How to Join the Town Hall and Ask Questions During the Webinar

We recommend you use your computer or smart phone app so you can view the presentation. Please remember to download the Zoom client/app prior to the meeting.

Press Ctrl + Click to see instructions:

- [Joining by Computer (includes iPad)](#)
  - [Asking questions](#)
  - [Leaving Webinar](#)

- [Joining by Smart Phone app](#)
  - [Asking questions](#)
  - [Leaving Webinar](#)

- [Joining by Phone](#)

Town Hall meeting dates/times and links

- **Monday, September 14, 2020; 12:30 p.m. to 2 p.m.**

  iPhone one-tap : US: +16692192599,,83780966096# or +16699009128,,83780966096#
  Telephone: US: +1 669 219 2599 or +1 669 900 9128
  Webinar ID: 837 8096 6096

- **Monday, September 14, 2020; 3 p.m. to 4:30 p.m.**

  iPhone one-tap : US: +12133388477,,81076175043# or +16692192599,,81076175043#
  Telephone: +1 669 219 2599 or +1 669 900 9128
  Webinar ID: 810 7617 5043

- **Wednesday, September 16, 2020; 9 a.m. to 10:30 a.m.**

  iPhone one-tap : US: +16692192599,,85183224215# or +16699009128,,85183224215#
  Telephone: US: +1 669 219 2599 or +1 669 900 9128
  Webinar ID: 851 8322 4215

- **Monday, September 21, 2020; 5 p.m. to 6:30 p.m.**

  iPhone one-tap: US: +12133388477,,85299110601# or +16692192599,,85299110601#
  Telephone: US: +1 669 219 2599 or +1 669 900 9128
  Webinar ID: 852 9911 0601

- **Tuesday, September 22, 2020; 3 p.m. to 4:30 p.m. (for retirees)**

  iPhone one-tap : US: +16699009128,,82090772722# or +12133388477,,82090772722#
  Telephone: US: +1 669 900 9128 or +1 669 219 2599
  Webinar ID: 820 9077 2722

Joining by Computer

Using your desktop/laptop/iPad, click the appropriate Zoom link for the town hall you want to attend (see page 1). The links have also been emailed to you and are available on https://www.vta.org/section-218.
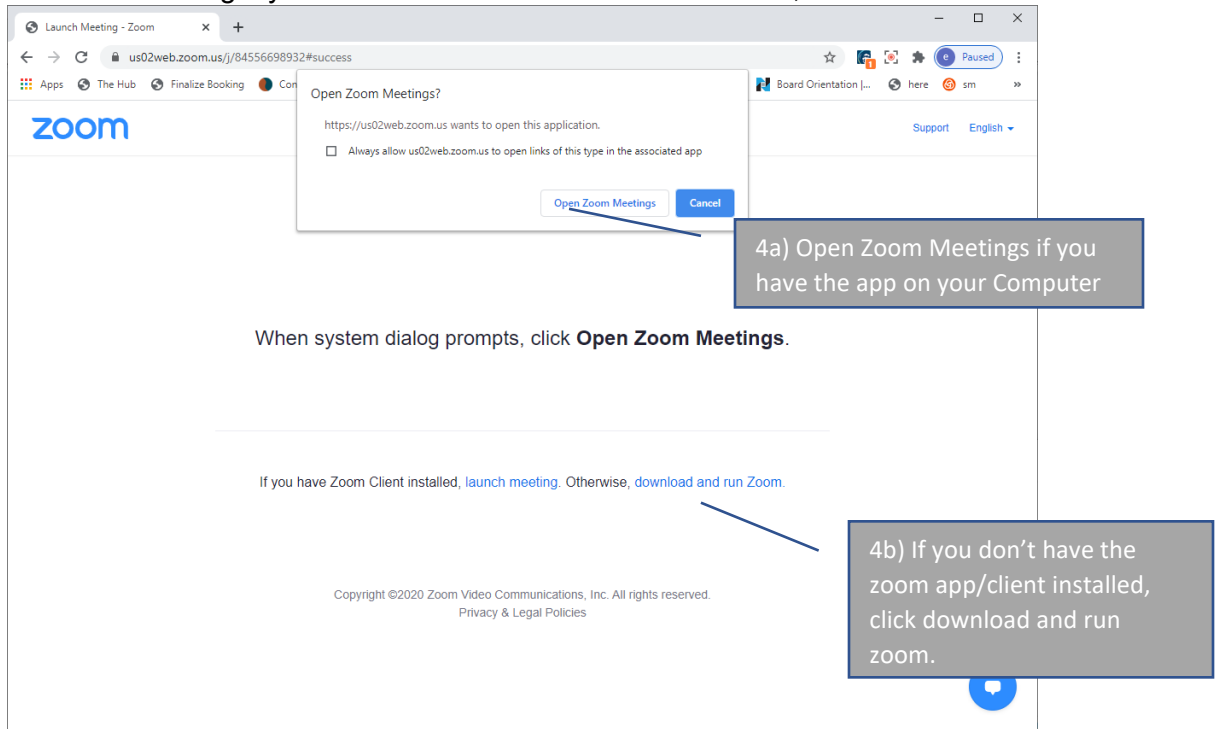
OR

