

City of Torrington

How to Access Online Public Meetings with ZOOM:

There will be a unique meeting ID number and two passcodes posted at the top of each agenda (one passcode for joining the meeting on line and another for passcode for joining by phone). You will need the meeting ID number and passcode to access any of the public meetings by phone or on line.

Agendas can found on line at www.torringtonct.org/minutes-and-agendas.

- **To access by phone: (easiest access) (you will not be able to see any video)**
 - Find the correct agenda at www.torringtonct.org/minutes-and-agendas.
 - The online agenda will also include access to any supplementary documents for agenda items that will be discussed.
 - Dial +1 (646) 558-8656.
 - When prompted, enter the meeting ID number on your keypad and then press #.
 - Press # when asked for a participant ID number.
 - Lastly, enter the meeting passcode on your keypad and press #.
 - Once the host starts the meeting, you will be able to listen in real time.

- **To access by computer:**
 - Find the correct agenda at www.torringtonct.org/minutes-and-agendas.
 - Open a new web page and navigate to the following web address: <https://zoom.us/join>
 - Type in the unique meeting ID number listed at the top of the agenda and click “Join.”
 - When the system dialog box appears, click “Open Zoom.”
 - Note: This step only applies for computers that do not have the ZOOM app.
 - Type in the meeting passcode listed at the top of the agenda and click “Join Meeting.”
 - Once the host starts the meeting, you will be able to view and listen to the meeting in real time.

- **To access by app on smartphone or tablet:**
 - Find the correct agenda at www.torringtonct.org/minutes-and-agendas.
 - Download and open the “Zoom Cloud Meetings” app from your app store.
 - You do not have to create an account.
 - Type in the unique meeting ID number listed at the top of the agenda and click “Join.”
 - Type in the meeting passcode listed at the top of the agenda and click “Continue.”
 - When prompted, click “Join without Video.”
 - Once the host starts the meeting, you will be able to view and listen to the meeting in real time.