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Zoom Conference Meetings

How to connect

[Website](#)

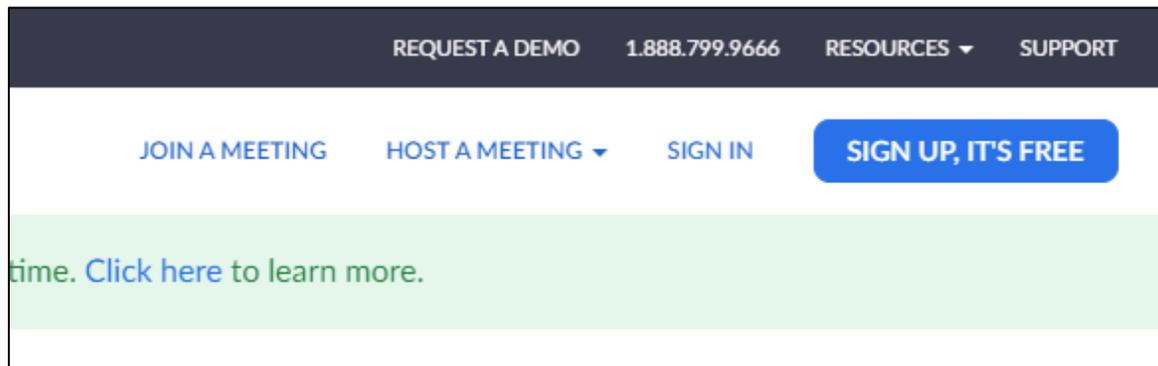
[Phone](#)

[Mobile App](#)