Go to zoom.com. Click "Join a Meeting," enter the Webinar ID (see page 1), and Click "Join."
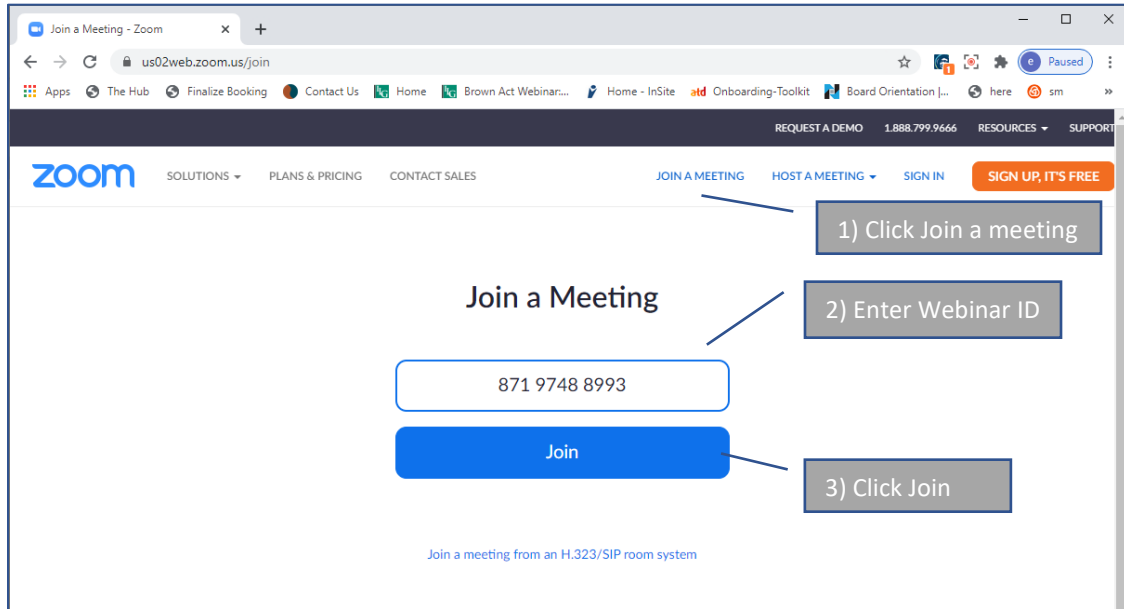
How to Join the Town Hall and Ask Questions During the Webinar

Click open Zoom meeting if you have the Zoom client installed. If not, download and run. Zoom.

4a) Open Zoom Meetings if you have the app on your Computer

4b) If you don't have the zoom app/client installed, click download and run zoom.

