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Summary
As the COVID-19 emergency management leaders continue to encourage social distancing, there are ways to hold public meetings that conform to Open Meetings Law § 102 and § 104 as well as Executive Order 202.1. Municipalities interested in holding meetings via webinar, conference call, or videoconference that allow the public to join should consider using Zoom Meetings. Zoom has great webinar and videoconferencing tools that allow you to host a public meeting with multiple presenters. The presenters can be in different locations, which means they can participate from the convenience of their homes, as well. Besides sharing your screen to show a presentation, you can mute and unmute participants, and allow them to participate in discussions or live polls. One considerable drawback is that participants need to install the software in order to join the meeting. This manual provides technical guidance on topics ranging from downloading Zoom to recording and transcribing meetings.

This manual should supplement the online tutorials listed under the Additional Resources section. Guidance regarding Zoom products and pricing is outside the purview of this document. Seek support from a Zoom representative to discuss their products and options.

***

Article 7, Public Officers Law
To the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.

Legal Guidance (New York State Conference of Mayors and Municipal Officials, 2020)
Public Officers Law § 102[1] defines a “meeting” as “the official convening of a public body for the purpose of conducting public business.” Historically, this meant that the members of the public body physical gathered to conduct business, but in 2000, Section 102 was amended to allow public body members to attend and participate in meetings via videoconferencing. Pursuant to Public Officers Law § 103, any time a quorum of a public body gathers (either in person or via videoconference) for the purpose of discussing public business, the meeting must be open to the general public, whether or not the body intends to take action. This includes “workshops,” “work sessions,” and “agenda sessions.” Chance meetings or social gatherings are not covered by the law since these are not official meetings; however, public officials should not discuss public business at chance meetings or social gatherings. In addition, Public Officers Law § 104 requires public bodies to notify the public of the time and place of every meeting. The OML requires notice of every meeting to be: 1. Conspicuously posted in one or more public locations; 2. Given to the news media (television, radio and newspaper); and 3. Conspicuously posted on the village’s website, if it has the ability to do so. Moreover, Open Meetings Law § 104(4) provides that if videoconferencing is used to conduct the meeting, the notice of the meeting must indicate that members of the public body will be participating via videoconferencing technology. Additionally, the notice must identify the locations from which the members will be participating and state that the public has the right to attend the meeting at any of the meeting locations. The OML does NOT require public bodies to pay for an official advertisement in a newspaper. Rather, the OML merely requires that the news media be notified. NYCOM recommends that public bodies fax or email meeting notices to the news media.
Signing Up for Zoom
This manual will provide technical assistance for using Zoom Meeting technology for holding public meetings. Basic requirements:

- A device with an internet connection, audio capabilities (e.g. microphone and speaker), and video capabilities (e.g. camera or webcam)
  - Compatible devices: laptop, tablet, smartphone, desktop computer

Go to Zoom’s website:
https://zoom.us/

Click on “SIGN UP, IT’S FREE”

There are SEVERAL ways to get signed up with a Zoom account.

The most common are:
- Enter your work email address and look for an activation link in your email
- Sign in with an existing Google (Gmail) account
- Sign in with your Facebook account
- Have an administrator create an account for you and activate your account following email instructions
**Option 1: Google Account**
To sign in with a Google account, you need to HAVE a Google account or CREATE one prior to trying to connect Zoom with your account.

All Google accounts that you have will appear. You will need to choose one of the listed accounts.

Once you select the account, you will be brought to Zoom’s main page. Remember, if you sign up with your Google account, you should sign in with that same account every time.

**Option 2: Facebook Account**
If you select to sign up with Facebook, you will be redirected to Facebook to give permission to Zoom to access your name, profile picture, and email address. If you agree to those terms, click “Continue as YOUR NAME”. If you do not agree to those terms, click “Cancel”.

To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom’s privacy policy and terms of service.
**Option 3: Zoom Account**
Enter the email address that you want to link with a Zoom account and click “Sign Up.”

