ZOOM INSTRUCTIONS

For parties wishing to participate using Zoom for the Town of Rye meetings please use the following instructions if help is needed. **YOU DO NOT NEED TO HAVE A ZOOM ACCOUNT TO PARTICIPATE.**

1. You may participate using a desktop/laptop computer, cell phone or tablet.
    a. If using a desktop or laptop computer you want to go to www.zoom.com
    b. If using a cell phone or tablet you want to download the Zoom App from either the Apple App Store or the Google Play Store. For these devices you want to search "ZOOM Cloud Meetings". You should see an icon that looks like:

    c. If you're looking to join via **phone only**, jump to step 5.
2. Once you have Zoom up on your computer or downloaded, you want to click "Join a Meeting".
    a. On a desktop/laptop computer the wording will be blue in color, it should be the third option to the left of the "Sign Up, It's Free" button.
    b. On a cell phone/tablet that should be a button that you'll click at the bottom of your screen.
3. Once there you will be prompted for a <u>Meeting ID</u> and <u>Password</u>. This information can be found in bold near the top of the meeting agenda. Do not enter the ID number with the dashes, enter numbers only.
4. After you have joined, you will enter a waiting room until the meeting starts.
5. If joining via phone only
    a. Call **646-558-8656**
    b. Follow the prompts on the phone, the Meeting ID and separate Phone Only password, if necessary, will be on the agenda.

PLEASE NOTE – for members of the public, all microphones shall be muted unless speaking.