



Attending Zoom Meetings in the City of Oneonta

The City of Oneonta uses the Zoom platform to facilitate a number of events to include public meetings and other necessary gatherings during the coronavirus pandemic. This instruction sheet will provide you with the information necessary to have a successful meeting.

Authenticated Users – In order to comply with the best privacy practices, the City of Oneonta will only admit authenticated users into their hosted meetings. In order to become an authenticated user, you must have a user account with Zoom. Visit www.zoom.us and click “*SIGN UP, IT’S FREE*” prior to the meeting date / time. **Unauthenticated users will not be permitted access to the meeting.**

SIGN UP, IT’S FREE

Password Protection / Meeting Invitations – All City of Oneonta Zoom meetings are password protected to ensure security for our attendees. The invitation you receive from the City prior to the meeting will contain information on accessing the meeting via videoconference and, if applicable, by teleconference.

City of Oneonta is inviting you to a scheduled Zoom meeting.

SAMPLE

Topic: City of Oneonta Sample Meeting

Time: Apr 30, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89708431648?pwd=S1FHS3UyYVV5VTdWU0RBSzQrWmlCZz09>

Meeting ID: 897 0843 1648

Password: 123456

One tap mobile

+16465588656,,89708431648#,,1#,123456# US (New York)

Meeting ID: 897 0843 1648

Password: 123456

Find your local number: <https://us02web.zoom.us/j/89708431648?pwd=S1FHS3UyYVV5VTdWU0RBSzQrWmlCZz09>

- Clicking on the link will bring you directly into the meeting without the need to enter a meeting ID or password.
- Using “one tap mobile” settings will allow the caller to copy/paste everything from the + sign to the # sign into their mobile device and avoid the need to enter the meeting ID or password, avoiding possible misdials or the transposition of numbers.
- Embedded within the “one tap mobile” settings is a dial in number that callers can use for landline calls. You will then be prompted to enter the meeting ID, audio code and meeting password.