Go to your email inbox for that specific email address. If you do not see the email immediately in your inbox, check Spam and other folders where automated emails might go.

Click on the “Activate Account” button or the link below it. If you can’t get either to open in a web browser, copy and paste the link into URL space at the top of your web browser.

You will be prompted again to activate your account through Google, Facebook, OR you can sign up with a unique password.

**Activate your Zoom Account**
Choose the following sign in methods, and use your email address to continue.
If you choose to create your own password, it must have the following characters:

- 8 minimum
- at least 1 letter
- at least 1 number
- both upper and lower case letters

Review the Privacy Policy and the Terms of Service before continuing.

Click Continue when you are ready.

Welcome to Zoom

Hi, alaina@tughill.org. Your account has been successfully created. Please list your name and create a password to continue.

Jane
Doe

Password:

Password must:
- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:
- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcd efgh)

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue
The Interface

- **Meeting encryption option**: 123.456.7890
- **Meeting ID**: 123.456.7890
- **Host**: Jane Doe
- **Meeting Topic**: Jane Doe’s Personal Meeting Room
- **Invitation URL**: https://us04web.zoom.us/j/1234567890
- **Participant ID**: 50

- **Descriptive information about your meeting and host**
- **Link to the meeting, which can be shared by copying the URL**
- **Your personal participant ID number**

Quick access in-meeting control icons: manage audio, share your screen with other participants, and invite others

User in-meeting control bar, which allows the user to:

- Manage their audio options
- Manage your video options
- Invite others to the meeting
- Manage the participants
- Share your screen with participants
- Open the chat bar
- Record the meeting
- End the meeting

***
### Join a Meeting and Configuring Your Device

You will be prompted to start your first test meeting. To do so, click “Start Meeting Now”.

![Start your test meeting](image)

When you begin a Zoom meeting, the browser will ask you to open Zoom Meetings in an application separate from your browser. You have a few options for running the Zoom Meetings software:
1. Open in your browser, or
2. Open in a standalone application,

<table>
<thead>
<tr>
<th>Option 1: In Browser</th>
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<tbody>
<tr>
<td>To open in your browser, click “Cancel” for Open Zoom Meetings dialogue box. And click “click here” and “start from your browser”</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2: In Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>To download the standalone application, click “download &amp; run Zoom” and save the file in your Downloads folder or wherever you typically save EXE files, i.e. an executable file that contains a program capable of being run as a program in the computer.</td>
</tr>
</tbody>
</table>
Open the .exe file and the Zoom application will begin downloading.

You will have two options for connecting your audio with the Zoom Meeting:
1. Join with Computer Audio
2. Join by calling in and inputting Meeting ID and Participant ID.

**Computer Audio**
Click “Join with Computer Audio”. You can test your speakers and microphone prior to joining a meeting. You can use your laptop, tablet, or phone speakers and microphone or connect microphones to those devices. If you are using a desktop computer, you may need to purchase a webcam and a microphone headset in order to be heard.

**Phone Call**
Call into the conference by switching over to “Phone Call” and dialing any of the phone numbers that show up in YOUR screen. Every meeting will have a unique ID number and you will be given a unique Participant ID number. The automated response on the phone will ask you to enter these two numbers and then patch you into the Zoom Meeting. **Note: Do not click “Done” until you have finished connecting to the Zoom Meeting.**
### Configuring Audio
Make sure that your device has built-in speakers and a microphone. If not, another alternative is connecting a set of headphones or earbuds. If you are working on a desktop computer, you may need a special headset that has a microphone attached.

In the up arrow next to “Mute/Unmute/Join Audio,” you can select the microphone and the speaker you wish to have connected. You may also test your speaker and microphones to make sure they are working correctly.

### Configuring Video
As with audio, you may switch between video on and video off by clicking the video icon. There are additional options in the up arrow to change camera. If you have a green screen or advanced technological device, you can add a virtual background to cover up your surroundings.

