



Instructions for Joining Public Meetings via Zoom

Town of Essex

Updated January 7, 2022

Links and phone numbers to connect to specific meetings are located at the top of the posted agenda for that meeting. These can be found on the Town's website at <https://www.essexvt.org/AgendaCenter>

To download the Zoom application for your computer, tablet, or smartphone, visit https://zoom.us/download#client_4meeting.

Note that mobile devices must use the app, but you can sign in as a guest without creating a Zoom account.

1) Joining a Meeting from the Zoom app

- a. From the meeting agenda, click the link to join via Zoom
- b. When prompted by your web browser, click "Open Zoom Meetings"
- c. The Zoom app will open automatically, and you may be placed in the waiting room until admitted by the host.

2) Joining a Meeting from a web browser (not available on mobile)

- a. From the meeting agenda, click the link to join via Zoom
- b. When prompted to use the Zoom app, click "Cancel," and instead click "Join from Your Browser" near the bottom of the page.
- c. Enter your name when prompted, check your audio and video settings (and allow Zoom to use your microphone and camera), then click "Join now"
- d. You may need to wait for the host to admit you from the lobby

3) Joining a Meeting from a phone

- a. Dial the call-in number on the agenda
- b. Using the keypad, enter the Meeting ID on the agenda (including # symbol)
- c. When asked if you are the host, press # or simply wait
- d. (If the meeting hasn't started yet, you will be placed on hold)
- e. When prompted for your Participant ID, press # or simply wait
- f. When prompted for the Meeting Password, enter the 6-digit number on the agenda and press #
- g. You may need to wait for the host to admit you from the lobby
- h. Mute or unmute yourself at any time by pressing *6 on your dial pad
- i. Raise or lower your hand at any time by pressing *9 on your dial pad