## **INSTRUCTIONS FOR JOINING PLANNING COMMISSION MEETING ON ZOOM**

1—Download Zoom onto your computer if you don't have it. <u>https://zoom.us/download</u>. Click the FIRST "Download" button shown.

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Zoom Client for Meetings The web browser client will downlad automatically when you start or join your first Zoom meeting, and is also available for manual downlad here. Download Version 5.4.6 (59296.1207)	
Zoom Plugin for Microsoft Outlook         The Zoom Plugin for Outlook that had a needing with one click         Download       Version 5.4.57217.1204         Add Zoom as an Add in for Outlook on the web	
Zoom Plugin for IBM Notes	•

2—Try to sign into the meeting so it will be all set up for when the meeting occurs on 12/15. Click on the app button to pull it up, then the JOIN button shown below.



3--- Enter the id of the meeting so it's all set up to go on 12/15 at 5:30pm. You need to enter the id shown below in the first box. Then hit JOIN.

Zoom	×
Join Meeting	
860 3782 3387 ~	
Your Name Patty Dupre	
Do not connect to audio	
Turn off my video	
Join Cancel	

4—Since the meeting is not active yet, this is what you'll see if you log in before the time.

