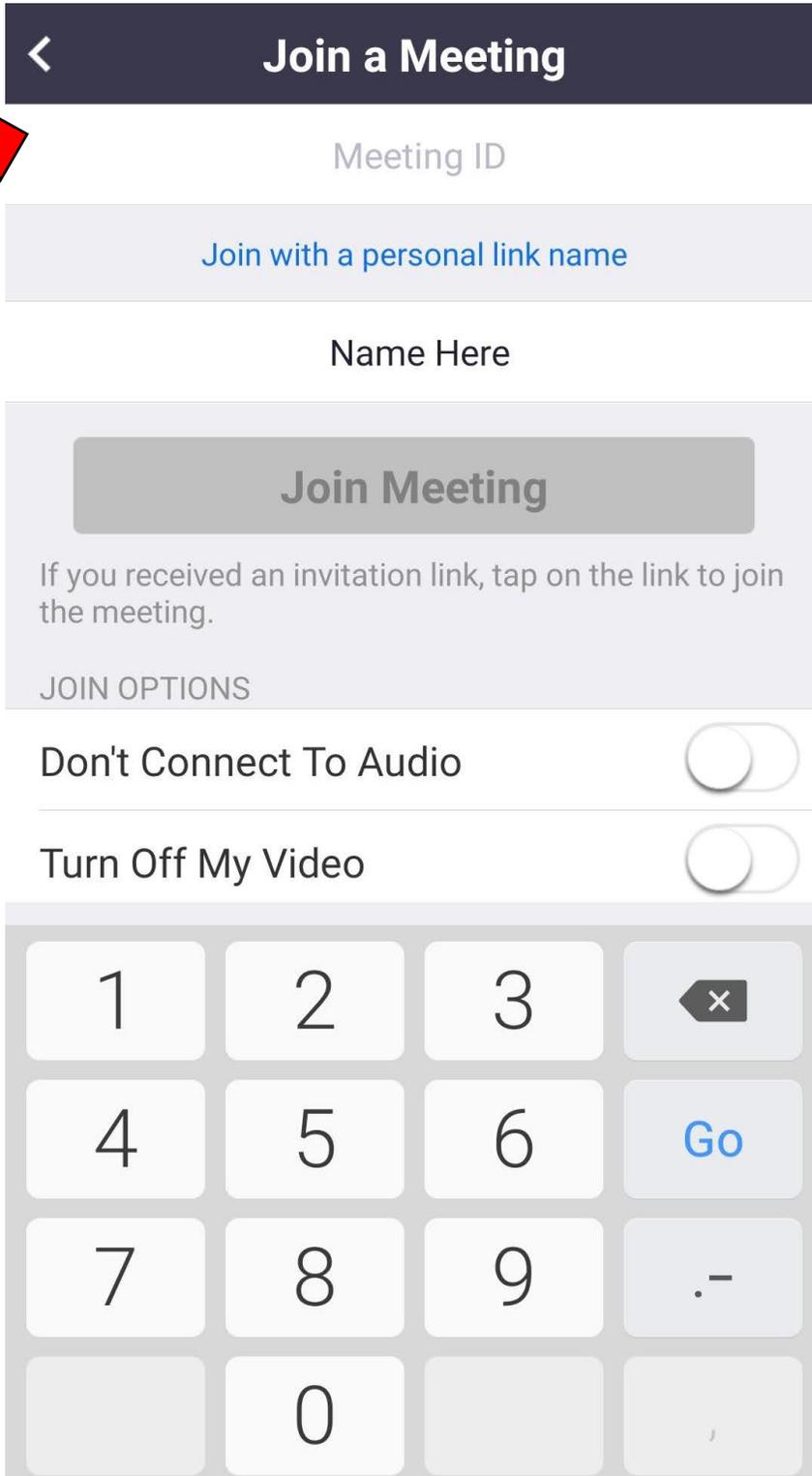
[Sign Up](#)

[Sign In](#)

Type in the Meeting ID. You can find Meeting IDs for each meeting on our website, www.eastpikeland.org.

You can also type your name on the second line.