### Inviting People to Join the Meeting
There are several ways to invite other people to a meeting. First, you can have Zoom open up a draft email message directly in your Gmail, Yahoo Mail, or other default email account. In this option, the body of the email will automatically include the meeting details, including URL and important ID numbers.

You may copy the URL to share directly via a messaging, email, or other platform; or copy the detailed body of an email invitation.
**Manage Participants**
As a host, or presenter, you have access to tools for managing participants in the meeting. For instance, you can mute individual participants or all participants. Similarly, you can unmute all participants. In the More menu, you will find options for muting participants, immediately after they join the meeting even if they chose to connect their microphone. You may allow or deny participants the ability to unmute or rename themselves. You may also lock a meeting to keep others from joining.

**Chat**
Participants may be given the opportunity to chat to everyone in the meeting or just to the hosts.

Type your message where it says “Type message here...” You may also want to share files or save the chat.

To open a file, you can open Dropbox, Microsoft OneDrive, Google Drive, and Box directly using their respective icons, OR you can upload a document directly from your personal device under “Your Computer.”

Your chat can be saved by clicking on the “…” button and selecting “Save Chat.” You can also limit who participants can chat with: no one, only the host(s), everyone (publicly and privately).

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Sharing Your Screen

One remarkable feature of Zoom is the ability to share your screen. While sharing your screen you have possibilities ranging from sharing what is on your screen to a specific file or even a whiteboard for writing. To access your options, click on the green “Share Screen” icon. You may allow only one participant to share at a time OR multiple participants to share simultaneously.

In the advanced sharing options, you can select how many participants can share at the same time, who can share, and who is allowed to share when someone else is sharing.

See below for the different interface descriptions for sharing screens.

Basic

The steps for activating Screen, Whiteboard, or iPhone/iPad sharing are described in the following pages.

Select a window or an application that you want to share.

Select recently opened documents

Share the sounds from your computer along with the screen (note: this is different from your personal audio/microphone)
Screen
Sharing your screen means that whatever is open currently on your computer/laptop screen will be seen on the participants screen, as well. You can still manipulate the controls for audio and video, participants, etc. You will also be able to pause the share, annotate, and even record your screen sharing session.

Whiteboard
The whiteboard functions similarly to paint in that you can draw, type text, add symbols and shapes, erase your work, undo, redo, and clear. The spotlight function allows the participant to follow your cursor more easily. The lower-right-hand side of the screen allows you to open a new whiteboard for editing. You can return to previous drawings by clicking the arrows that will appear in the new artboard. Any board can be saved.

iPhone/iPad
In order to access the iPhone/iPad screen mirroring function, you will have to download a Zoom plugin.
iPhones and iPads have a screen mirroring function, which is compatible with Zoom. To activate, click iPhone/iPad and instructions will appear for connecting your iPhone or iPad’s screen. First, they must be on the same Wi-Fi network. Second, click on Screen Mirroring in the swipe-down or swipe-up menus. Lastly, select “Zoom-user”.

The iPhone or iPad will list the devices that allow screen mirroring. Tap on Zoom-user.

In your swipe-up or swipe-down menus, you will now see Zoom-user as a link for screen mirroring.

You can stop screen sharing at any time by clicking “Stop Share.”
**Advanced**

Select a window or an application that you want to share

- **Portion of Screen**: The portion of the screen that you wish to share should be enclosed in the green box. You can make the box bigger or smaller by dragging the corners, it will momentarily pause the shared image and the box will appear orange.

- **Music or Computer Sound Only**: Select Music or Computer Sound Only to share music or sound that is currently being played on the device. Note that this is separate from your microphone’s audio.

