

## **ZOOM WEBINAR INSTRUCTIONS FOR COMMITTEE MEMBERS**

To support City functions during this time, the City of Port Moody has implemented Zoom Video Conferencing to conduct Committee meetings. The following is a brief introduction and provides instructions for participating in Committee meetings.

For more information please visit <https://portmoody.zoom.us/resources> for quick how-to videos on anything and everything Zoom.

Committee members will receive two emails for Committee meetings. One email will contain the Zoom webinar link – these links are personalized and cannot be shared – and one email will contain the meeting agenda.

You are still required to respond to the email to indicate whether or not you will be participating via Zoom.

### **A few important notes:**

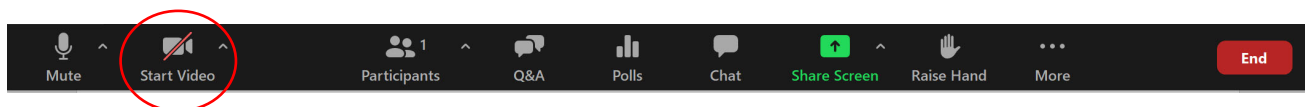
- 1) **Please do not share or forward the Zoom webinar link. If you cannot find your Zoom link prior to the meeting, please send an email to [committees@portmoody.ca](mailto:committees@portmoody.ca) asking for your link to be resent.**
- 2) **To improve the security of Committee meetings, all Committee members are required to use the personalized Zoom links and use a video feed to participate in meetings. No phone-in participation will be permitted.**
- 3) **During the meetings, please keep your microphone on mute unless you have been called on to speak. This will minimize disruptions to the meeting.**

## **PC USERS**

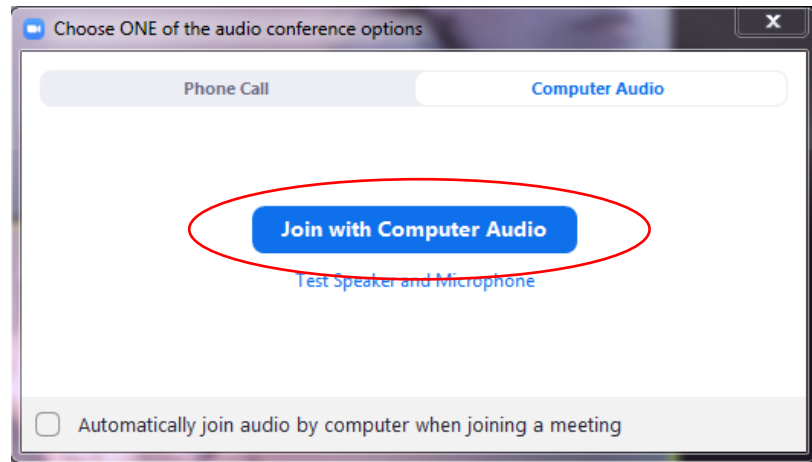
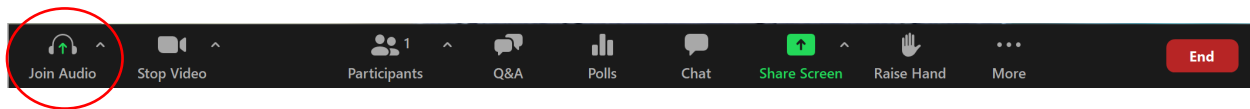
### **Joining a Webinar**

Join a webinar by clicking on the Zoom link provided and follow the prompts to join the Zoom webinar.

Click **Join with Video** to have your video feed start upon admittance to the webinar or click **Join without Video** to start the feed manually once admitted. To start your video feed, click on the **Start Video** button.



Ensure that your audio is working. If **Join Audio** is visible you must click on **Join Audio** and select **Join with Computer Audio**.



When you join a Zoom webinar hosted by the City of Port Moody, you are considered a panelist and City staff will have host controls, including muting audio, using video and presentations, and more.

