

# BROOKLINE VIRTUAL TOWN MEETING: GETTING STARTED WITH ZOOM

This guide outlines how to:

- Download Zoom
- Register for the Brookline Town Meeting
- Join the Brookline Town Meeting
- Use key Zoom features during the meeting

If you see this group icon,



it means that feature or process has a specific purpose for the Brookline Town Meeting.

## Downloading and Installing Zoom

1. Before the meeting, download the Zoom application to your Windows or Mac computer or other internet connected device:  
<https://zoom.us/download>
  - a. Select the first option, **Zoom Client for Meetings.**
2. Go to your downloads folder to open the Zoom installation package.
3. Follow the installation instructions for your device.

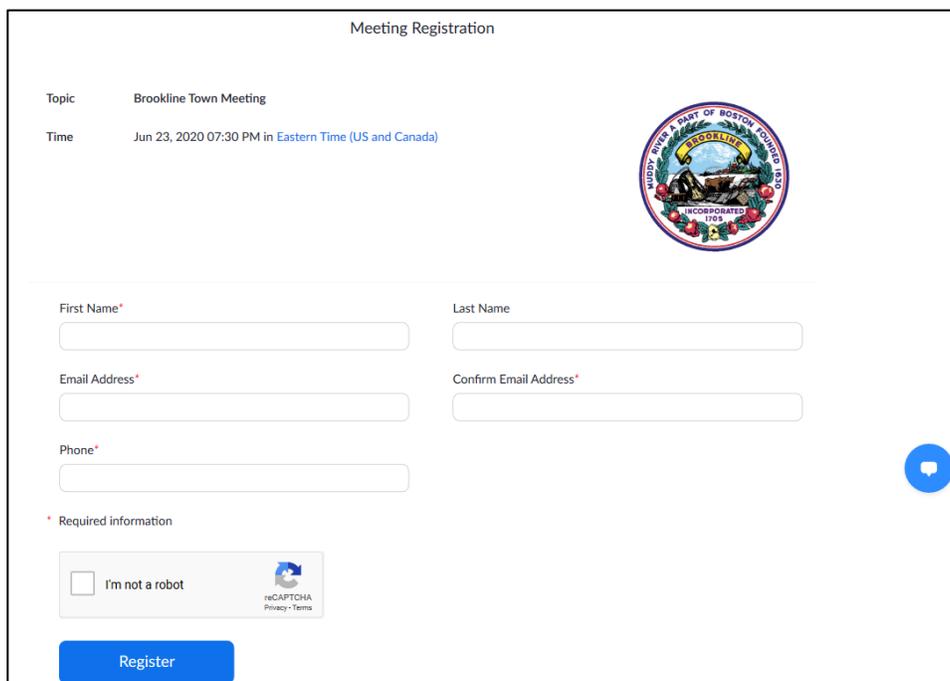
### Why is this important?

While Zoom can be accessed through the web, limited features and functions are available and can vary with the browser used. A zoom account is also required for the web version.

For assistance, please contact: [tm@brooklinema.gov](mailto:tm@brooklinema.gov)

## Registering for the Meeting

1. Click on the **Join Zoom Link** in the email invitation to the meeting.
2. A registration page will open; please fill in the required information.
3. Please add your precinct number to your last name so it displays in the meeting.
  - a. This will be important to identify attendees. **Example: Smith, P1**
4. Click **Register**.

A screenshot of a web form titled "Meeting Registration". The form includes fields for "Topic" (Brookline Town Meeting) and "Time" (Jun 23, 2020 07:30 PM in Eastern Time (US and Canada)). There is a circular seal for the Town of Brookline. Below are input fields for "First Name\*", "Last Name", "Email Address\*", "Confirm Email Address\*", and "Phone\*". A "Required information" section contains a checkbox for "I'm not a robot" and a reCAPTCHA logo. A blue "Register" button is at the bottom. A blue chat bubble icon is on the right side of the form.

Meeting Registration

Topic Brookline Town Meeting

Time Jun 23, 2020 07:30 PM in Eastern Time (US and Canada)