Then, click Join Meeting.



< Join a Meeting

Meeting ID

Join with a personal link name

Name Here

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

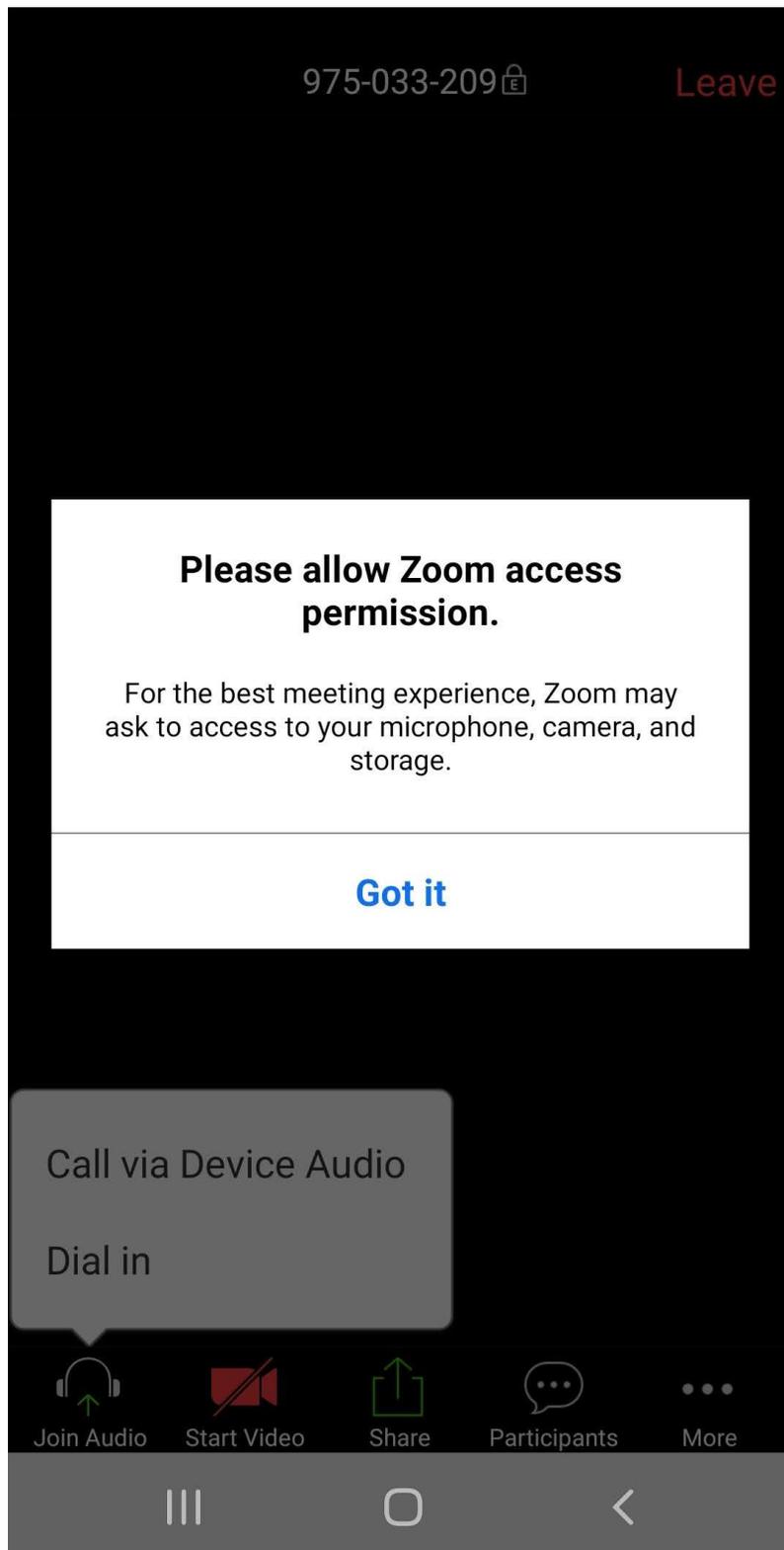
JOIN OPTIONS

