

## Public Instructions for City Council Meetings

### 1. SIGN UP FOR A FREE ZOOM ACCOUNT

Go to [zoom.us/signup](https://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 AND DOWNLOAD ZOOM

You can use a smart phone, tablet, laptop, or desktop computer. After signing up, visit [zoom.us/download](https://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 can't download Zoom and need to connect via web browser, you can use the Zoom web client (more info on browser compatibility and instructions, visit [bit.ly/zoomwebinfo](https://bit.ly/zoomwebinfo)).

### 3. FIND THE MEETING INFO

You can find meeting dates, times, links, call-in numbers and instructions at [orlando.gov/councilmeeting](https://orlando.gov/councilmeeting).

### 4. JOIN THE MEETING

On meeting day, log into Zoom a few minutes early to make sure everything is working. Once you have joined the meeting, you will be on mute until recognized to speak. To indicate you would like to provide live public comment: (1) fill out a comment form on [orlando.gov/councilcomment](https://orlando.gov/councilcomment) in advance; or (2) when prompted, raise your hand to indicate you would like to speak. If you have called in, you can raise your hand by pressing \*9. If you do this, you will be called on to speak using the last four digits of your phone number.

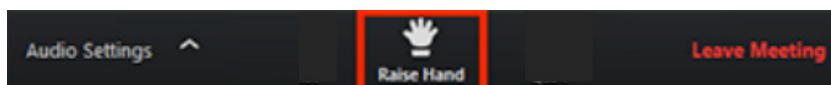
### PUBLIC COMMENT

The public is welcome at all virtual meetings and invited to make a live public comment.

Non-repetitive comments are encouraged; large groups are asked to name a spokesperson. A general time limit of 3 minutes to speak applies per issue or as set by Council.

### WATCH LIVE

If you don't have one of the devices just mentioned, don't worry! You can also watch the simulcast on [orlando.gov](https://orlando.gov), our YouTube channel or on Orange TV Channel 488. (Please note there is no way to comment during the meeting if watching the simulcast.)



For assistance and information on virtual City Council meetings, please contact the City Clerk's Office at 407.246.2251 or [cityclerk@orlando.gov](mailto:cityclerk@orlando.gov).