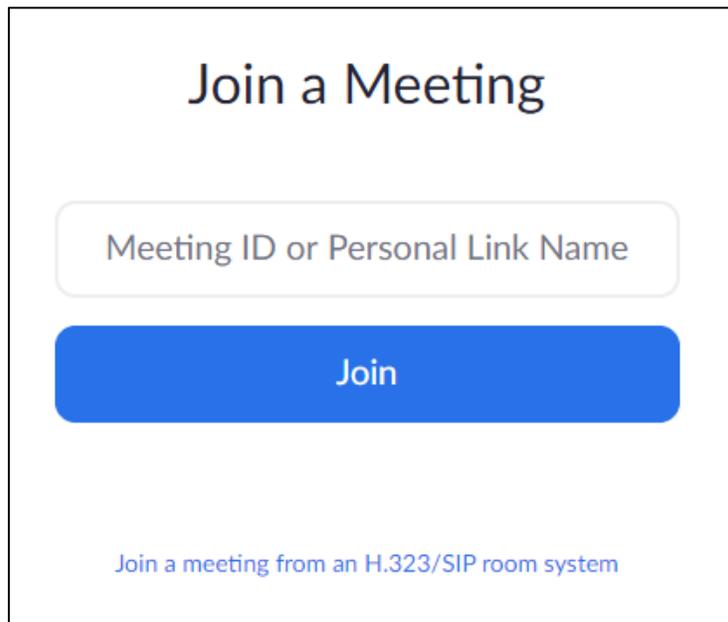
HOW TO CONNECT VIA THE WEBSITE

<http://www.zoom.us>

1. Go to the website and click Join a meeting on the top right corner

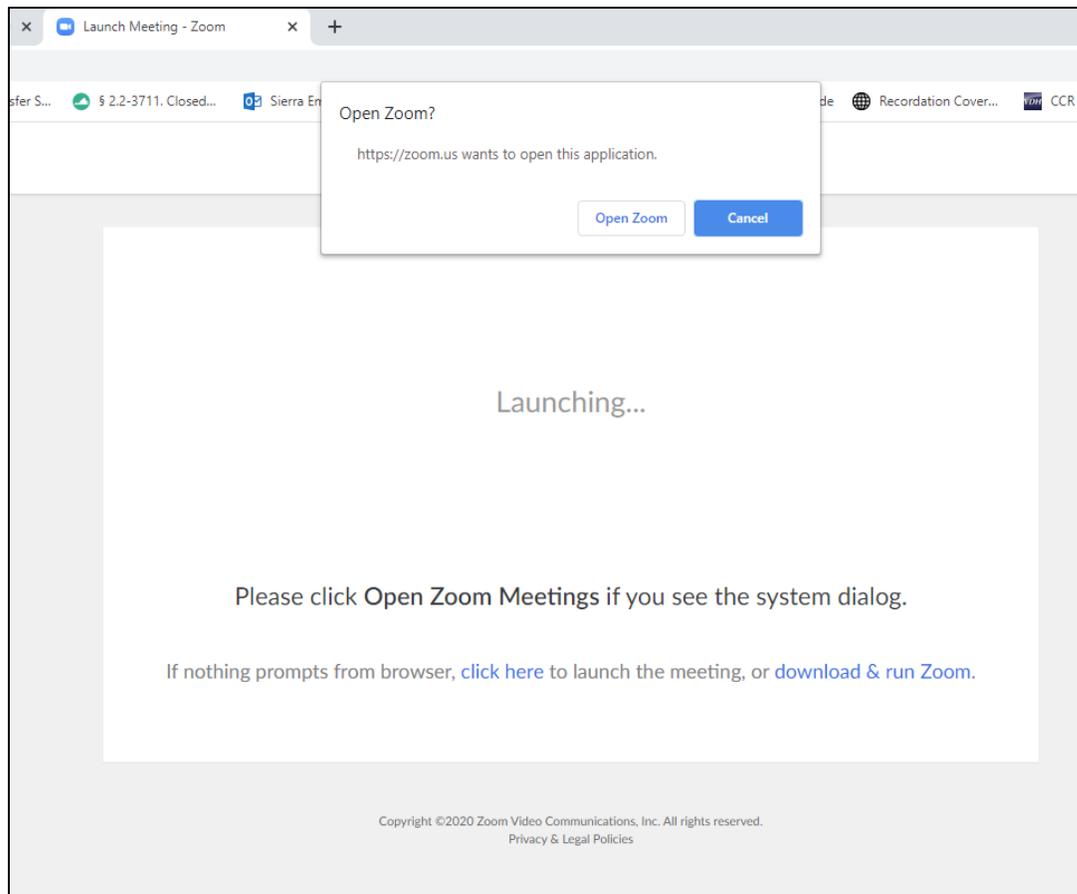


2. Enter in the meeting ID provided and click join

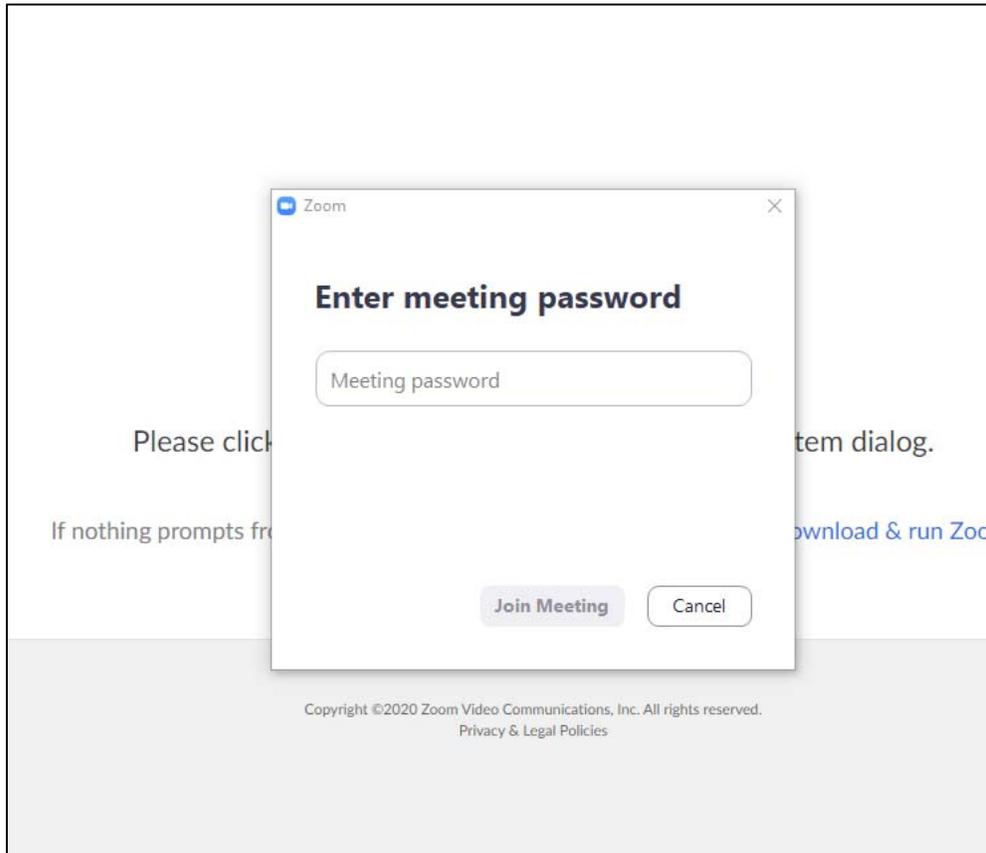


The screenshot shows the Zoom 'Join a Meeting' page. At the top, the text 'Join a Meeting' is displayed in a large, dark font. Below this is a rounded rectangular input field containing the placeholder text 'Meeting ID or Personal Link Name'. Underneath the input field is a prominent blue button with the word 'Join' in white text. At the bottom of the page, there is a smaller blue link that reads 'Join a meeting from an H.323/SIP room system'.

