CITY OF GRESHAM
Zoom Meeting Instructions

1) Whether you plan on attending the meeting via computer or by phone you will first need to register for your meeting by selecting "Meeting Registration" under your project's name and date.

2) Once you have registered, you'll receive an email from Zoom that will provide you with:

   a. A link to the meeting if you plan on attending via computer. (**Note: This link is specific to you, so do not share your link with anyone)**

   b. A list of phone numbers for you to call to attend the meeting via phone**. (Note: You will receive a list of phone numbers, but we generally suggest using the phone number that starts with area code 253.)**

3) The day of the meeting you will either use the link that Zoom provided you in the email if you plan on attending via your computer or you will call in using one of the phone numbers provided in the email.

   a. Remember if you call into the meeting, we suggest that you use the phone number with the area code 253 and you will need to have the meeting ID number provided to you in the email.

   b. If you are planning on attending the meeting using your computer, you will need to enter the meeting password.

      i. To find the password for your projects meeting please go to https://greshamoregon.gov/Neighborhood-Associations/ .

      ii. Then locate the portion of the page labeled "Early Neighborhood Notification Meetings" and select the ⊞

      iii. Then locate the project name of the meeting you are wanting to attend

      iv. Then select the "Password" Icon and that will provide you with the password for your project

4) If you want additional resources about how Zoom Meeting works, please visit these two resource pages:

   a. Frequently Asked Questions

   b. https://support.zoom.us

5) If you have any support questions you can contact Jamie Thomes, Urban Design and Planning at Jamie.Thomes@GreshamOregon.gov or you can contact Michael Gonzales, ONCE at 503-618-2482 or Michael.Gonzales@GreshamOregon.gov