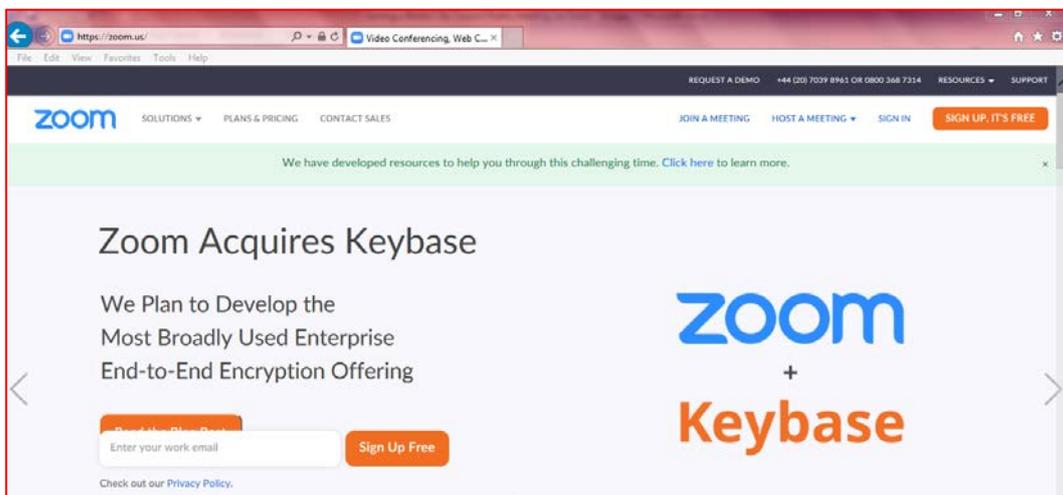


# Joining a Bristol City Council Public Meeting via Zoom

You will need the Zoom App downloaded onto your device. It is free to download and to create an account.

## Join via a Computer/Laptop

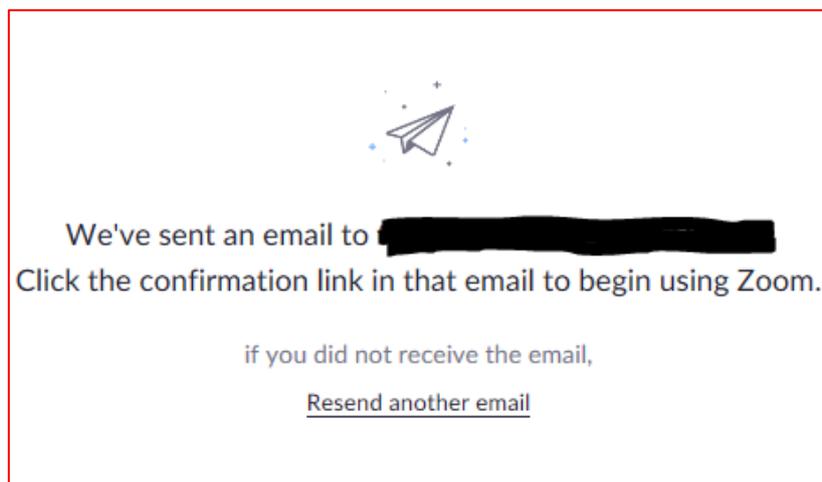
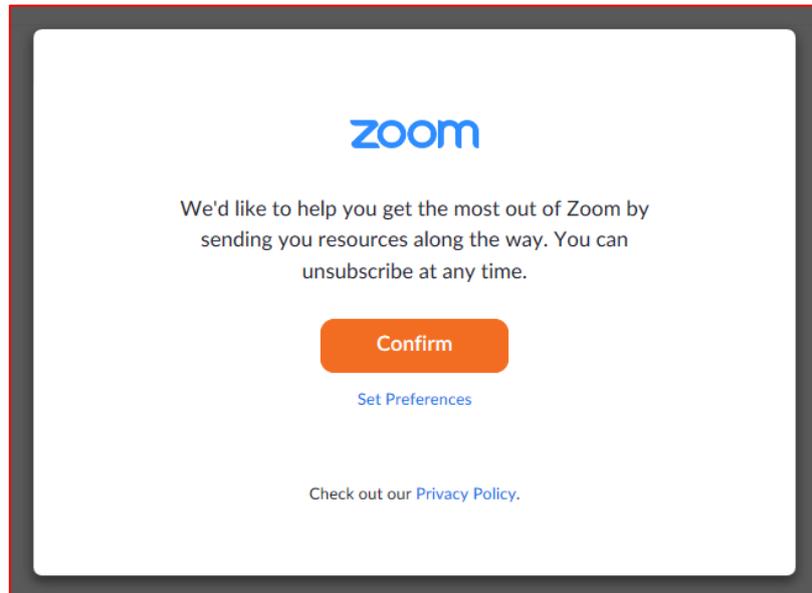
1. Go to <https://zoom.us/>
2. In the top right hand corner click “Sign Up It’s Free”