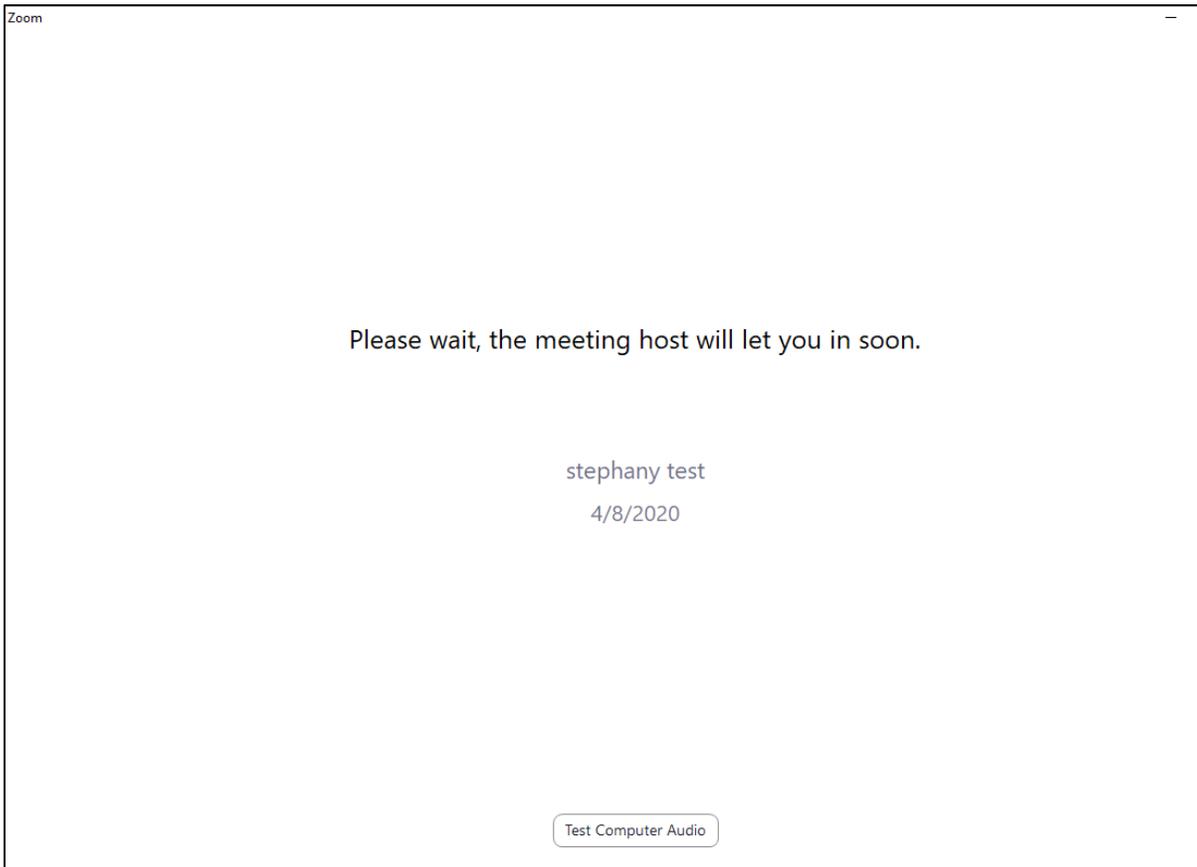
3. Click "Open Zoom"