First Name\* Last Name

Email Address\* Confirm Email Address\*

Phone\*

\* Required information

I'm not a robot

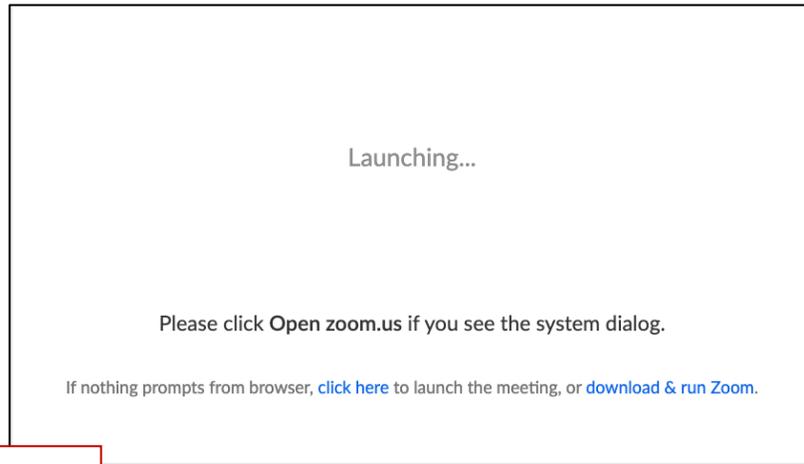
reCAPTCHA  
Privacy - Terms

Register

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## Joining the Meeting

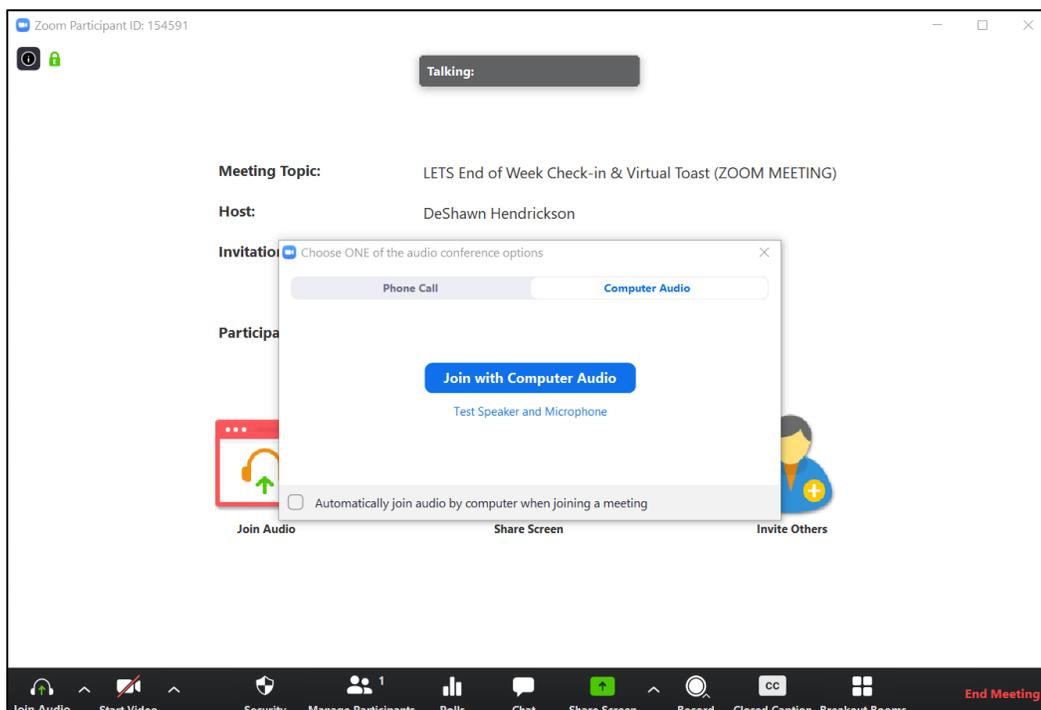
1. Upon submission of your registration, you will receive an email to access the meeting.
  - a. A password is required for this meeting, but it will be automatically entered if you join by the post-registration link. If you enter the meeting using only the meeting ID, you will be prompted to enter the password.
2. If you have downloaded the Zoom application, a window will open and the meeting will launch:



**Note:** Screen shots may differ slightly depending on your device, but the process will be the same.



3. You will be entered into the waiting room until your name has been verified. Once the host starts the meeting, the initial Zoom meeting windows will display.
4. Select **Join with Computer Audio**.



## Meeting Features

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1. The attendee controls available are:



- a. **Mute/Unmute:** if there is a red line, you are muted. If you are called upon to speak, click to unmute.
- NOTE:** If there are two people in the same room on this meeting, and one is speaking, please ensure the other is muted. Additionally, if you have the TV broadcast on, please mute the TV when you speak. These steps will help eliminate audio feedback.

- b. **Start/Stop Video:** if there is a red line, your video is off. Click to turn on.



- c. **Participants:** click for the list of attendees. At the bottom of the participants list, the raise hand option is displayed.
- NOTE:** The raise hand function will not be used for the Brookline Town meeting.