Don't Connect To Audio

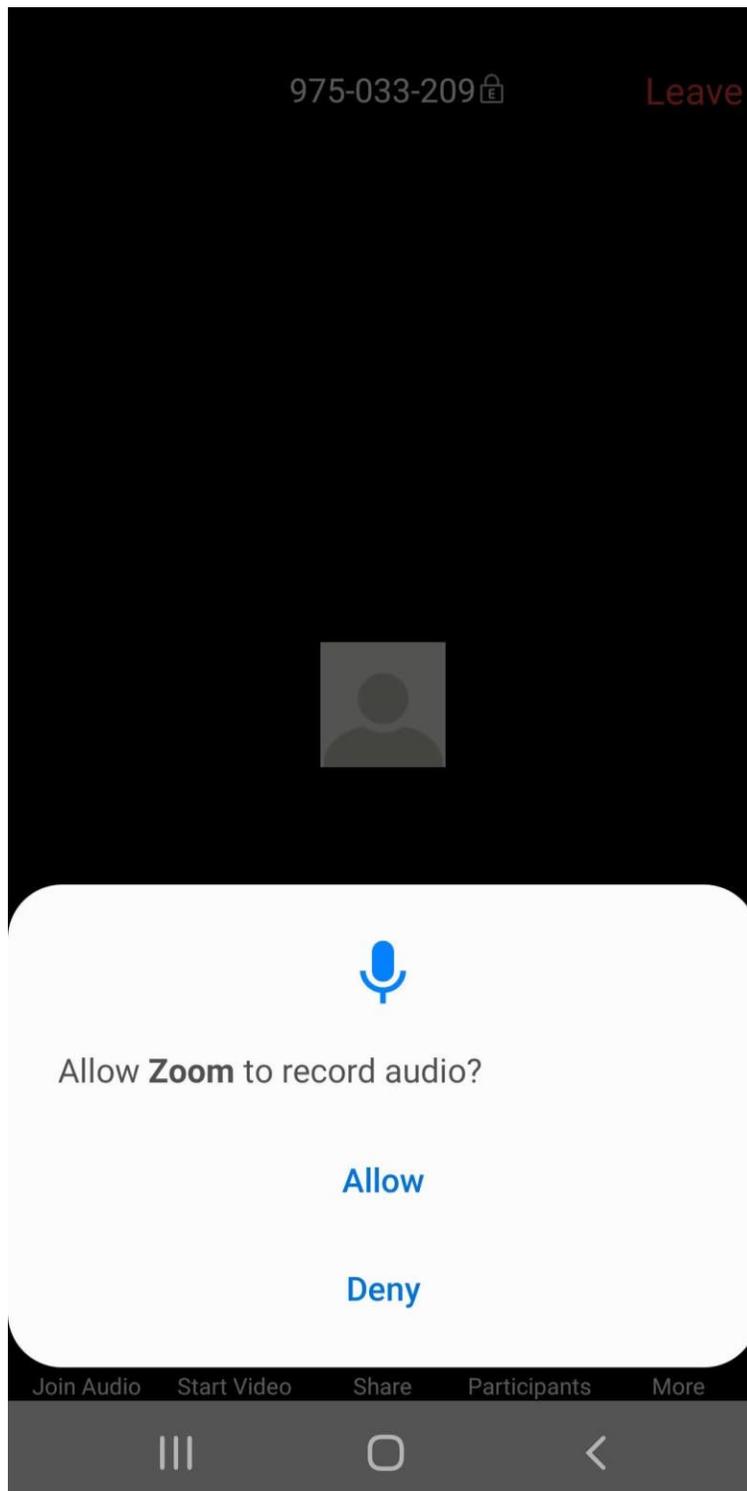
Turn Off My Video

1	2	3	⌫
4	5	6	Go
7	8	9	.-
	0		,

The App will ask permission to use your microphone, camera, and storage. Click "Got It".

