



TOWN OF HENNIKER, NEW HAMPSHIRE  
OFFICE of the TOWN ADMINISTRATOR

## Town Meetings Go Virtual with Zoom Meeting



Zoom

### **Board of Selectmen April 21, 2020 at 6:15 p.m.**

The Town of Henniker, NH will be hosting board and committee 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/94777682462>
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 appstore 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 "947-7768-2462", 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: 947-7768-2462 followed by #. For the "Participant ID" press#.

When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and click the "raise hand" button. On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press \*9 to request to be unmuted. To leave a meeting on a PC or smartphone, hit "leave meeting" in the bottom right. On a phone, simply hang up.