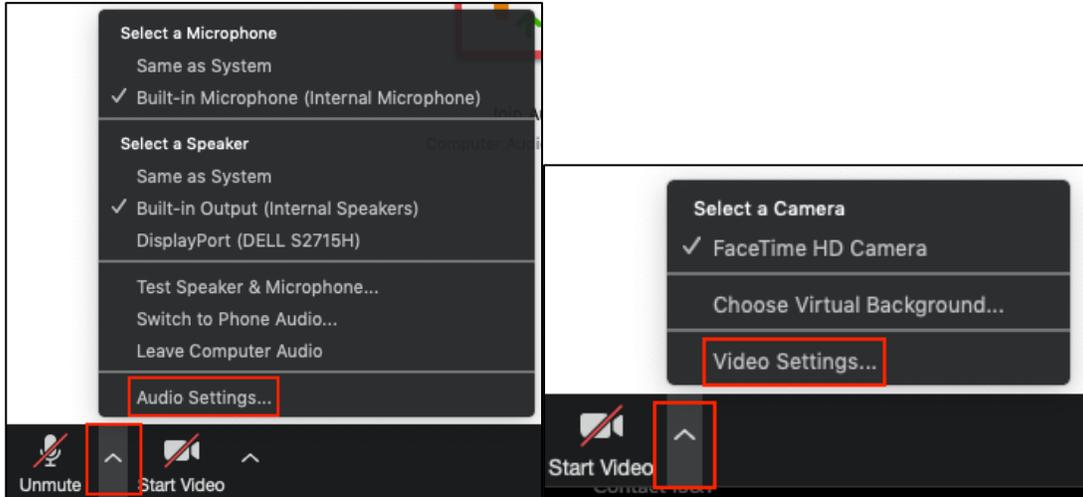


- d. **Chat:** click to view and enter chat messages.
- NOTE:** Chat will be used only to indicate if you have an official question, point of order, or comment. Chat is not be used for informal conversation. **Use the Chat to indicate that you would like to be recognized to speak** for one of these reasons.

