

Below are instructions for attending the Legislative Committee Meeting as a video conference. You can also just call in using Dial in with Zoom using 1-720-707-2699 and enter our meeting ID is: 881 481 5119.

**Use \*6 to mute and unmute your phone.**

## Attend as a Video Conference

**You have been invited to a Zoom video conference call,  
NOW WHAT?**

### **Step 1 - You need to download Zoom!**

You can watch this 53-second video on **How to Join a Zoom Meeting**

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

**Video conferencing** is now the best way to communicate today when you cannot meet with someone or a group in-person. This technology has been around for a long time, now it has been perfected and is **free and simple** to use (if you have the cheat sheet).

#### **Cheat Sheet to downloading Zoom to your device(s):**

1. You will need a laptop computer, tablet, Smartphone, or desktop computer with a camera and audio activated
2. Go to [www.zoom.us](http://www.zoom.us)
3. Click on "SIGN UP, IT'S FREE (upper right corner – **blue button**)
4. Enter your email address – work or personal address – sign up means you are agreeing to the privacy policy and terms of agreement (Zoom does not bother you much and you can unsubscribe to the emails)
5. Confirm your email address
6. Then go to your email account that you used to sign up
7. In the email sent from Zoom, click on the "**Activate Account**" button
8. On the "**Welcome to Zoom**" page, fill in your first name, last name, password, confirm password
9. This takes you to the "Don't Zoom Alone" page – scroll down to "**Skip this step**"
10. Next, you will see "Start your test meeting" – skip or try it out

That's it! If for some reason you have difficulty, Zoom has the best customer service. Call 888.799.5926 and a real person at Zoom will answer the call and take care of what you need. They are amazing!

Questions? Contact Janine Vanderburg

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