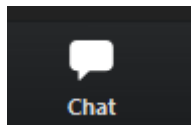


VPM Instructions for Public Body Members

- Log into your Zoom meeting 10-15 minutes before your meeting start time to ensure there is enough time to correct any visual or audio difficulties you may experience. Log in using the attached log in instructions. [Do not discuss public body business until the meeting is convened.]
- The Facilitator will identify public body members by their recorded dial-in phone numbers or log-in credentials
 - Clients also have the option to add an extra layer of security to the identification process by requesting members be identified by unique PIN number
- Public meeting will begin with all public participants muted
- Facilitator shares or assists in sharing any materials that have been provided for viewing by the public or during executive/private session
 - Please ensure you provide your Facilitator with all materials before the meeting begins
- Facilitator will identify individuals for entry to and exit from the breakout rooms for executive/private session if needed
 - Facilitator will remind participants at the conclusion of private session that they will be placed back in a public space after the Facilitator closes the breakout room
- If at any time during the public session you encounter any tech issues or have a tech question for your Facilitator you may communicate via the “Chat” button along the bottom of the screen. Note that use of the chat feature may result in the creation of a public record. You should not chat privately with any other board member or participant during the meeting.



- When the Public Body adjourns the meeting, Facilitator will close the VPM.

- After the meeting, the Facilitator will provide the meeting recording, available for download for 30 days.



You can access Zoom Video Conferences from any Computer or Smartphone.

A. Log into the Zoom Meeting

1. You will get an email from the Zoom Meeting Leader

0. Click on the link to **JOIN ZOOM MEETING**

2. Click **“RUN”** when it pops up across the bottom of the screen

1. Enter your **NAME**

2. Click **JOIN MEETING**

0. You will see the meeting, but you still need to select your audio option on the pop-up screen

7. ***Important - DO NOT Join v**

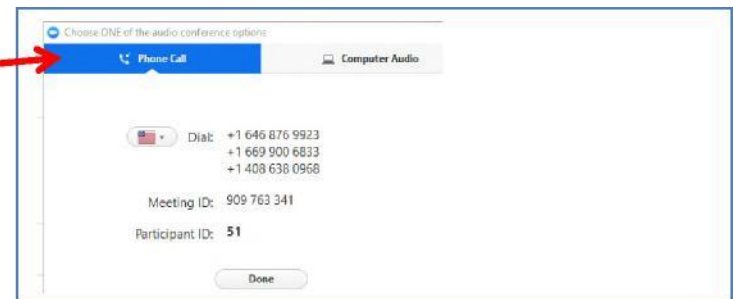
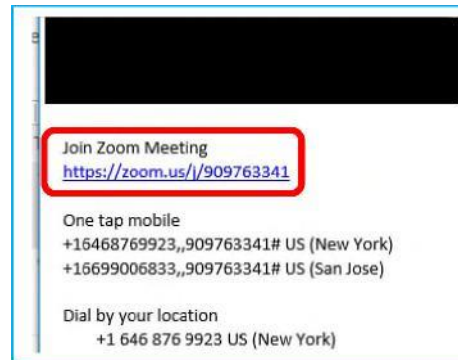
8. Click the **PHONE CALL** tab

9. Dial any of the Numbers

0. Enter Meeting ID, Click #

1. Enter Participant ID, Click #

0. You are now totally connected.



B. Viewing Commands

1. Use the icons across the bottom of the screen to display Participants, Chat screen, etc.
2. If you lose your Audio Connection, click the **Join Audio** button in the bottom left corner for dialing information.
3. If video is being shared along with a presentation, the video will be across the top of the screen
4. Recording can only be done by the meeting Leader. If they record it, they can send you a link to the recording a few hours later
5. Click **LEAVE MEETING** in the bottom right corner to exit the meeting

