



## Zoom Meeting Instructions

### Registration

Step 1: The community can register to join virtual public meetings by clicking the Meeting Registration Links listed at [pleasantprairiewi.gov/virtual](https://pleasantprairiewi.gov/virtual).

#### 04/6/2020 | Pleasant Prairie Village Board

Time: 5:00 p.m.

Agenda: [April 6, 2020 Village Board Agenda.pdf](#)

Documents:

Audio File:

Minutes:

Meeting Registration Link: <https://register.gotowebinar.com/register/6561905591755259406>

OR



To access the meeting by phone

Call: (914) 614-3221

Access Code: 846-614-916

\*note\* Phone attendees will only be able to listen and not make public comment.

Step 2: Residents will be asked to fill in their first name, last name, and email address. Once complete, click the register button.

### Village of Pleasant Prairie Regular Board

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Mon, Apr 6, 2020 5:00 PM - 6:00 PM CDT  
[Show in My Time Zone](#)

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This meeting will be an official Village Board meeting and open to the public, but conducted virtually on an online platform. No official action will be taken at the meeting, and will be an opportunity for the Board to practice a meeting in a virtual environment.

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\*Required field

|             |            |
|-------------|------------|
| First Name* | Last Name* |
| Jane        | Example    |

Email Address\* 108

example123@gmail.com

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

A registration approval page will appear, and Zoom will send a confirmation email. The email will contain a join URL that can be used on the day of the virtual meeting. Users should *not share* the join URL with anyone because it is registered to their name.

## Joining the Virtual Meeting

➡ Village staff recommends residents join the virtual meeting *ten minutes before* the scheduled start time by clicking the join link in the confirmation email.

➡ Residents can use a computer mic and speakers to listen and communicate or dial into the conference call with a phone. Residents must join the web portion of the session and raise a virtual hand to indicate they would like to be unmuted by the organizer for public comment. \*note\* Phone attendees with no audio pin will not be able to make comments and can only listen.

### WAYS TO JOIN ZOOM

#### 1. Join from PC, Mac, iPad, or Android

##### Join Webinar

If the button above does not work, paste this into your browser:

<https://zoom.us/j/93650192625?tk=ArGGyRr7fNM4pWQaa4L0Eg83dQJXvOGmfVbvbsBJZAY.DQIAAAAVzfyI8RZwS1hLUDI4QVR1V2VYVWZzTVN0bmJRAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=cC16MUNnR2ZBSG1JSWNNOUVkckVudz09>

To keep this webinar secure, do not share this link publicly.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

#### 2. Join via audio

One tap mobile:

US: +13017158592..93650192625#...\*874659# or +13126266799..93650192625#...\*874659#

Or dial:

For higher quality, dial a number based on your current location.

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID:

936 5019 2625

Passcode:

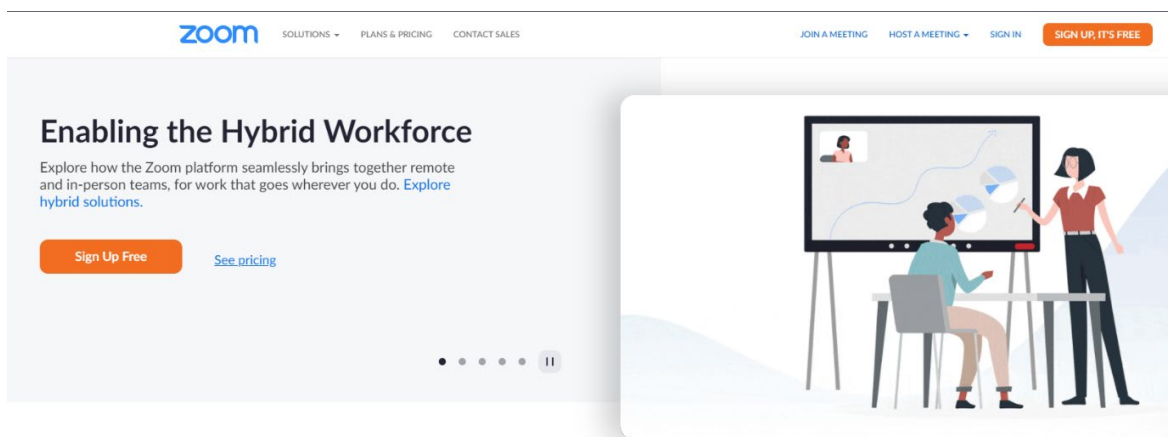
874659

[International numbers](#)

Thank you!

## New Users

For first time Zoom users, Village staff recommends installing the application before the meeting begins; visit **Zoom.us** to download the correct application for your device.



## Control Panel

Once in the session, a control panel will show on the bottom of the Zoom window. The control panel is used to manage the session.

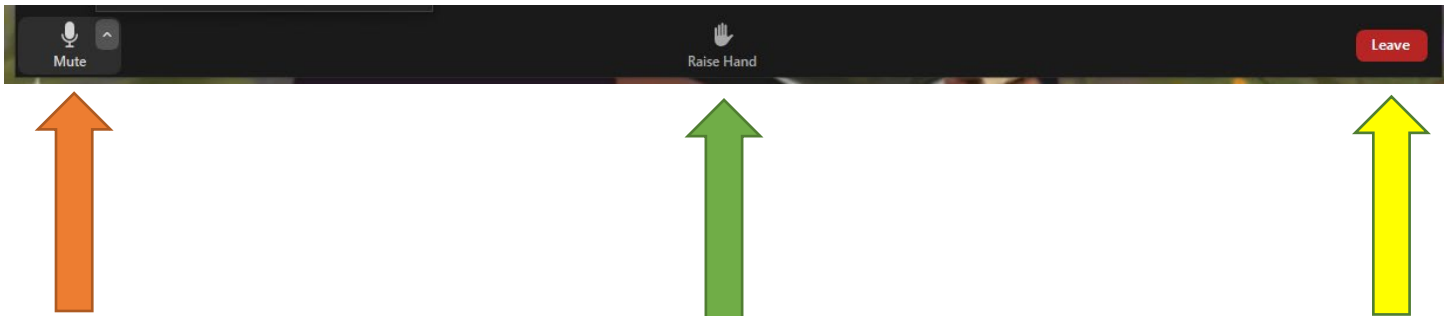
➡ The microphone indicates if an attendee is muted or unmuted by the host. This is where the computer mic/speakers/phone can be selected for audio.

If using the phone for audio, first turn off the computer audio. Then call the conference number listed and, when prompted, enter the provided meeting ID, participant ID, and passcode numbers. This allows virtual attendees to make public comments; however, residents must join the web portion of the session and raise a virtual hand to be unmuted by the organizer.

\*note\* Phone attendees with no audio pin will not be able to make comments and can only listen.

➡ The “Raise Hand” feature should only be activated if an attendee wishes to speak during Citizen Comments. After the attendee has spoken, the host will mute the microphone and lower the attendees raised hand.

➡ Leave the meeting will end your participation in the meeting.



A Zoom participant tutorial video can be [found here](#).