City of College Park
Virtual Meeting Instructions

This will be a Zoom virtual meeting.   The link is:

https://zoom.us/j/92398574069?pwd=MlU3dFB3OG9TZnBQT242R1IsK3RNQT09

Zoom Webinar ID: 923 9857 4069

Zoom Webinar Password: CPjoinMCM

A few minutes before the meeting begins

1. **To join the meeting by computer or mobile device:**
    • Click on the Zoom link above
    • If this is the first time you have joined a Zoom meeting and you do not get the prompt to "Open Zoom Meetings", you will need to click the download & run Zoom link on the page you were taken to. Clicking the link will allow you to install the Zoom app on your device.
    • If you get the prompt to "Open Zoom Meetings", click it to join the webinar.

2. **To join the meeting by telephone:**
    • Dial 301-715-8592
    • Enter Meeting ID: 923 9857 4069, then press #
    • There is no Participant ID. Just press #
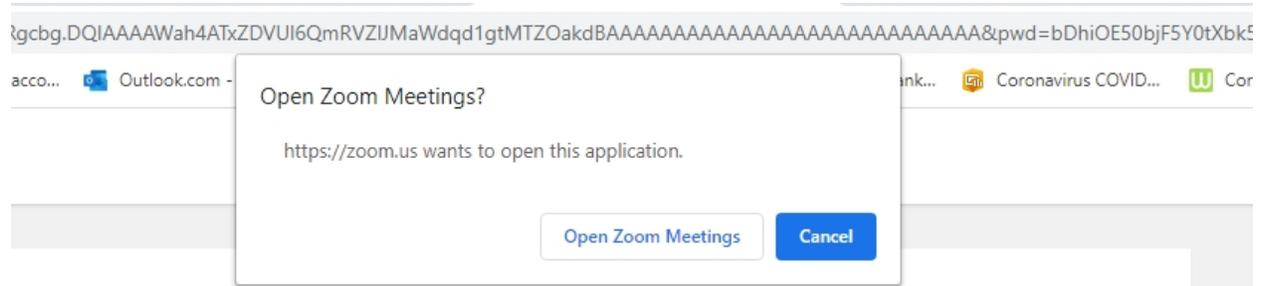   • Enter Meeting Password: 419048, then press #

    To use one tap dial in:
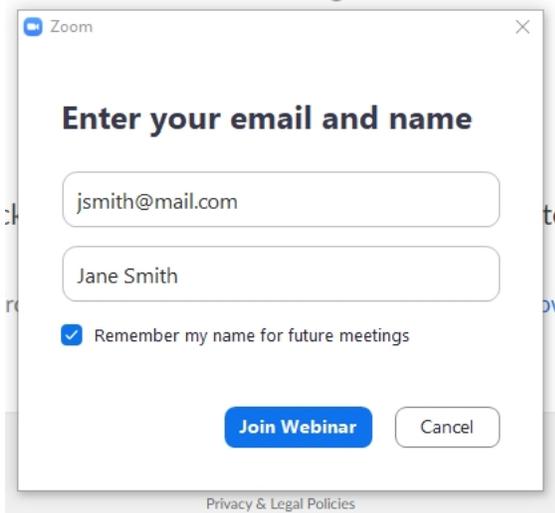   • 13017158592,,92398574069#,,1#,419048#

As an Attendee

Joining a College Park Zoom webinar as an attendee will allow you to watch and listen to the webinar. Attendees can also use the Raise Hand button when the meeting is open for public comment. If the Host unmutes an attendee, that attendee will be able to speak to the webinar until they are muted again.

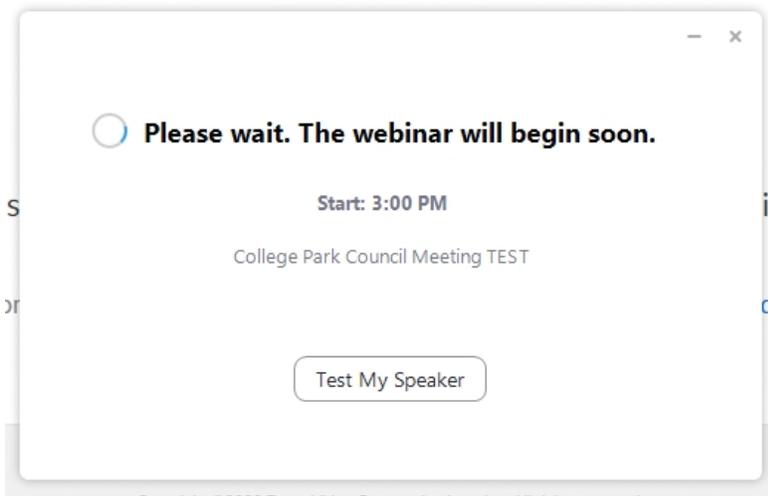As an attendee, you will not have access to any other functions.

On the next screen, enter your email address and name, then click the "Join Webinar" button.

Uncheck the box next to "Remember my name for future meetings" if you do not want to automatically join subsequent Zoom meetings using the same information.