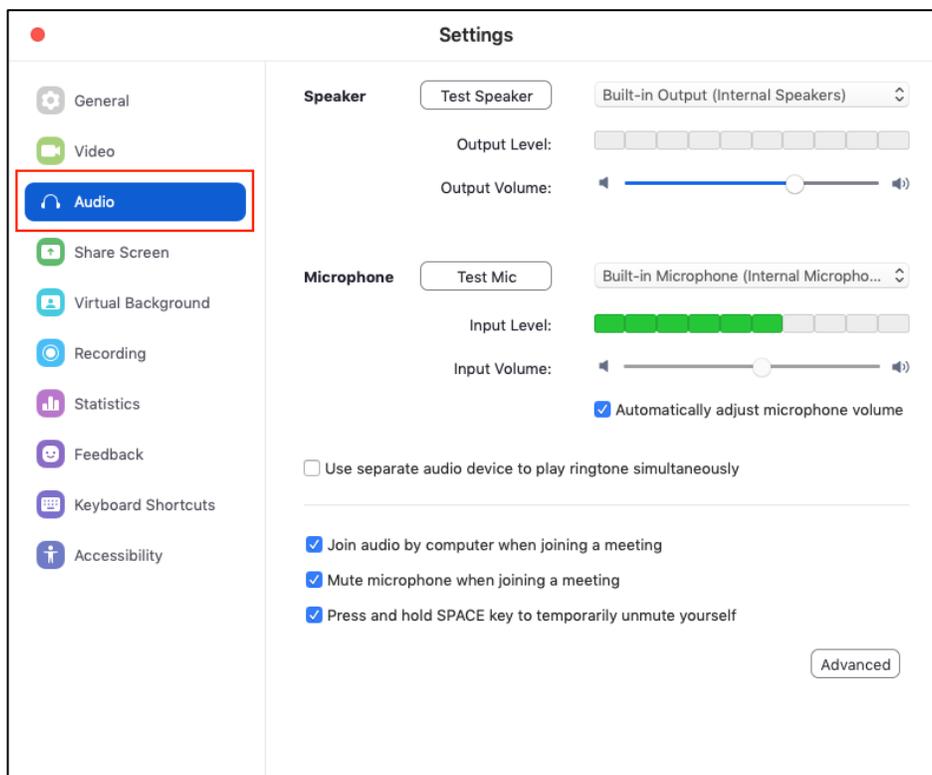


2. Additional audio and video options can be viewed by selecting the arrow next to the mic and camera icons:

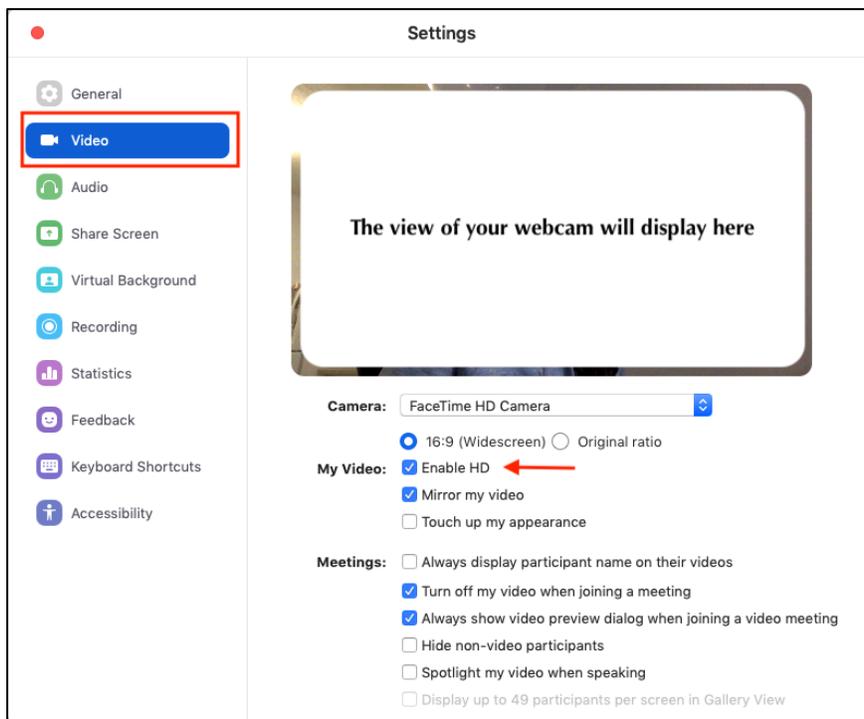
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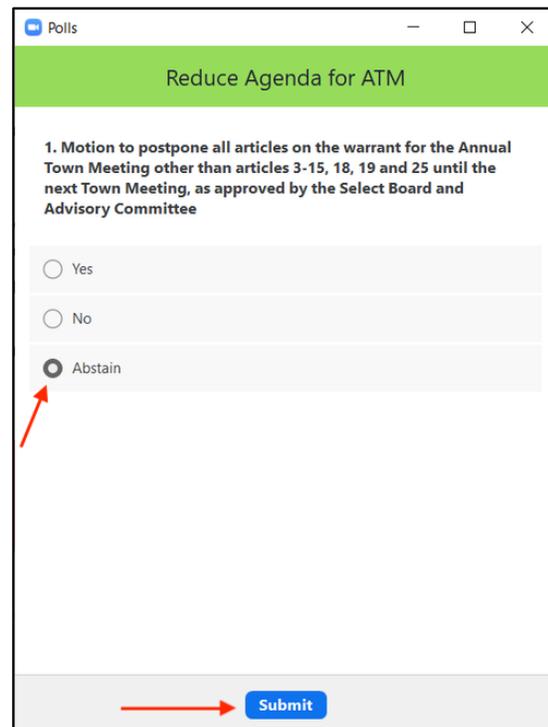
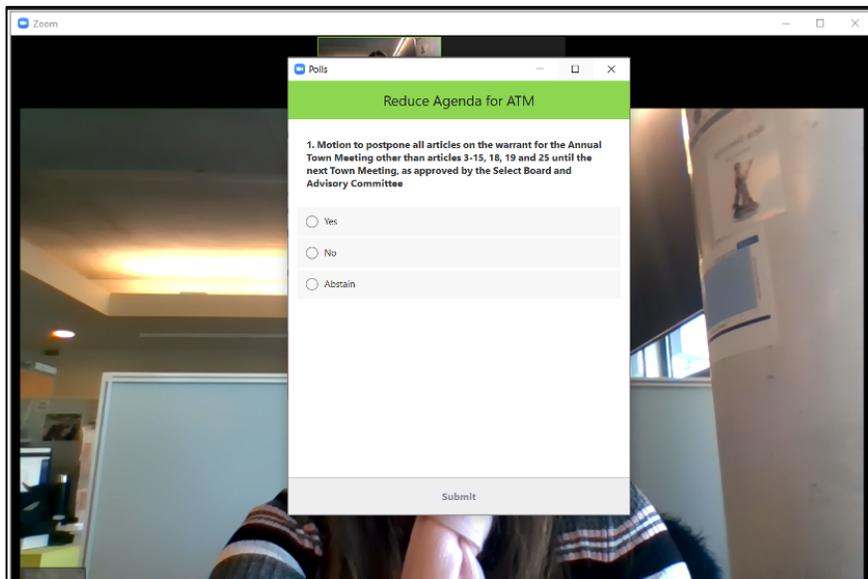
- a. These settings may be helpful if you have multiple speaker/mic and camera options, or if you'd like to test and adjust the volume.