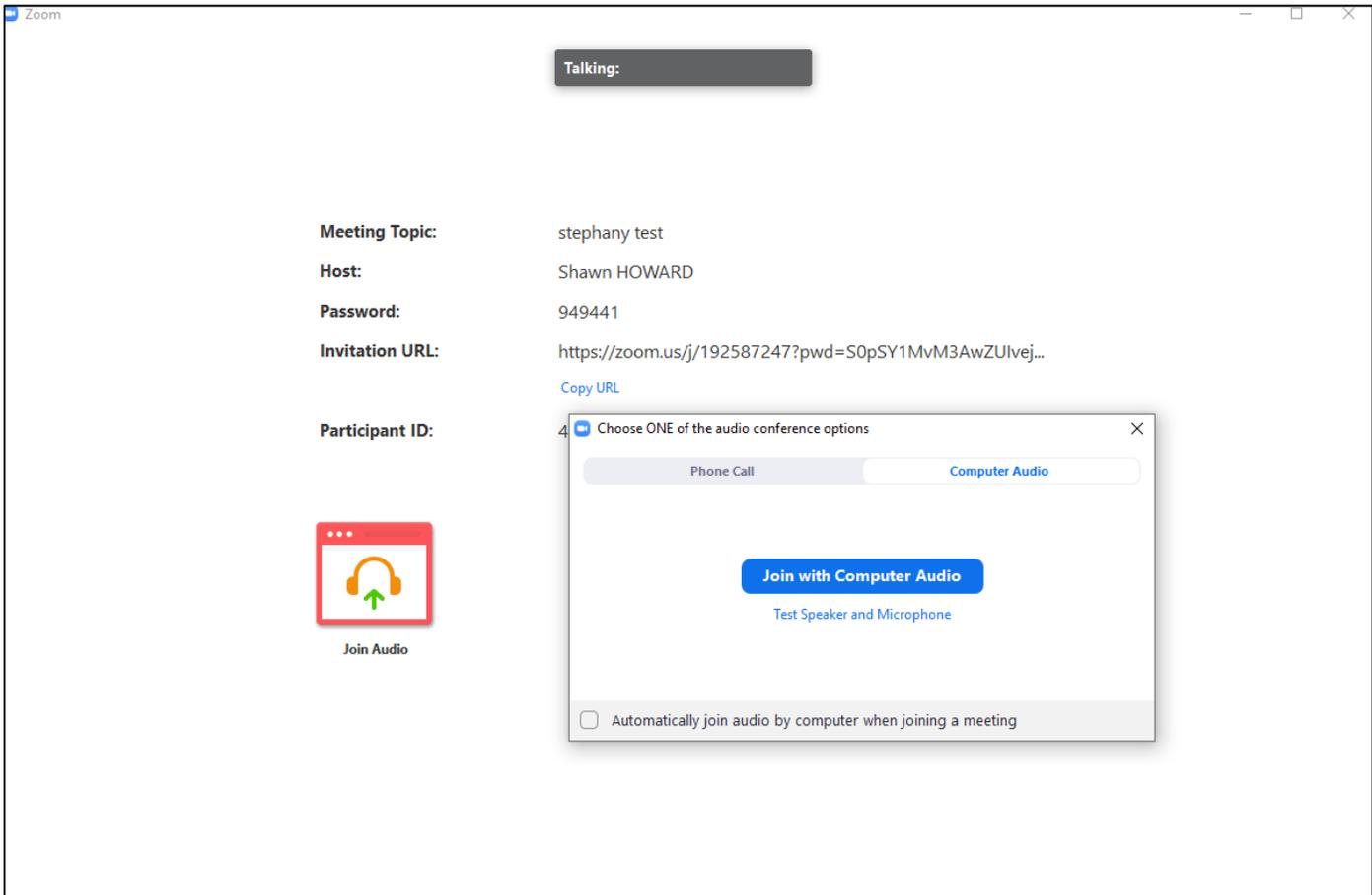
4. Enter meeting password provided



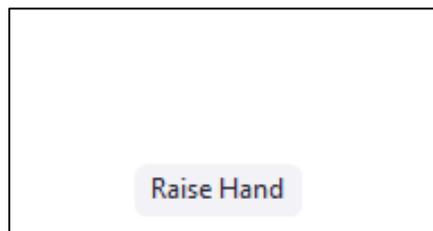
5. You will see this screen



- 6. You may connect with the computer audio (if your computer has speakers and a microphone), or by calling into the meeting with the telephone numbers provided. If you call in, you will still need to provide the meeting ID and password.**



