

INSTRUCTIONS ON HOW TO USE THE ZOOM MEETING PLATFORM TO PARTICIPATE IN KHA MEETINGS

Joining a Meeting by Dial-In Phone:

1. Dial the number provided on the meeting notice. If you dial a toll number, your carrier rates will apply.
2. You will be prompted to enter the meeting ID and password provided on the meeting notice.
3. If the meeting has not already started, you will be prompted to wait until the host has begun the meeting.

Phone Controls for Dial-In Phone Participants:

The following commands can be entered using your phone's dial pad while in a zoom meeting:

*6 – to mute/unmute your phone (Please be aware that for the purposes of all KHA meetings, the meeting host will mute and unmute all phones.)

*9 – to raise your hand (This feature must be used in order for the meeting Chair to recognize you to allow you to speak.)

Joining a Meeting by Computer/iPad/iPhone App:

1. (Computers) Sign up for Zoom. Type "Zoom.US" in your Chrome Internet Browser.
(Tablet/Smart Phone) Download the Zoom App from your App Store and open the App.
2. Go to "Join a Meeting" on the Zoom dashboard.
3. Enter the Zoom meeting ID and password that are provided in the meeting notice.
4. Participants desiring to participate during the public comment portion(s) of the meeting should "rename" themselves to be identified by their first and last (legal) name.

Zoom "Raise Hand" Feature for Computer/iPad/Smart Phone Participants:

1. The 'Raise Hand' feature can be found by first clicking the icon labeled 'Participants' on the Zoom toolbar found on the bottom center of a PC or Mac screen. However, if you are in Full Screen mode the tool bar will not be displayed until you move your mouse or touch the screen depending on your device.
2. Once you click the 'Participants' icon from the tool bar, the Participants list frame should appear. You will find the "Raise Hand" icon at the bottom right of the Participants list frame.
3. For iPad or iPhone participants you will need to click 'More' from the toolbar to see the 'Raise Hand' feature.
4. You can raise or lower your electronic zoom hand, by re-clicking the same icon, however it will change its title to lower or raised depending on your most recent action.

Zoom Toolbar Features for Computer/iPad/Smart Phone App Participants:

1. The Zoom toolbar also has features to allow the attendee to:
 - Start or Stop your Video feed
 - Open or close the Participants list frame
 - Leave the Meeting
 - The 'Chat' feature will be disabled for KHA meetings
 - The 'Mute' feature will be controlled by the meeting host.
2. The Zoom toolbar is depicted below for ease of reference.