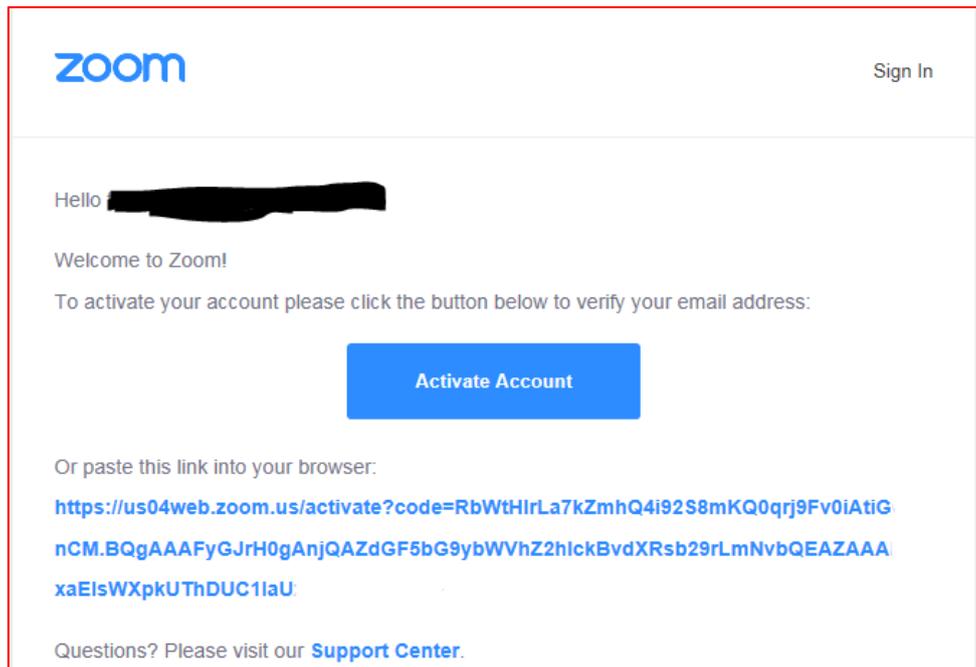
3. You may be taken to a page that outlines the different Zoom packages, if so, just sign up for the ‘Free Package’
4. It will then ask you to enter your email address or you can sign up using Google or Facebook

A screenshot of the Zoom 'Sign Up Free' form. The title is 'Sign Up Free'. Below it is the label 'Your work email address' followed by an empty text input field. A note states 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below this is a blue 'Sign Up' button. Underneath the button is the text 'Already have an account? Sign in.' followed by 'or'. At the bottom, there are three social sign-in options: 'Sign in with SSO' (with a magnifying glass icon), 'Sign in with Google' (with the Google logo), and 'Sign in with Facebook' (with the Facebook logo).