Enter your email address and your name. Click "Join Webinar."

5) enter your email address

6) enter your name

7) click Join Webinar
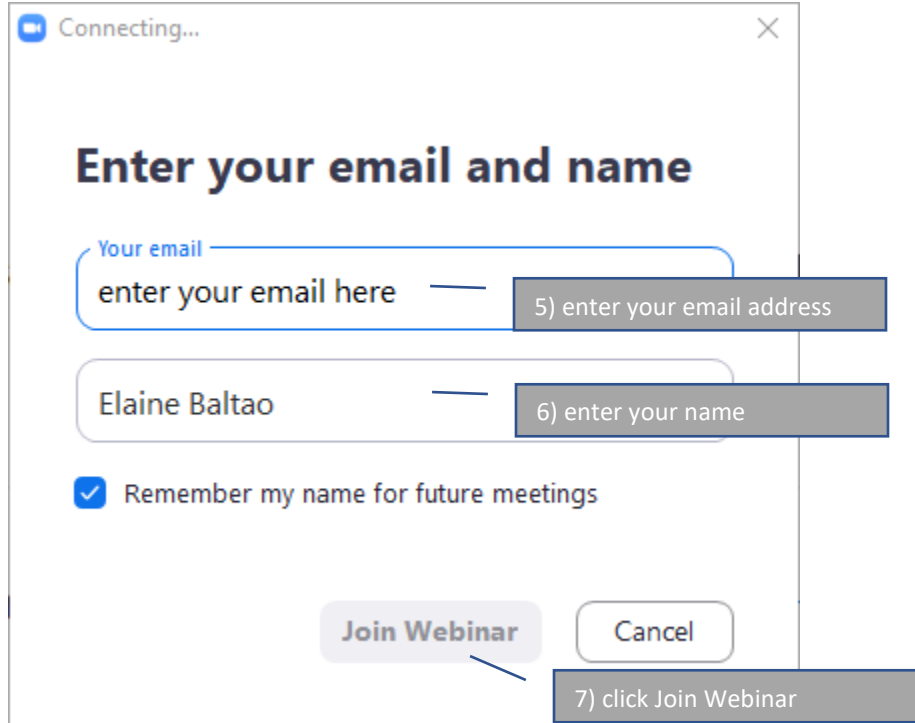
If you join before the webinar time, you will see this screen. You can opt to test your speaker at this time. Zoom will automatically let you into the webinar as soon as the host starts the meeting.
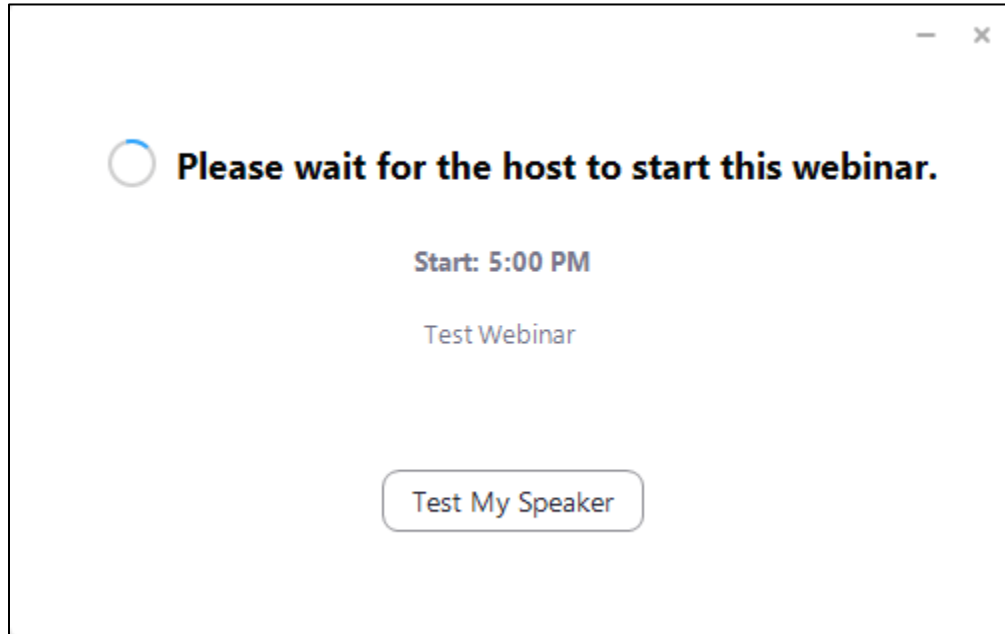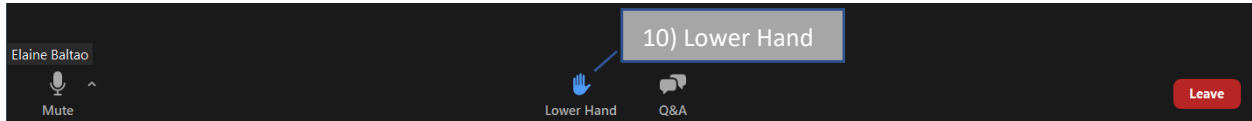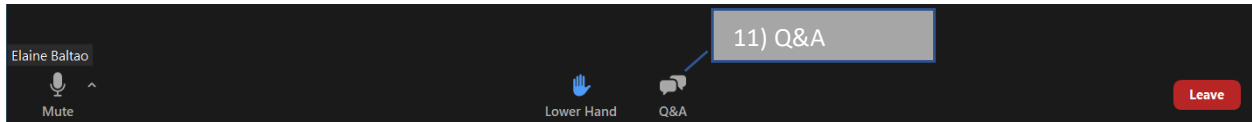
How to ask a question using Zoom on your computer (similar for iPad)