- **Content from 2nd Camera**: If you own a second camera, such as a webcam or Bluetooth camera, you can connect that camera to show two images: your main camera image and your second camera’s image.
Existing Storage Account
If you have files stored in a cloud system, such as Dropbox or Microsoft OneDrive, you can open files directly from your online cloud account. For instance, if you choose Google Drive, you will be prompted to connect with Google Drive via Zoom. You must authorize Zoom to access your account.

Choose the appropriate Google account and grant or deny Zoom permission to see, edit, create, and delete any and all of your Google Drive Files.

Navigate the folders to find the cloud file that you wish to share with other participants, select Visible for all, and Share screen.
In the Meeting control bar, you will find the record function, which will allow you to record either to your computer or to the cloud.

Once you begin recording, you will see a red circle and “Recording...” You can pause a recording at any time and pick up recording after clicking play. You can also stop the recording by clicking the white stop square next to the pause icon.

Pause and Stop Recording options will also appear in the control bar after you begin recording.

Once you stop a recording, a notification will appear that reads “The recorded file will be converted to mp4 when the meeting ends.”

When you end the meeting, a new screen will pop up to browse for a folder for your new recording. Create a folder for your recordings, so that it is easy to find all your future recordings in the same place.

In that new or existing folder, you will see “audio_only,” “playback,” and “zoom_0” files.
Accessing Zoom from Windows 10 is simple. You have several options, including:

1. Opening your Windows icon and searching for “Start Zoom” in the Zoom application folder,
2. Open your Windows icon and type in zoom and click “Start Zoom,” or
3. Add a shortcut to your desktop and double-click it to open the application.
4. You can always open Zoom with an invitation in your browser.
**Contacts**

- **My Groups**
  - Starred 0
  - External 0
  - Apps 0
  - Cloud Contacts 0

- **Company Directory**
  - Company Contacts 10

View contact info by clicking a contact in the left panel.

***
**Home Screen: Smart Phone/Tablet**

Sign in, sign up, or join a meeting using the same steps outlined in the Sign Up for Zoom section of this manual.

Input your sign in information.

Allow or Don’t Allow Zoom to send you notifications, including: alerts, sounds, and icon badges. You can change these settings in your phone’s configuration.

The first tab of the phone/tablet Zoom interface is Meet & Chat. In this interface you can start a new meeting, join a meeting, schedule a meeting, or share your screen.

The second tab is Meetings where you can start a meeting, send an invitation, or edit information, such as: meeting password requirements, video and audio options, & other meeting options.

The third tab is Contacts lists for your groups and company contacts. You may link your phone’s contact list to this list in order to search you phone’s directory. You may also add a Zoom channel.
The last tab is the Zoom Settings tab where you can change other meeting settings, phone contacts and requests, chat options, general options, and information about Zoom. Your personal Zoom profile can also be accessed in the Settings tab.

This is a screenshot of some of the meeting settings that you may want to change.

Meeting from Your Phone or Tablet

Return to the first tab, “Meet & Chat,” and click “New Meeting” or “Join” to enter a meeting. If you have a scheduled meeting, click “Start” next to that meeting in the list.

You will have to allow Zoom to access your microphone if you wish to speak in the meeting and be heard.

Your microphone can be connected either by audio through your internet connection or via a Dial In option.

The Zoom Meeting on phone/tablet is similar to the computer/laptop interface in that you can mute/unmute, activate/deactivate your video, share content, manage participants, etc.
Press the share content icon to share your screen, photos, documents from a storage account, a website, or a bookmark.

Participants can be managed by pressing the Participants icon. You can chat with them through the pop-up screen, invite other participants, or mute/unmute all participants. Next to their name, you can mute their audio or video.

If you are driving while accessing Zoom, you can swipe left-to-right in order to limit what controls you can access.

Under the tab, you can begin recording to a Cloud folder, chat, access meeting settings, minimize the meeting, and disconnect audio.

***
Schedule Meeting

Topic
Test Run of Zoom with Matt

Name the meeting

Start:
Wed, March 25, 2020

Duration:
0 hour

Set the date, time, and duration; if this is a recurring meeting, check that box and note how frequently the meeting will occur.