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- Zoom polling will be used to cast your votes. When the vote is launched, it will automatically pop up in your Zoom window:



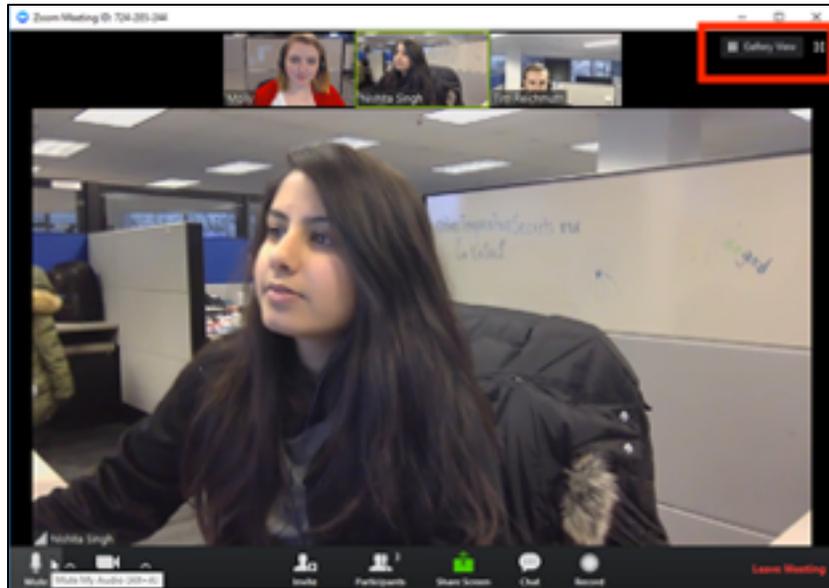
- Click on the radio button next to your vote, and select submit:

## Meeting Display Options

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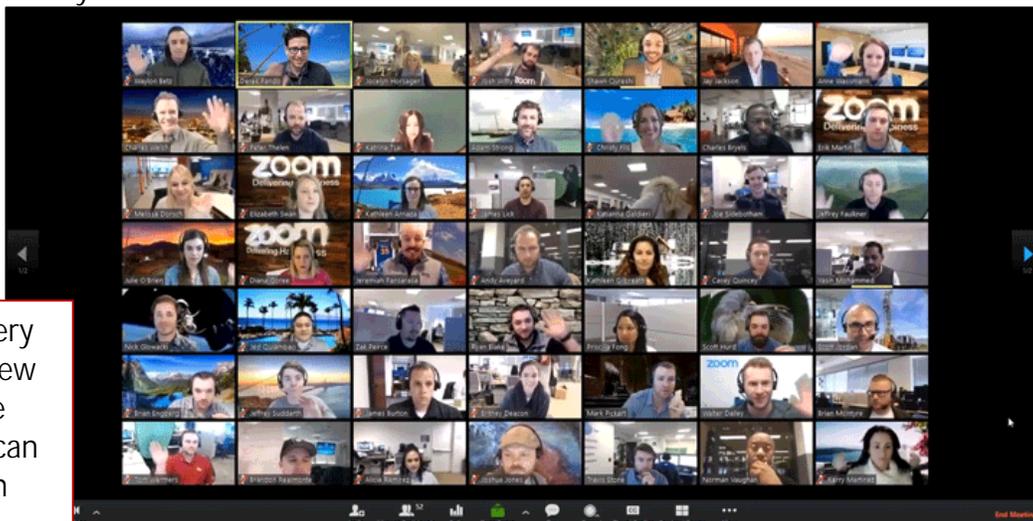
1. The speaker display options can be found in the upper right corner. They can be toggled to set your preference at any time during the meeting.
  - a. **Speaker View:** the speaker will appear large in the center of the window. Zoom will automatically change to whoever is speaking.
  - b. **Gallery View:** each attendee will appear in a grid format. The grid will display no matter who is speaking. The max number of attendees on the screen is 49 (your number is defined in user settings), you must use the arrows to scroll through each to page to see all attendees.
  - c. **Full Screen:** the square icon allows you to expand your window to full screen.

Speaker View:



If you are in Speaker View, Gallery View will display in the corner, and you can select it to switch views.

Gallery View:



If you are in Gallery View, Speaker View will display in the corner, and you can select it to switch views.