If you want to ask a question, use the Raise Hand function.

How to Join the Town Hall and Ask Questions During the Webinar

Once it's time to accept questions and it's your turn, your name will be called. The Facilitator will unmute you. Accept (click) the "Unmute" and begin speaking when you are ready.
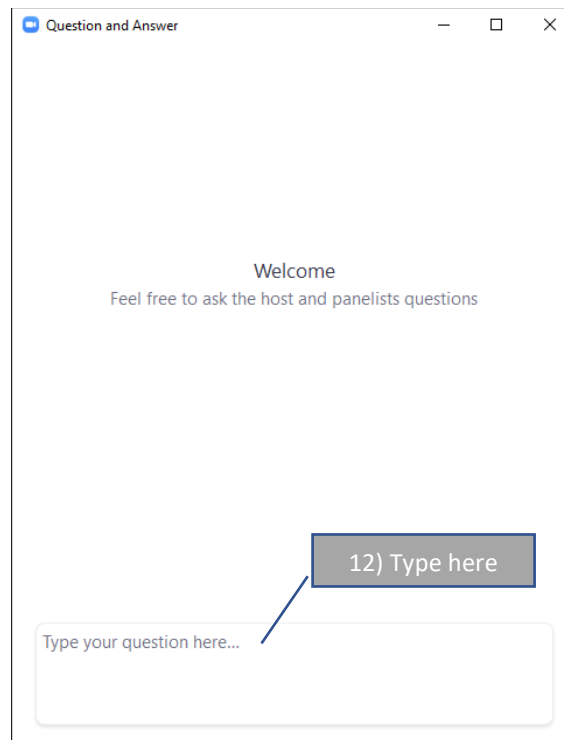

Once you're done speaking, click "Lower Hand."

How to Join the Town Hall and Ask Questions During the Webinar

You may also write questions by using the Q&A function. Click the "Q&A" icon.


Type your question on the Q&A box.

LEAVING the Webinar

To leave the meeting, click "Leave."

