Virtual Board & Committee Meetings Using Zoom Conferencing

To use Zoom, you will need a computer with a microphone or headset or a smart phone, or a telephone.

To use a computer:

1. Go to: https://zoom.us/. Click on the icon to sign up for an account.
2. Click on “Join a meeting” and enter the Meeting ID you were sent from the Host. If prompted enter the password for the meeting provided.
3. The program will prompt you to connect video and audio from your computer. You don’t have to use a camera, but a microphone and speaker are required to hear audio and speak to the board.
4. You can also connect audio via phone at this point, to watch on the computer and hear audio on your phone.

To use the smartphone app:

1. Head to Google Play (android) or App Store (iPhone) on your smartphone.
2. Search for and download the “Zoom Cloud Meetings” app. Follow the prompts to set up an account.
3. Once in the app, click the “Join” button at the top of the app.
4. When it asks for a “Meeting ID,” enter the Meeting ID for the specific meeting and Click “Join.” If prompted enter the Password for the meeting provided.

To call in with a telephone:

1. Call the number provided for the specific meeting
2. Enter the Meeting ID: XXX-XXX-XXXX followed by #. For the “Participant ID,” press #.

When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and unmute yourself only when speaking.

Microphone Use

On a computer or the smartphone app, the mute button will look like a microphone.

On a telephone, press *9 to unmute or mute your audio.

End of the meeting

To leave a meeting on a PC or smartphone, hit “leave meeting” in the bottom right.
On a phone, simply hang up.

PLEASE TAKE ADVANTAGE OF OUR HELP AND ARRANGE A TEST SESSION with Kevin Woods 895-9010 or communication@raymondnh.gov
Best Practices

#1. Do NOT wait until the meeting begins to test your conference connection!
There are several Town Office staff members trained to run these conferences and they are willing to assist you in connecting DAYS in advance.

#2. The Zoom conference for meetings will be operated by a “Host.” This person(s) will not be a member of the Board or Committee. This will enable Board or Committee members to focus on the business of the meeting. Zoom will also support a “Co-Host”. Both the Host and co-Host can:
  • Change the display names of participants to reflect their correct name.
  • Mute or unmute microphones in the event of background noise or interference
  • Assist the Chair in taking questions from residents during Public Input or at other times allowed by the Chair.
  • Remove people from the conference should it be necessary.

#3. You should participate in the conference in a room that is free from distraction and background noises. This will allow you to focus on the business at hand and not distract other participants. **IF you are going to participate in a Non-Public session you MUST ensure that you are alone and that the conversations cannot be overheard by family members or others.**

#4. Dress appropriately. Others will be able to see you. Ensure that your laptop camera or smart phone is positioned properly so that participants can see you and not your ceiling.

#5. During a meeting when someone else is the predominant speaker, mute your microphone to prevent ambient room noise (dogs, children, coughing, etc.) from activating your microphone and switching the video to you. Simply press Un-mute to speak.

#6. Ensure all materials have been distributed to meeting participants at LEAST one day in advance. It will give them time to print copies should they need to refer to them. While screen sharing is possible, it is an advanced feature that we are willing to train boards if requested.