



VIRTUAL PARTICIPATION BY ZOOM VIDEO TELECONFERENCE FREQUENTLY ASKED QUESTIONS

Due to the COVID-19 pandemic, the City of Newark offers the ability to view and participate in City Council meetings via video meetings and telephonic conferencing via “Zoom” video conferencing technology.

How do I join the City Council meeting via Zoom Video Conferencing?

Please visit: <https://zoom.us/> and either sign-up for a free Zoom account or continue as a guest. Once you have downloaded the app on your smartphone, joined from your web browser, or downloaded the Zoom software on your computer you will be ready for the Council meeting.

If you have previously signed up for Zoom, you can enter the meeting ID number from the **How to participate in the meeting remotely** section of the City Council agenda to join the meeting. For security purposes, the meeting ID number changes with each meeting date.

I don't have a computer or smartphone; can I still use Zoom?

You may participate on the phone, by calling one of the following numbers: (669) 900-9128 or (253) 215- 8782 or (346) 248- 7799 or (301) 715-8592 or (312) 626-6799 or (646) 558-8656 and entering meeting ID number from the **How to participate in the meeting remotely** section of the agenda.

I entered the meeting ID number, why isn't it letting me into the meeting immediately?

If you attempt to join a meeting before the City Clerk aka host starts the meeting you may receive a message to wait for the host to start the webinar. This indicates that you have successfully connected to Zoom, but the host has not yet started the meeting.

How can I provide Public Comment on Zoom?

Once the Mayor has requested public comment, please do one of the following.

USING A COMPUTER OR SMARTPHONE:

- Click on the “Raise Hand” feature in the webinar controls. This will notify the City Clerk that you have raised your hand to speak.
- The City Clerk will unmute your microphone when it is your turn to provide comment.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have five minutes to provide public comment, or such other time as the Council may provide, consistent with the time limit for speakers at a Council meeting and consistent with all applicable laws.
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify the City Clerk that you have “raised your hand” for public comment.
- The City Clerk will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have five minutes to provide public comment, or such other time as the Council may provide, consistent with the time limit for speakers at a Council meeting and consistent with all applicable laws. Once your public comment has ended, you will be muted again.
- Dial *6(star 6), to lower your hand, if you decide you do not want to provide public comment after “raising your hand”

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please [visit Zoom’s website support page](#) on helpful tips to prepare for the meeting.

Are there other ways to watch the meeting if I don’t want to use Zoom and do not want to provide live public comment?

Live television broadcast - Comcast Channel 26

Livestream online at- <https://www.newark.org/departments/city-manager-s-office/agendas-minutes/live-streaming-meetings>