If the webinar is in the pre-meeting "Practice" mode and has not started to broadcast, you will get the following screen.
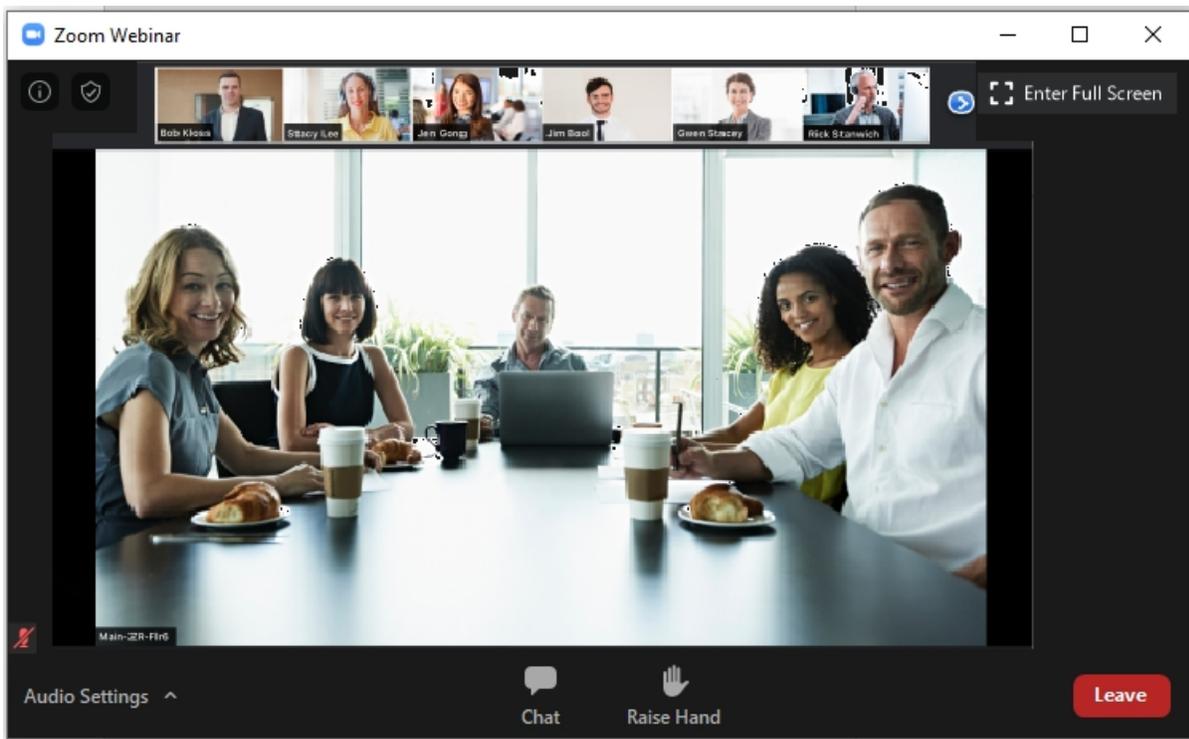

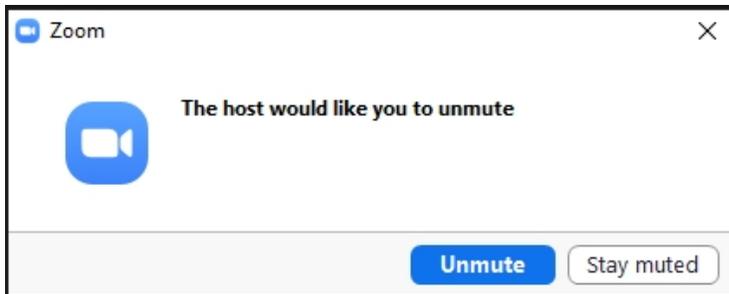Once the webinar starts broadcasting, you will be taken into the webinar (see the next screenshot below.)

Note the "Raise Hand" Control in the lower part of the Zoom window.

If the controls are not showing, hover your mouse pointer over the Zoom window and the controls will immediately appear.
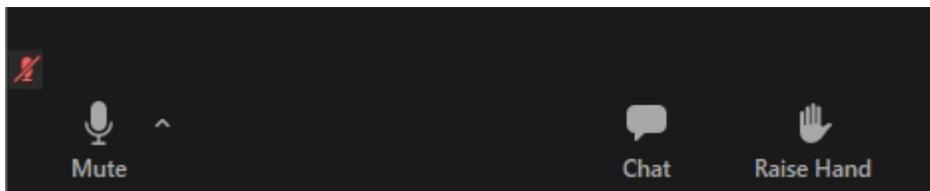
When the webinar is opened for public comment, you can click the "Raise Hand" control so that the Host will know that you would like to speak.

When it's your turn to speak, you will be called upon to speak and you will get the following prompt:

Click the Unmute button to speak to the webinar and all the participants will be able to hear you.

While you are granted the option to speak, notice the microphone control that will appear at the lower-left corner of your Zoom window. Clicking that control will allow you to unmute and mute yourself.

After the Host has stopped the option to speak, the microphone control will disappear and you will not be able to speak to the webinar.

Guidelines and Best Practices for participation

1. Please keep yourself on "mute" to eliminate background noise.

2. A high-speed, wired internet connection will provide the best results.

3. We recommend that you close other applications on your device to preserve bandwidth.

4. If you will be speaking, we suggest using a headset with microphone for best results.

5. For public comment portions of the meeting, please unmute yourself when prompted by the Mayor, and remember to re-mute yourself when you are finished. Please eliminate as much background noise as possible when you are speaking.

6. Please state your name and whether you are a College Park resident when you begin your testimony. Speakers are given 3 minutes.