



Public Meetings on Zoom

Instructions for Public Viewers & Participants

- Members of the public will be able to view the meeting live on the BACB (Birmingham Area Cable Board) – BAMA (Birmingham Area Municipal Access) television channel or the BACB website <https://www.birminghamareacableboard.org/>
- Members of the public may also view the meeting live on the City of Birmingham's Vimeo live stream www.bhamgov.org/watch.
- Members of the public wishing to participate in the meeting may do so using the Zoom platform.

Instruction for joining a meeting virtually:

PC



or

1. Open a browser such as google chrome
2. Type in zoom.com in the address bar
 - It may redirect you to zoom.us if you are in the United States
3. In the upper right window click [JOIN A MEETING](#)
4. Enter the meeting ID as indicated on the City's website or notice.
5. A window will pop up, click "Open Zoom"
6. Select your audio and video preferences – keep your microphone muted unless you are being called on for public comment.

Mobile Device

Smartphone,
iPad, or Tablet



1. Visit the app store on your mobile device
2. Search for the app called, "ZOOM Cloud Meetings"



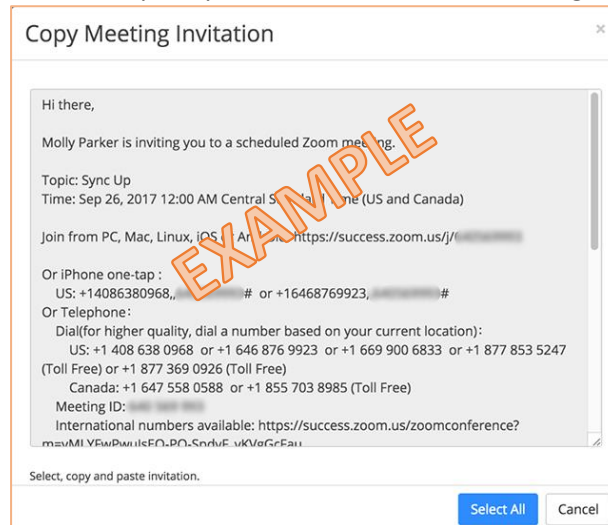
3. Open the app
4. Click Join a meeting
5. Enter the meeting ID as indicated on the City's website or notice.
6. Select your audio and video preferences - keep your microphone muted unless you are being called on for public comment

or

Dial-in



1. Have your phone ready
2. Dial the desired number as provided from the City's website or notice
3. Follow the prompts and use the correct meeting ID



- To digitally raise your hand to be put into queue for public comment dial *9
- To toggle the mute/unmute function dial *6

Those with Hearing or Speech-Impairments Can Still Participate in the Meeting as Well

Users that are hearing persons and deaf, hard of hearing or speech-impaired persons can communicate by telephone by **dialing 7-1-1**.

- Individuals who call will be paired with a Communications Assistant
- Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID

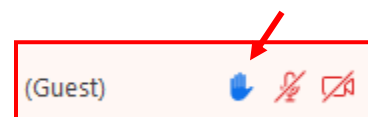
For more information, visit: <https://tinyurl.com/swq3zyz>

****Closed captioning will be visible to public viewers using the Vimeo live stream format or the Birmingham Area Municipal Access local government cable channel. Viewers on Zoom must turn on the closed captions to see them within the zoom dashboard controls by selecting view subtitles.**

Instruction for Public Comment:

Raise your hand digitally to be put in queue during a public comment time. When recognized by the commission or board, please wait to be un-muted, state your name for the record, and direct all comments or questions to the presiding officer.

****When you raise your hand digitally it will appear on the Meeting Host's Participants list.**



PC



or

Smart Phone iPad or Tablet

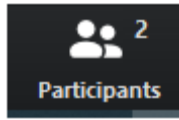


or

Dial-in

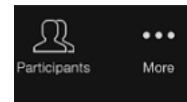


1. Mouse down to the bottom menu of your Zoom screen and click on participants.

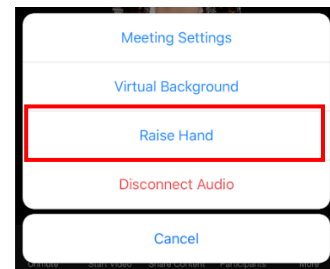


2. Click on the **Raise Hand** button
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time.

1. Tap the on the lower right corner of the screen on your device, click on more...



2. Click on "Raise Hand" when the menu pops up.
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time.



1. Once dialed into the meeting dial ***9 to raise your hand.**
 - Dialing *6 will toggle the mute/un-mute function on your device
2. The Zoom Operator will see your hand raised and will call on you by the last 4 digits of your phone # at the appropriate time.

Troubleshooting Tips

For tips on how to troubleshoot via Zoom, follow this link: <https://support.zoom.us/hc/en-us>

Friendly Reminders

1. Be sure to test your internet connection, video, and microphone in advance
2. Keep your device plugged in and fully charged – Zoom uses a lot of battery power
3. Dial-in from a quiet space or use headphones if around others
4. Mute your computer microphone or cellphone when you are not speaking
5. Video camera tips:
 - a. Don't use a window as a backdrop; this impacts visual quality to the viewers on the video conference
 - b. Make sure the room you are in has proper lighting
 - c. Dress appropriately
 - d. Be mindful of your background items when video conferencing

Remember the Human Element

- The “Zoom Meetings” conference tool is being used to hold meetings as traditionally and regularly as possible in light of the COVID-19 pandemic and Governor Whitmer’s Executive Order 2020-15
- Speak professionally and respectfully to one another as you would in any other communication setting
- Announce who you are prior to speaking
- Overall, be aware of your behavior; people can see and hear what you are doing at all times