



City of
Langley Washington

Instructions For Use Of Zoom To Attend 4/20/20 City Council Meeting

For Public Participants

As an attendee in a Zoom Video Webinar, you will be able to raise your hand (electronically) to ask questions and may be asked to take part in attendee polls. In addition, the public will be invited to make comments as with any normal council session.

While it is not essential to download the application if you are just attending one meeting, but if you plan on using Zoom again, in the long run it will make things easier for you. You can also use your web browser (Chrome, Safari, etc.) to join and use the Zoom application. To download Zoom (it's free) on your cell phone, tablet or computer, visit: <https://zoom.us/download>.

Version 1.0 developed March 27, 2020 by Derek Hoshiko and Scott Chaplin for the City of Langley.

ZOOM Resources

Note: If you are new to Zoom, please view at least the first three selected items below:

1) Intro to Zoom (45 seconds / 46 seconds):

Overview of Zoom: <https://youtu.be/VnyitUU4DUY>

Zoom Webinars: <https://www.youtube.com/watch?v=C0RUZri5moM>

2) How to Join a Zoom Meeting or Webinar (1 minute):

https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=emb_rel_end

Note: Please refer to the invitation for the specific meeting you want to join. If you use an older link, you might not be directed to the correct destination.

3) Zoom Meeting/Webinar Screen Controls (10 minutes):

https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_end

Note: Webinar attendees have fewer screen controls than webinar panelists, but the control features are the same.

4) Audio Best Practices for Zoom Meetings/Webinars (13 minutes)

https://www.youtube.com/watch?v=ipT0fAeOYxQ&feature=emb_rel_end

Note: Viewing this video is not as essential as the others, but it does provide some good tips on how to avoid audio feedback buzzes and echos which can sometimes plague virtual meetings. In a nutshell, please set up a space in your home or office that is as quiet as possible, make sure all background noise from street sounds, nearby people, heater fans, bathroom fans, refrigerators, and any other noise making sources is eliminated. Also, use as strong an internet connection as possible. If you are using Wifi, be close to the router as

possible. If you are using your cell phone, be in a location where you have the strongest possible signal (4 or 5 bars ideally). Ideally you can use a high quality headset that has a wire connection to your device (Bluetooth devices can sometimes be problematic).

5) Crash Course: Improve Your Virtual Presentation Skills (for some advanced hints on how to effectively use virtual meetings: 36 minutes long)

https://www.youtube.com/watch?v=EpZLi3KUzYc&feature=emb_rel_end

Note: This video is also not essential to watch, especially if you are only planning on participating as an attendee. If you are going to be a panelist, it provides sound advice on how to be more effective in your virtual meeting participation. It also addresses some of the anxiety that some people feel when they suddenly find themselves “on TV.” Although you can be represented by a simple photo instead of appearing in a live video stream, a great deal of communication comes from body language and having a visual image of you will help people pay attention and stay engaged. In a nutshell, you want to make sure that you are dressed appropriately for the type of meeting you are participating in, that there aren’t distracting visual activities happening in the background when you are on camera. It is recommended that you open your Zoom app in advance to see how you and your room look to viewers before a meeting starts. That way you will have time to adjust lighting levels, etc. before a meeting starts. If you have something on your computer that you will want to share with the group, make sure you can easily locate it before the meeting starts. It is recommended that you have light sources in front of you rather than behind you.