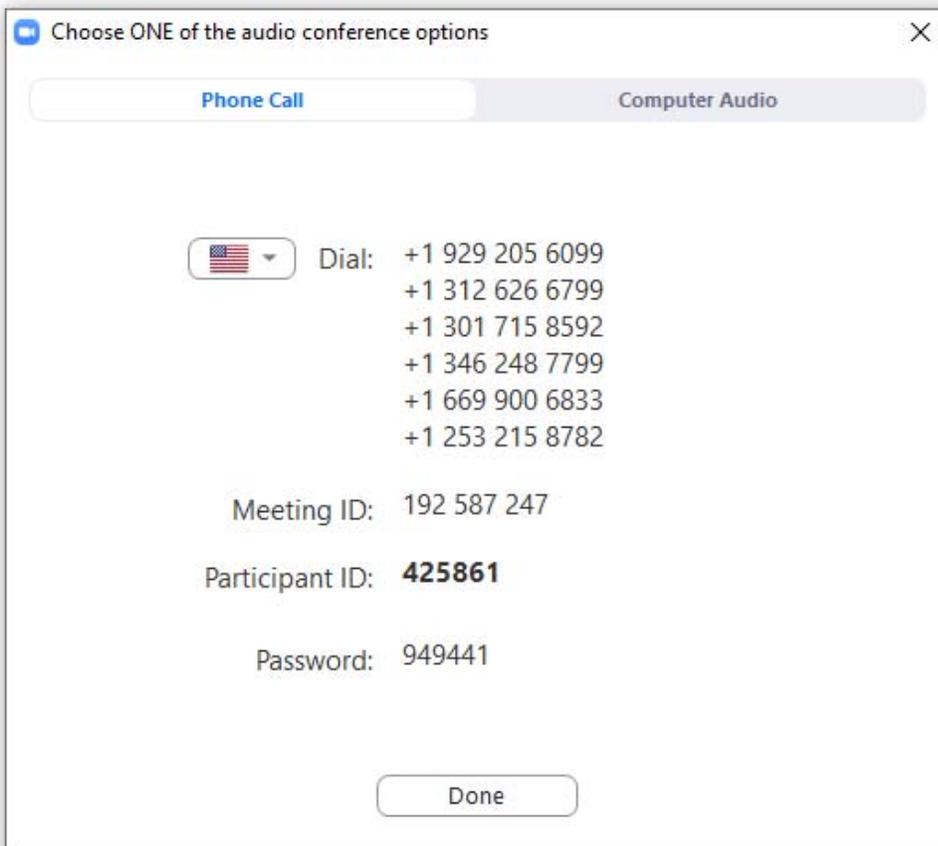
- 7. If you are participating in the meeting with Zoom via the website, and wish to speak, you may raise your hand by clicking “raise Hand” in the bottom right corner of the open dialogue box.**



The participant will then see a hand next to their name. When it is their turn to speak, the host will unmute each participant and allow their comments to be heard by those in attendance. Once finished, the host will once again mute the participant to avoid background noise or interreference.

HOW TO CONNECT VIA TELEPHONE

- **Choose and dial one of the telephone numbers listed. These numbers will be the same for each meeting. However, the Meeting ID and Password will change for each meeting.**



- **Enter the Meeting ID number provided and press #**
- **Enter the participant ID and press #**
- **Enter the meeting password and press #**
- **Participants will automatically be added to a waiting room where you will hear music until the host accepts you into the meeting. Callers will automatically be muted by the host upon entering the meeting.**
- **If a participant wishes to speak, press *9 to raise your hand. To unmute, press *6.**
- **When it is their turn to speak, the host will unmute each participant one at a time and allow their comments to be heard by those in attendance. Once finished, the host will once again mute the participant to avoid background noise or interreference.**

HOW TO CONNECT VIA MOBILE APP

- 1. Install the mobile app “ZOOM Cloud Meetings” from your PlayStore, or other application, and open the Zoom app.**
- 2. You will be prompted to sign in or join meeting. You do not have to sign in to join a meeting.**
- 3. Click “Join a Meeting” and Enter in the Meeting ID provided**
- 4. Enter the meeting password provided**
- 5. Participants will automatically be added to a waiting room where you will hear music until the host accepts you into the meeting. Callers will automatically be muted by the host upon entering the meeting.**
- 6. Once a participant has entered the meeting room, you will see 5 icons on the bottom of your screen.**
 - a. Join Audio**

This prompts the participant to either call via the device audio or dial in from another device
 - b. Start Video**

Enables participant to share video with the host and those in attendance
 - c. Share**

This allows participants to share their screen with those in attendance (if allowed by the host)
 - d. Participants**

Lists those participating in the meeting
 - e. ...More**
 - Raise your hand – If you are participating in a meeting and wish to speak, you may raise your hand by clicking “Raise Hand” . When it is their turn to speak, the host will unmute each participant one at a time and allow their comments to be heard by those in attendance. Once finished, the host will once again mute the participant to avoid background noise or interference.**
 - Hide Non-Video Participants**
 - Show Name when Participants Join**
- 7. To leave the meeting, click “Leave” in the top right of your screen.**