

Public Comment on Zoom

Registration is required to comment during formal Council meetings. Registration opens after the meeting agenda is published (at least 24 hours before the meeting starts).

To register, visit www.slc.gov/council/virtual-meetings and click the “**Join Council Meeting**” link.

On the new webpage, fill out your name and email address, and check the boxes of the items you’d like to speak to – then click “**Register.**”

You will receive an email with a link to “**join the webinar.**” Click on the link and follow the prompts. You may join 30 minutes before the meeting starts. We suggest that you sign in a few minutes early to address any problems that might arise.

How to Join Meetings

You can join Zoom meetings through the following methods. The meeting ID and passcode can be found on the Council’s website at www.slc.gov/council/virtual-meetings at least 24 hours before the meeting starts. We suggest signing in a few minutes early to address any problems that might arise.

When you join the meeting, your camera and microphone are off. When you are called on to make public comment, Council staff will unmute your microphone.

Through your web browser:

Join through your web browser by visiting zoom.us/join. You will then enter the meeting number and meeting passcode.

Through an invitation link:

Click the link you received on the confirmation page after registering or click the link in your registration confirmation email and follow the prompts.

Through the Zoom app:

- Download the Zoom mobile app.
- Click **Join** a meeting.
- Enter the meeting ID and click **Join**.
- Enter the meeting passcode and click **Ok**.

By telephone

The phone lines below are for **listening only**. Comment option is not available.

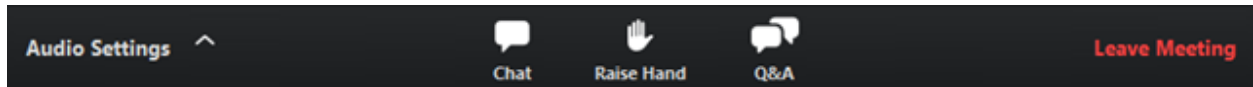
On your phone, dial the teleconferencing number provided in your registration email or the phone number listed on the Council’s website: www.slc.gov/council/virtual-meetings. Follow the prompts to enter the webinar ID and passcode.

Joining Council Meetings on Zoom



Wait for the host to start the meeting


If the host hasn't started the meeting, you'll receive one of the following messages depending on your device type: "Please wait for the host to start this webinar" or "Waiting for the host to start this meeting."


How to use webinar attendee controls



Audio Settings (only visible if the host hasn't granted you permission to talk): Change your audio settings. You can also click the upward arrow (^) next to change your speaker.

Unmute  / **Mute**  : The host will request that you unmute when it is your turn to talk. Once you finish your comment, the host will mute you. *Note:* You can still access the audio settings by clicking the ^ arrow next to the Unmute/Mute button.


Chat  : Open webinar chat to send chat messages to the host.

Raise Hand  : Raise your hand in the meeting to indicate that you need something from the host.

Leave meeting: Click **Leave meeting** to leave the meeting at any time. If you leave, you can rejoin if the meeting is still in progress, if the host has not locked the meeting for a closed session.

How to chat with host

As a meeting attendee, you can chat with the host.

1. In the webinar controls toolbar, click **Chat**. 
2. When you click on chat, a window will appear. It will be on the right if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen.
3. Click on the **drop-down** next to "To:" and select "**host**."
4. Type your message to the host into the chat window.
5. Press **Enter** to send your message.

For more information about Zoom features, please visit: <https://support.zoom.us/hc/en-us/sections/4415032875789-Attending-Webinars>.