5. Once you have entered your email address, you will be sent a confirmation email so that you can verify you are the owner of the account
6. You will also see a pop up that will ask you to confirm your email preferences. You can click confirm or change your preferences first



7. Find the email and click "Activate Account", this will take you back to the Zoom website



8. Once you have activated the account it will ask for your First Name, Last Name, and a password. **(Please note: The name you give us will need to be the name on the account so we can verify it is you joining the meeting)**

The screenshot shows the "Welcome to Zoom" account creation form. The title "Welcome to Zoom" is at the top. Below it, a message says "Hi, tay\*\*\*@\*\*\*com. Your account has been successfully created. Please list your name and create a password to continue." There are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". Below the fields, it says "By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)." At the bottom is a large orange button labeled "Continue".

9. The next page will ask you to invite colleagues or friends, you can skip this

## Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**You have now created a Zoom account. To use Zoom on any device you will need to download the App for free. To do this:**

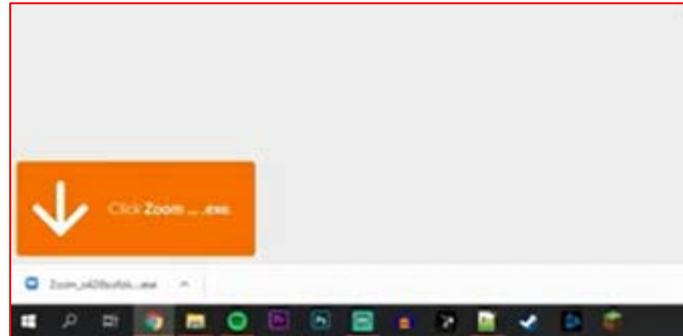
1. Click Start Meeting Now

## Start your test meeting.

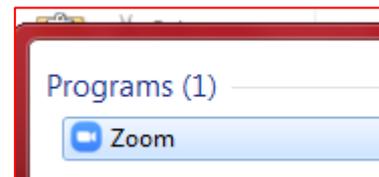
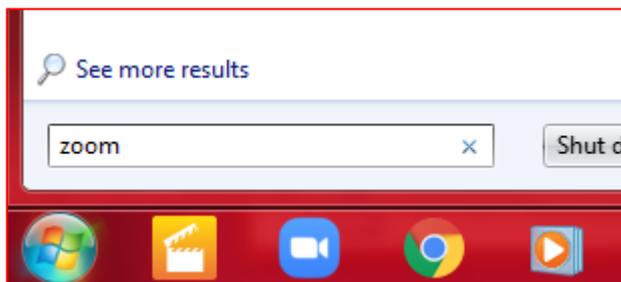
Excellent! Now it's time to start meeting.

Your personal meeting url:  
[https://us04web.zoom.us/j/99  
pwd=MC80cG1QakJTL1FEdz](https://us04web.zoom.us/j/99pwd=MC80cG1QakJTL1FEdz)

2. The app will then start to download onto your computer. You can see this at the bottom of your screen. You may need to accept/approve the download by clicking “Run”



3. You can open the Zoom App on your computer/laptop by searching for it in your Start Menu, or by going to <https://zoom.us/>, click “Join a Meeting”, enter the Meeting ID and Password, and Zoom will automatically open the meeting in the App



4. You will be placed into the waiting room for any public meeting, and let in by the Host when we are ready for you to speak so please stay where we can see and hear you