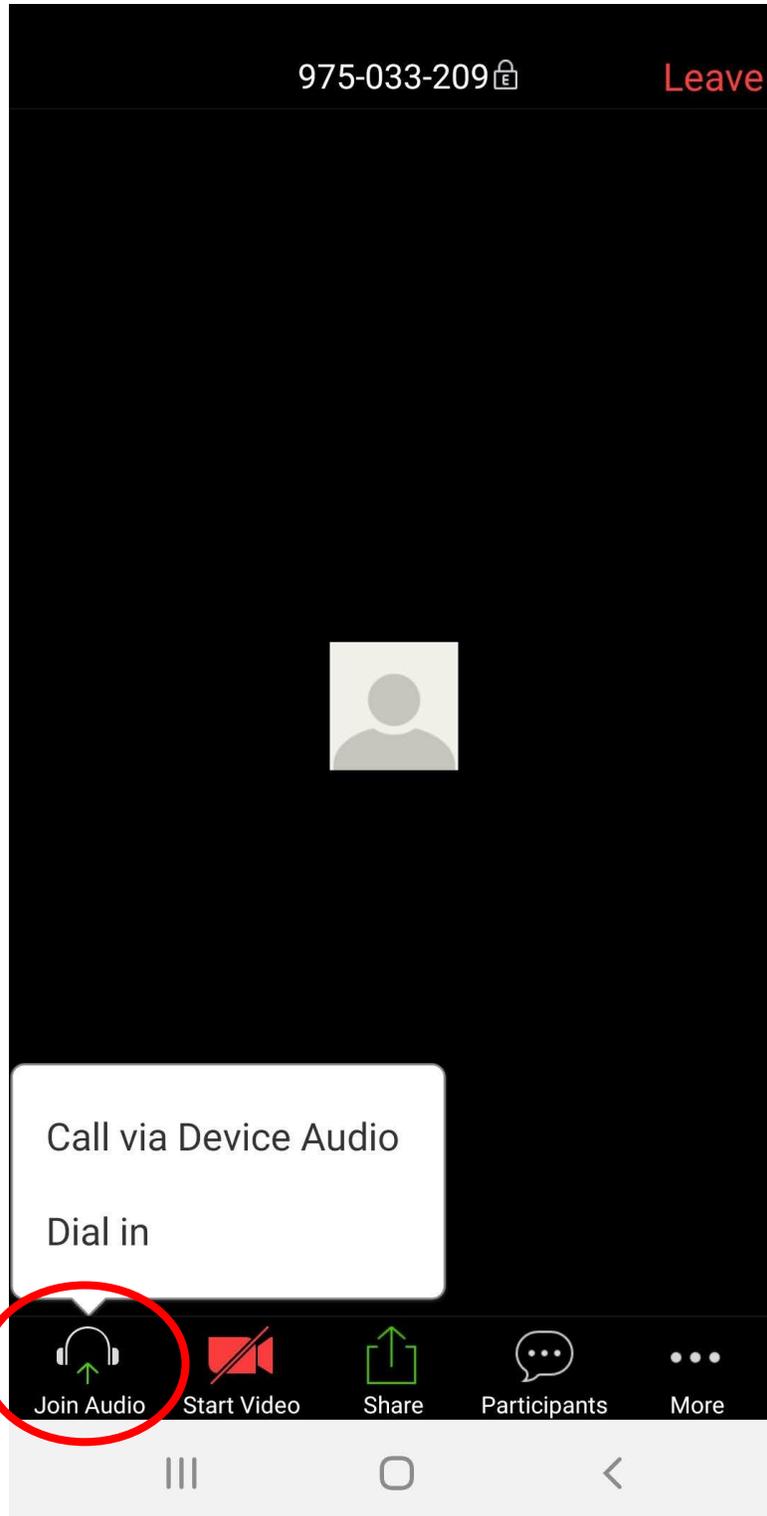


Next, it will ask if you want to allow the app to record audio. You can either click allow or deny. The App allows you to record meetings, this does not mean they will record other conversations without your permission.



Next, click “Join Audio” and then “Call via Device Audio” to hear the meeting.

