



SET-UP FOR THE PUBLIC

1. SIGN UP FOR A FREE ZOOM ACCOUNT

Go to zoom.us/signup and enter your email address to create a free account with Zoom web conferencing. You'll receive an email from Zoom where you will click on a link to activate your account. If you already have a Zoom account, skip to step #3 below.

2. CHOOSE YOUR DEVICE & DOWNLOAD ZOOM

You can use a cell phone, tablet, laptop, or desktop computer. After signing up, visit Zoom.us/download and download the "Zoom Client for Meetings" onto your computer. On mobile devices, search your app store for the free Zoom app and download it. *Make sure to allow some extra time for the install before joining your first meeting.* If you don't have one of the devices just mentioned, don't worry! You can also call in to the meeting or watch the simulcast on [MetroPlan Orlando's YouTube channel](#). (Please note there is no way to comment during the meeting if watching the simulcast.) If you can't download Zoom and need to connect via web browser, you can use the Zoom web client ([more info on browser compatibility here](#)).

3. FIND THE MEETING INFO

Visit MetroPlanOrlando.org, scroll down to "Upcoming Events" and click on the "More Details" button of the meeting you'd like to attend. A link to the Zoom meeting will be listed in the calendar item and in the meeting agenda.

4. JOIN THE MEETING

On meeting day, log into Zoom a few minutes early to make sure everything is working. Learn more about the different ways you can provide public comment for the meeting at MetroPlanOrlando.org/virtualmeetings

TIPS FOR PREPPING YOUR SPACE

- Make sure you are in a quiet environment with no distractions.
- The video option will be disabled for members of the public observing the meeting, so no one will be able to see you. Video will only be enabled for our board and committee members. You'll be able to see presentations and member discussion.
- Once you have joined the meeting, you will be on mute. Only the host can unmute you during the comment period if you wish to make a public comment. If possible, use a headset with a microphone for better sound quality. **Cell phone earbuds typically work well.**

QUESTIONS?

Before a meeting, contact MetroPlan Orlando staff at 407-481-5672 or at comment@MetroPlanOrlando.org. During a meeting, you can request to make a public comment by using the **Raise Hand** feature in the Zoom toolbar (see below).