Zoom will ask you to confirm you like to leave the meeting. Click on" Leave Meeting."
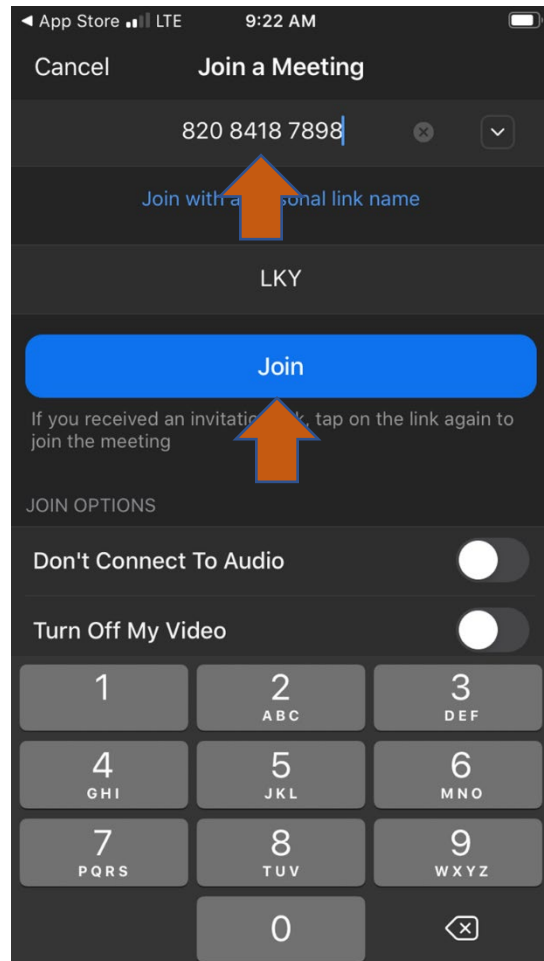
Joining by Smart Phone App

Using your smartphone, click the appropriate Zoom link for the town hall you want to attend (see page 1). The links have also been emailed to you and are available on https://www.vta.org/section-218.

OR

Go to zoom.com. Click "Join a Meeting," enter the Webinar ID (see page 1), and Click "Join."
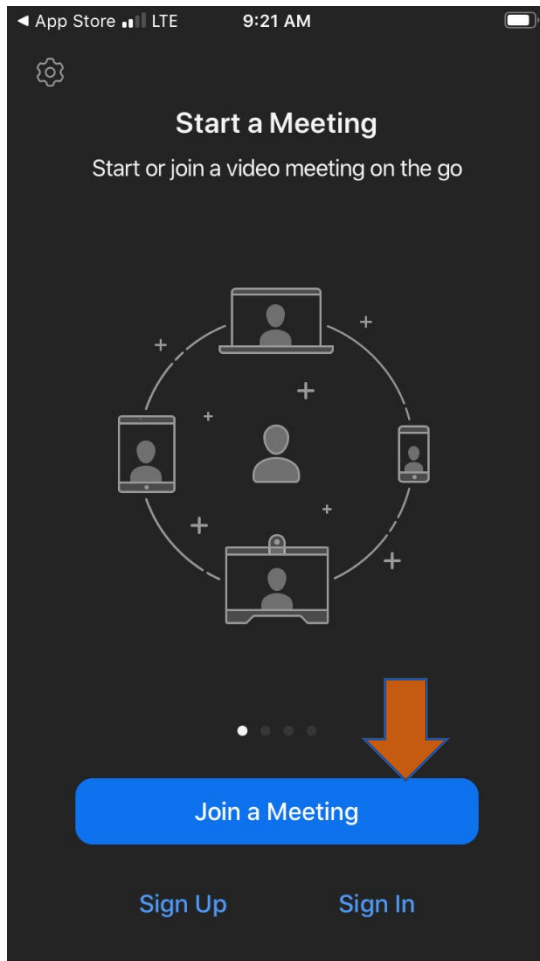
1) Click "Join Meeting"