FYI: If you are a guest (not a Board Member) you will be muted upon joining.

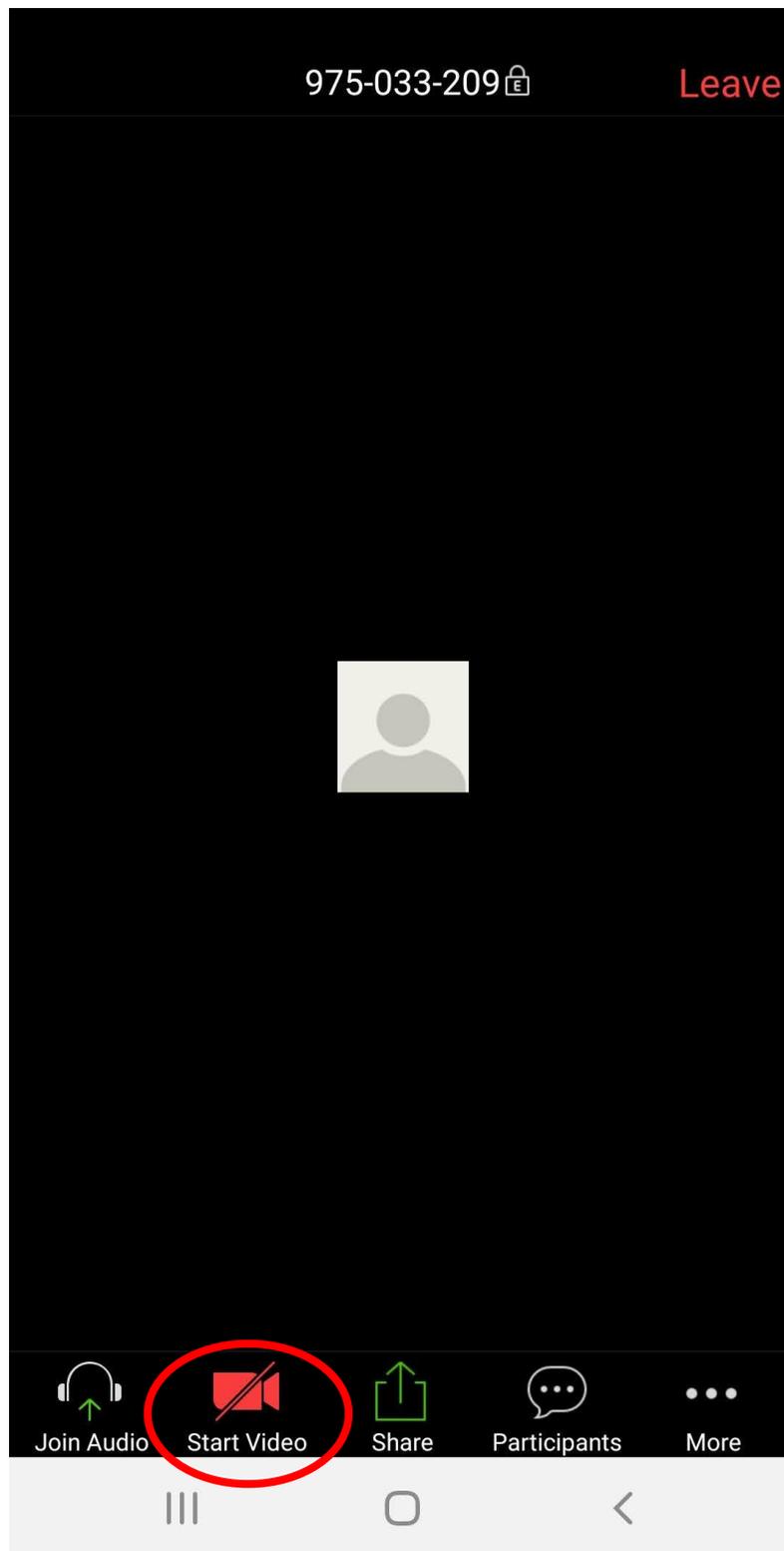


At this point you can either listen to and see the meeting with no video, or you can click the “Start Video” button on the lower left side of the screen.

