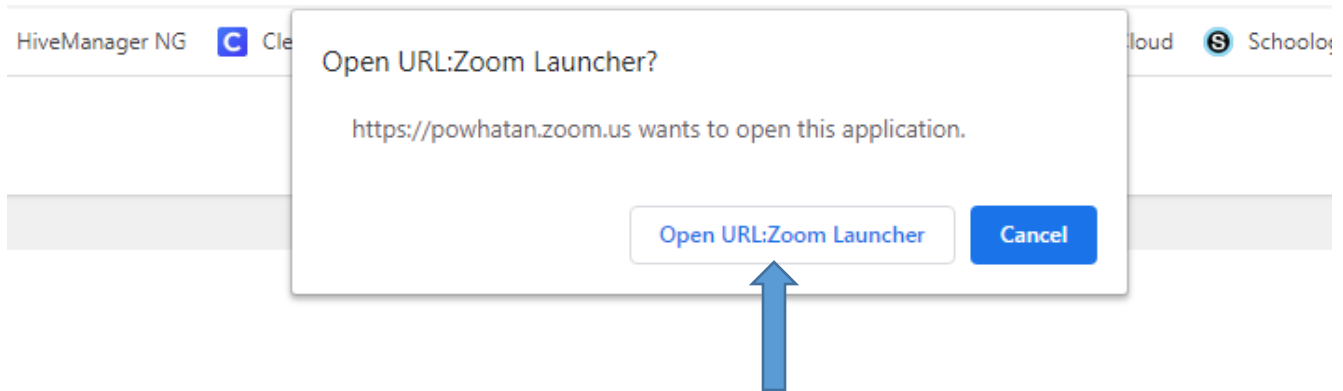# Zoom Meeting: Participant Guide

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Enter the Zoom Meeting

The link to the Zoom meeting is posted on the website. Simply click the link or paste into your browser of choice to open the meeting.

You should see a window similar to the one below after clicking the link. Click the button which says OpenURL:Zoom Launcher as indicated below:
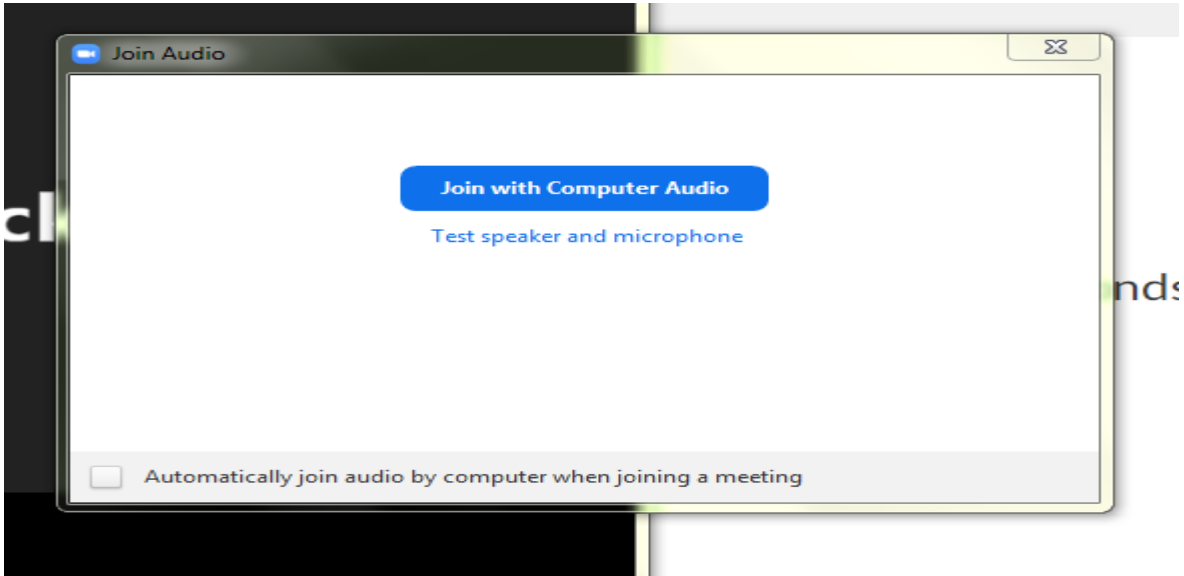
You will see a window asking you to confirm audio settings. For the purpose of this meeting, we will not enable audio participation. You may close this window, and confirm that you want to continue without audio.

Instead of audio participation, we'll be using the Chat feature to send comments to Board members.

At the bottom of the Zoom window you will see a series of controls. To send comments to the Board members, you'll use the Chat feature as indicated below:
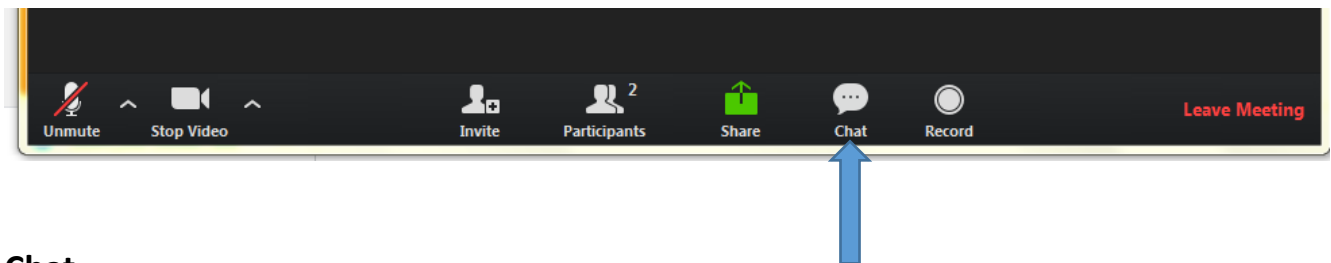
Chat

Click the Chat button to send a comment. After you type your comment, simply hit Enter to send your comment to the board members.

Comments will be sent to all members of the Board and will be displayed in the board meeting room. Comments will also be visible to any community members who are also logged into the Zoom meeting.
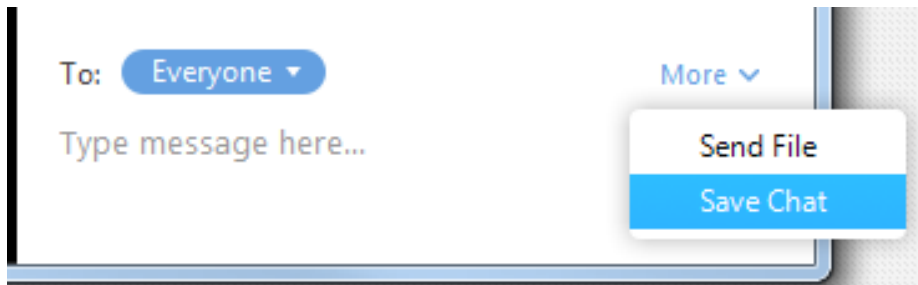
If you desire to leave the meeting prior to the Host closing the meeting, you may use the Leave Meeting button as shown below.