Meeting ID
1234567890

Generate Automatically
Personal Meeting ID

Either use an automatically generated ID or your personal meeting ID

Password

Require meeting password

To make your meeting more exclusive, you can require a meeting password and only provide that to your target participants

Video

Host: On
Participants: On

Decide whether or not the host and/or participants will be able to enable their video

Audio
Telephone
Computer Audio
Telephone and Computer Audio

Audio can be accessed via telephone, computer audio, or both depending on what is most appropriate for your participants

Calendar
Outlook
Google Calendar
Other Calendars

You can save your meeting in a personal or work calendar, if you prefer

Advanced Options

Enable waiting room
Enable join before host
Mute participants on entry
Only authenticated users can join
Automatically record meeting
Locally

Click Schedule and you will be able to share the link and meeting ID with participants.
Once you have created a scheduled meeting, you will be able to share the information with your intended participants. To do so, you can copy the automated text and paste it in the body of an email or in a messaging platform.

A notification will confirm that the invitation text has been copied to your internal clipboard.

Return to the Meetings tab and you will be able to start the meeting, copy the invitation again, edit details about the meeting, or delete the meeting.

You can also start a meeting from the Home screen. Find your scheduled meeting and click “Start.”

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* * *
Polling during a Meeting
Make sure that your polling settings are activated prior to starting a poll.

The host is the only person who should be managing the poll while the participants are adding their responses. Once the poll has been ended, the host will see the poll results. They can share the results with the participants or re-launch the poll.

Note: Online (zoom.us) in Meetings → Upcoming Meetings (Click on the meeting topic TITLE) → My Meetings → Manage “TITLE”, you can add and edit polls.

Start the Meeting and click on Polls in the control bar. Click Launch Polling.

(Only one answer allowed)

(Participants may select all answers that apply)

Note: Poll reports can be found in your profile under Reports → Usage Reports → Meeting.
Manage Your Account

If you return to zoom.us, you will find some additional tools for managing Zoom not present in the Zoom application.

Profile
The Profile tab will allow you to review your Personal Meeting ID number, account number, change your email or password, among other things. Review the list in case you need to find out more about your specific account.

Meetings
The Meetings tab shows upcoming meetings, previous meetings, personal meeting room meetings, and meeting templates.

Webinars
Zoom Video Webinars can only be accessed with a Pro, Business, or Edu paid plans. However, it provides a large online platform for up to 10,000 attendees.
**Recordings**
Any recordings that you have selected to upload to the cloud will appear in Cloud Recordings of the Recording tab.

Change the recording settings, if necessary.

You can also review local recordings, if you have the appropriate Windows or Mac operating system versions.

**Settings**
You can change the settings for meetings, recordings, and telephone call-in options.
**Account Profile**
Your account information, including account type and name, will be found in account profile. You can unassociated and create your own account, if you prefer.

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Account Type</th>
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<tbody>
<tr>
<td>Account Name</td>
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<tr>
<td>Account Alias</td>
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<tr>
<td>Your Role</td>
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<tr>
<td>Account Owner</td>
<td></td>
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<tr>
<td>Account Number</td>
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</tbody>
</table>

**Reports**
Usage reports can be made for meetings, participants, and meeting minutes for a time range. You can also review meeting registration reports and poll reports for meetings here.

**Other**
When in doubt, check out live trainings, video tutorials, and a technical support in knowledge base.

<table>
<thead>
<tr>
<th>Attend Live Training</th>
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<tbody>
<tr>
<td>Video Tutorials</td>
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<tr>
<td>Knowledge Base</td>
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</table>
Additional Resources
One Minute Video Introductions: https://zoom.us/resources
Other Zoom Video Tutorials: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or contact us but wait times may be longer than expected. Thank you for your patience.
Bibliography

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