2) Enter Webinar ID
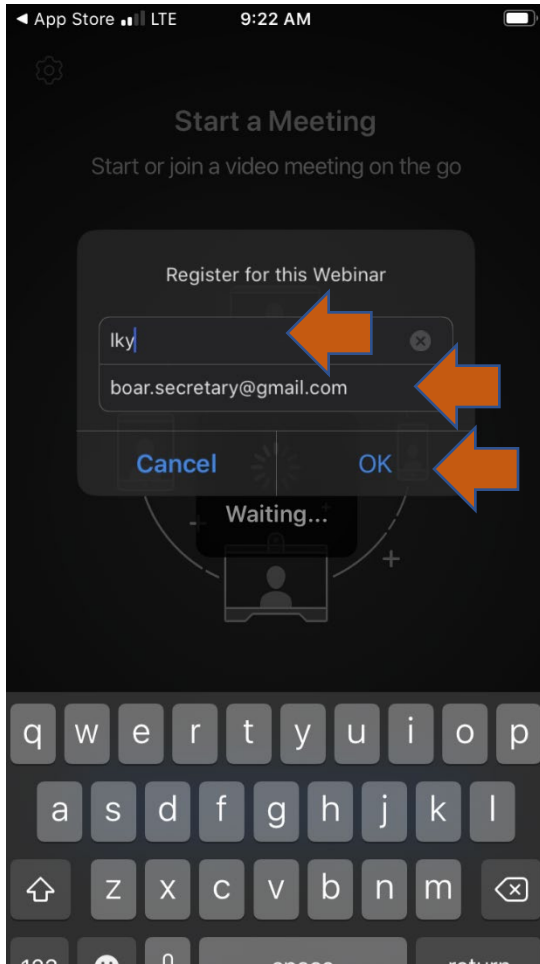
Register for the webinar by putting in your screen name, then your email, then click "OK".

If you have signed in earlier than the webinar start time, you'll see the screen that says, "Waiting for the host to start this meeting." Make sure you're on the correct webinar date/time.

Zoom will automatically let you into the webinar as soon as the host starts the meeting.

3) Enter your screen name, email and hit "OK."
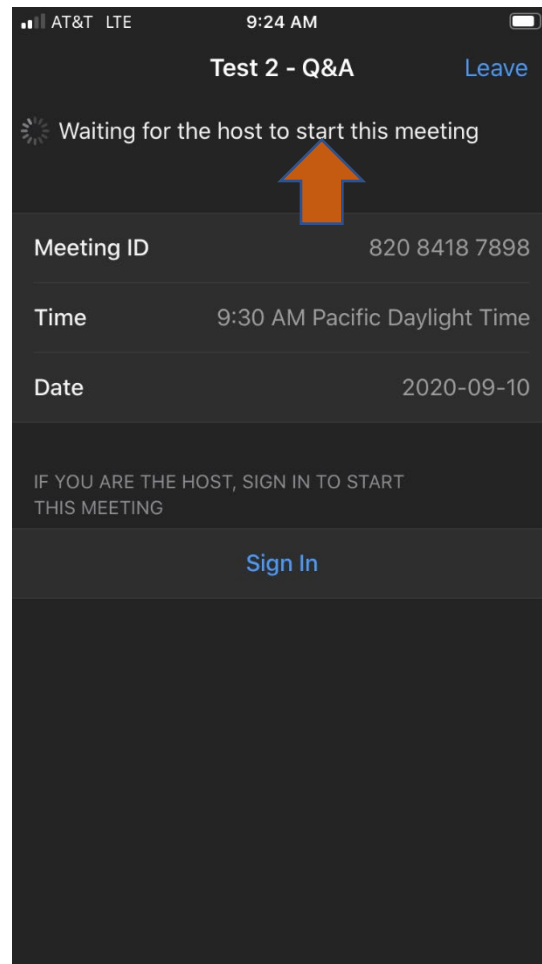
4) This screen will appear if you have signed in earlier than the start time.

How to ask question using smart phone app

Below your screen you will find a Raise Hand icon. Tap "Raise Hand" if you would like to ask a question.

