

## Instructions for Zoom Meetings

Lower Salford Township will be hosting Board of Supervisors and other meetings virtually with a platform called **Zoom Meeting**. This platform allows the public to join via webcam, computer audio, or telephone to view and participate in the meeting.

To use Zoom, you will need a computer with a microphone or headset, a smart phone or you can use a telephone.

### To use a computer:

1. Click: <https://zoom.us/j/7595423230>
2. Follow the prompts to download the program and sign up for a free account.
3. The program will prompt you to connect video and audio from your computer. You don't have to use a camera, but a microphone is required to hear audio and speak to the Board.
4. You can also connect audio via phone at this point; to watch on the computer and hear audio on your phone.

### To use the smartphone app:

1. Head to the Google or Apple app store on your smartphone.
2. Search for and download the “**Zoom Cloud Meetings**” app. Follow the prompts to set up an account.
3. Once in the app, click the “**Join**” button at the top of the app.
4. When it asks for a “Meeting ID”, enter “**759-542-3230**”, type in your full name, and click join.  
\*If you do not wish to have your video turned on, toggle the video off below before clicking join\*.

### To call in with a telephone:

1. Call **1-646-558-8656**
2. Enter the Meeting ID: **759-542-3230** followed by #. For the “Participant ID” press #.

When joining a meeting you will automatically be muted. To speak, wait for the chairman to ask for public comment and unmute yourself only when speaking. On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press **\*9** to unmute/mute your audio. To leave a meeting on a PC or smartphone, hit “leave meeting” in the bottom right. On a phone, simply hang-up.