

Joining Council Meetings on Zoom

Public Comment on Zoom

Registration is required to comment during formal Council meetings and Redevelopment Agency (RDA) Board meetings. Registration opens 24 hours before the meeting starts. General comment registration is open until 7:30 p.m. Register to speak on a public hearing item until the hearing closes.

To register, visit www.slc.gov/council/agendas and click the “**Join Online**” button. You will see a link on the new page to “Register to speak.” Click the link, fill out your name and email address, and check the boxes for the items you’d like to speak to. Then click “**Register**.”

You will receive an email from our webinar host 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 using the following methods.

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 your web browser:

Join through your web browser by visiting zoom.us/join. You will then enter the meeting ID and passcode provided in your confirmation email.

Through the Zoom app:

- Download the Zoom mobile app.
- Click **Join** a meeting.
- Enter the meeting ID (found in your confirmation email) and click **Join**.
- Enter the meeting passcode (also found in the confirmation email) and click **Ok**.

By telephone

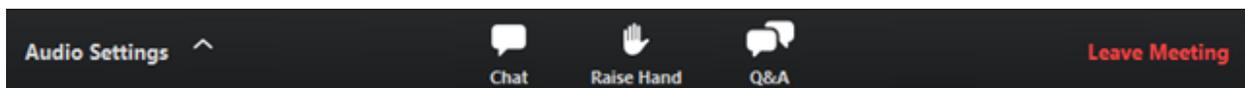
On your phone, dial the “**Join via audio**” number provided in your registration email. Follow the prompts to enter the webinar ID and passcode.

Please note that when you join the meeting, your camera and microphone are off. When you are called on to make a comment, Council staff will unmute your microphone.

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>.