

# Instructions for joining the March 23, 2020 Sunderland Selectboard Meeting

## **Dial-in** (audio only):

- 1) Call (415) 762-9988
- 2) When prompted, enter Meeting ID 612780253 and press #
- 3) Enter #

## **Smartphone App:**

- 1) Go to <https://zoom.us/j/612780253>
  - a. If the Zoom Cloud Meetings app is not already installed on your device:
    - i. Click the Download button
    - ii. Install the app
    - iii. Return to your browser
    - iv. Click Join Meeting
    - v. Allow the link to open in the Zoom app
  - b. If the app is already installed on your device:
    - i. Allow the link to open in the Zoom app or click Join Meeting
- 2) You will be asked to enter your name before joining, or the name of your phone will be used.

## **Computer:**

- 1) Go to <https://zoom.us/j/612780253>
- 2) You will be asked to download and run an application that will connect you to the meeting.
- 3) If you choose not to run the application, there is a link to join from your browser
- 4) You will be asked to enter your name before joining

## Troubleshooting Tips:

- You do not need to create an account to join a meeting
- If you are trying to connect from a computer and can't hear sound, please check the volume settings on your computer and ensure your speakers are turned on. If you still cannot hear sound, try dialing in for audio.
- Your connection will be muted when you join the meeting. Please remain on mute. If you want to participate, please use the "Raise Hand" or "Chat" functions.
- If you have trouble joining the meeting, please try connecting with a different method. If you are still can't join the meeting, email [townadmin@townofsunderland.us](mailto:townadmin@townofsunderland.us) and we will do our best to get back to you during the meeting.