Once we're ready to take questions and it's your turn to ask the question, the Facilitator will call your name and unmute you. Accept the unmute by tapping "Unmute" and begin speaking.

5) Tap "Raise Hand" to ask a question.
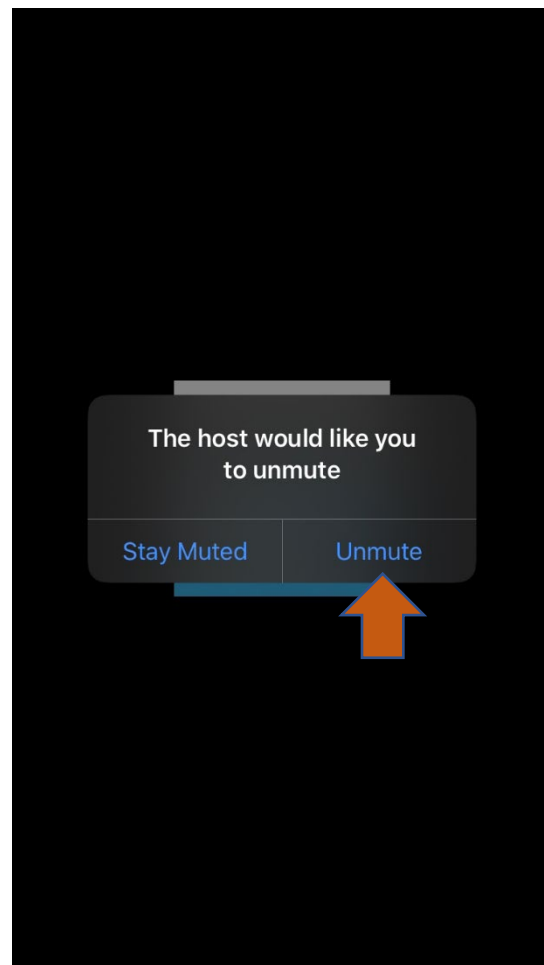
6) Once you hear your name, tap "Unmute" and begin speaking.

When you're done speaking, tap "Lower Your Hand" and also mute yourself (tap "Mute" button). The Facilitator can do this for you as well.

     Unmute   Mute

If you want to write your questions instead, you can tap the "Q&A" icon on the lower portion of your screen.

7) Tap both "Lower Hand" and "Mute" once done speaking.

8) Tap "Q&A" if you want to type your question instead of speaking.

Tap "Ask a Question" then type a question. Check the "Send Anonymously" if you do not want to show your name. Tap "Send."

9) Tap "Ask a Question."

10) Type your question and tap "Send."

LEAVING the Webinar

Tap "Leave" on the upper right hand corner. Then tap "Leave Webinar."

Joining by Phone (Audio only and does not require the Zoom app)

You can join the town hall without downloading the app on your smart phone or computer. You will be able to hear the audio of the presentation only. To view the presentation, you can go to https://www.vta.org/section-218.

The call in number for the town hall is on the first page of this document.

1) **Call the # for the town hall you are attending.**

2) You will hear, "*Welcome to Zoom. Enter the meeting ID followed by #.*"

3) **Enter the Webinar ID number and press "#"**

4) If you called earlier than the start time, you will hear: "*The meeting has not started, please wait or try again later.*" You will hear music until the host starts the meeting.

5) Once the meeting is started you will hear: "*Enter your participant ID followed by #, otherwise, just press # to continue.*"

6) **Press "#".** You will hear: "*You have joined the meeting as an attendee and will be muted throughout the meeting.*"

How to ask question using phone

7) **Press "*9"** to indicate you want to ask a question. You will hear: "*The host will be informed that you would like to speak.*"

8) When your name is called, the host will unmute you. You will hear: "*The host would like you to unmute your microphone. You can press "*6" to unmute*".

9) **Press "*6"** and ask your question when you're ready.

Leaving the Webinar

10) Just **hang up** when you're ready to leave the webinar.