## Join through a smart phone/tablet

1. Go to your devices App Store
2. Search Zoom



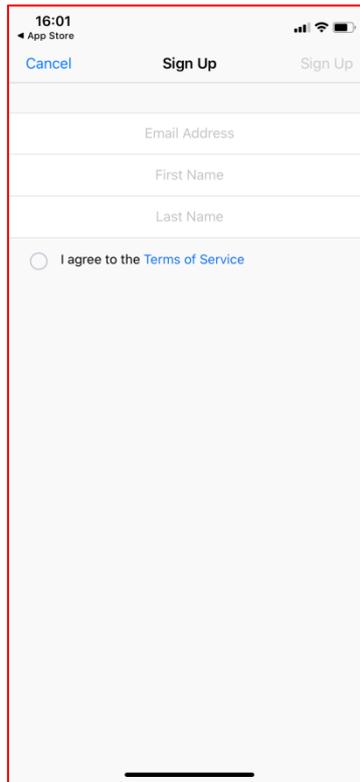
3. Download Zoom Cloud Meetings by clicking the small image of a cloud with a down arrow
4. Open the application once it has downloaded, you can find the App on your Home Screen



5. Click Sign Up, this is in the bottom left hand corner



6. Enter your Date of Birth and click confirm
7. Enter your email address, first name, and last name (this must match what you have given Democratic Services)



16:01  
App Store

Cancel Sign Up Sign Up

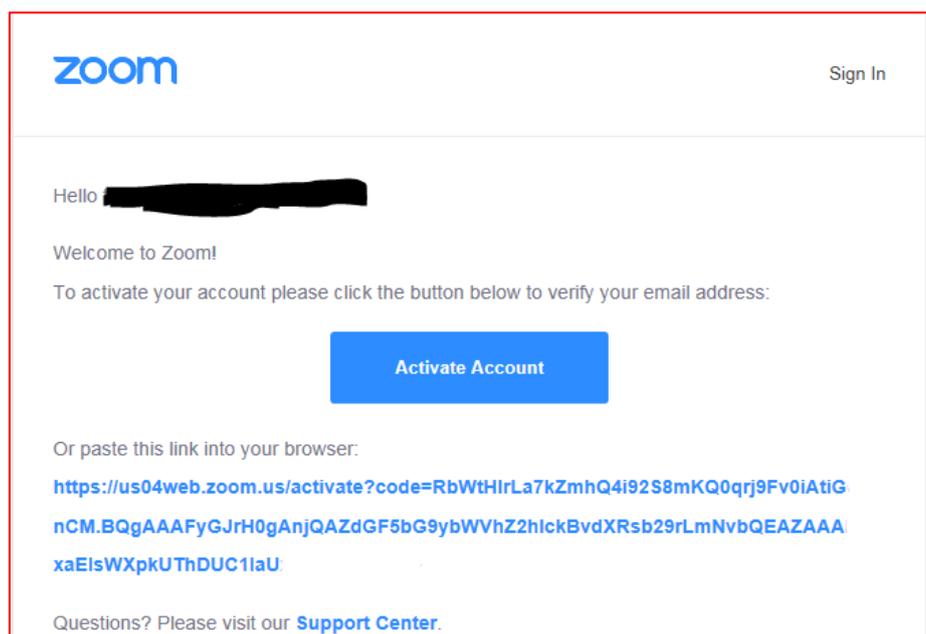
Email Address

First Name

Last Name

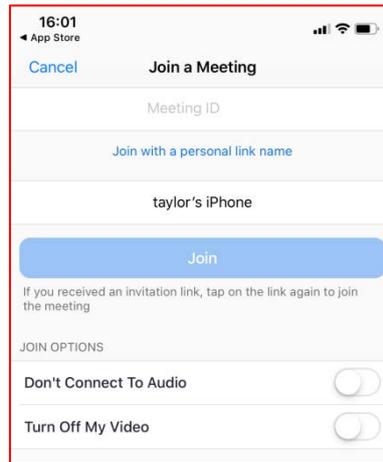
I agree to the [Terms of Service](#)

8. A confirmation email will be sent to you to verify that you are the owner of the email address you have given
9. Open the email from Zoom and click "Activate Account"



10. This will then take you back to Zoom and log you in

11. Click “Join a Meeting” and enter the Meeting ID and Password that Democratic Services have given you



12. You will be placed into the waiting room for any public meeting, and let in by the Host when we are ready for you to speak so please stay where we can see and hear you.