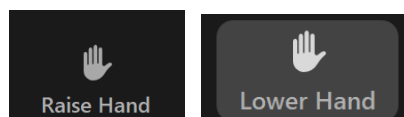
## **Participating in a Zoom Webinar**

### **Start/Stop Video and Video Settings**

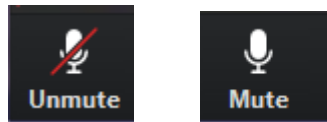
Video feeds are required to participate in Committee meetings. If your video feed is off, you are not in attendance at the meeting. If you must turn off your video briefly, you can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background.

### **Speaking**

If you click on Participants, you can see who is currently in the meeting. If you would like to speak, please follow the regular meeting procedures and **physically raise your hand visibly in the video** or use the **Raise Hand** button in the bottom left-hand corner to be added to the speaking list. If you use the **Raise Hand** function, please remember to **Lower Hand** after speaking. The Chair will inform you when it is your turn to speak.



You can unmute your microphone when it is your turn to speak by clicking on the **Unmute** button in the bottom left-hand corner. Once you are finished speaking, please re-mute yourself by clicking the button, which will display as **Mute**.



## Video Layout

At the upper right corner of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.

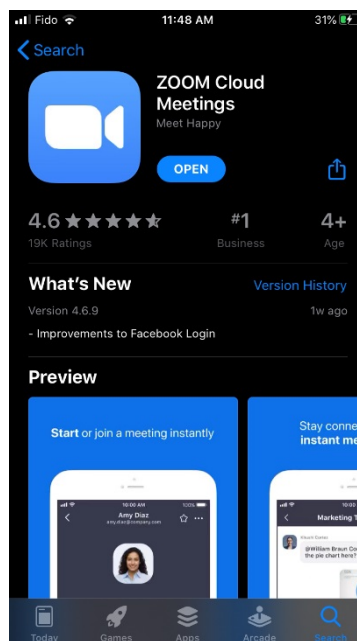
## Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

## SMARTPHONE USERS

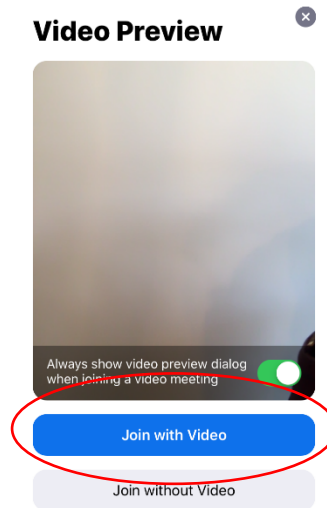
If you are joining through a smartphone you will need to download the app to participate.

## Download the app



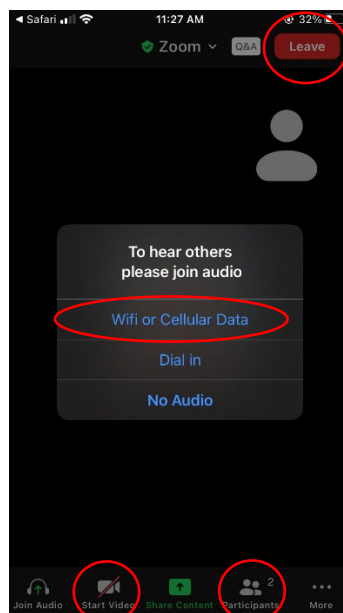
Click on the Zoom link provided by the Committee Coordinator and follow the prompts to open Zoom.

The app will open with a **video** preview of your camera, which you can choose to join with video or without.



Click **Join with Video** to have your video feed start upon admittance to the webinar or click **Join without Video** to start the feed manually once admitted to the webinar.

If you have chosen to **Join without Video**, when you are admitted to the webinar click on the **Start Video** button to start your video feed. you may prompted to choose your **audio** connection and once selected you will join the webinar.



On the bottom of the app you can click on **Participants** to see who is in the webinar and stop your **video**.

To **leave** the webinar, click on the link in the top right hand corner.