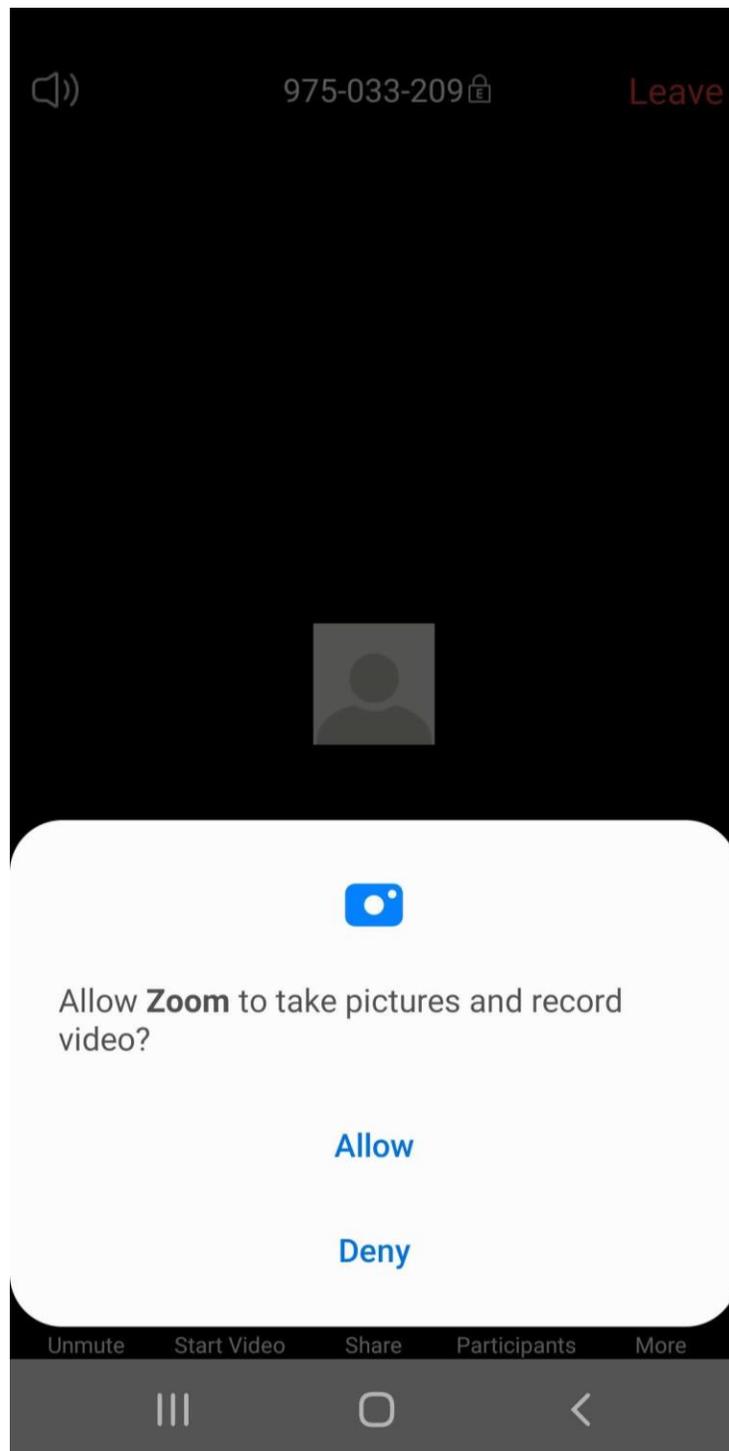
If you are a guest (not a Board member) we would prefer that you do not join the meeting with video

If you’d like to join the meeting with a video of yourself, click the “Start Video” icon at the bottom of the screen in red.

If at any time you’d like to turn your video off, click the “Stop Video” image.



Click “Allow” when the app asks if you want Zoom to take pictures and record video.



Enjoy the meeting!

When the meeting is over, click “Leave” in the upper right corner. Confirm that you want to leave the meeting.

