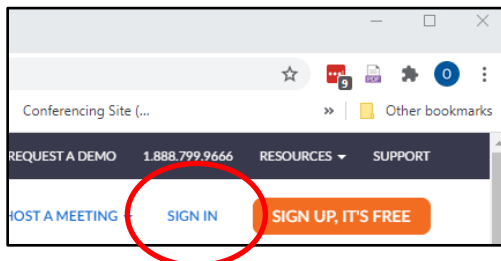


## Getting Reconnected to your Town Hall Zoom Account for Meeting Co-Hosts

### Step 1: Verify your Zoom username and password

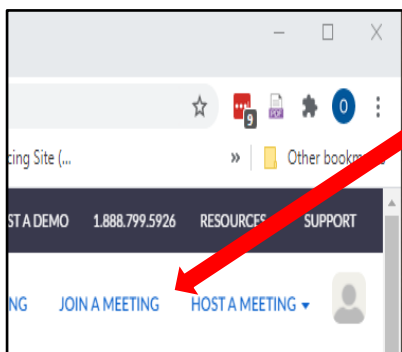
The Zoom username is your Town Hall email address. E.g.: [mary.doe@oldsaybrookct.gov](mailto:mary.doe@oldsaybrookct.gov)

**SIGN IN** on to the Zoom web site <https://zoom.us>



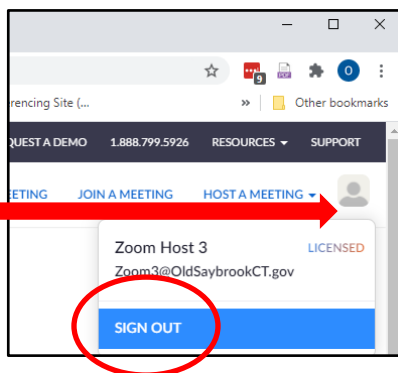
If you initially see the window below, which includes “**SCHEDULE**”, “**JOIN**” and “**HOST**”, you are already signed in. Since your computer may have you cached as a Zoom guest, you should log out of this session and reconnect using your Town Hall account.

Click on the profile icon on the upper right and select “**SIGN OUT**”. Enter the web site again and initiate a fresh log in to Zoom.



If you see “**JOIN**” or “**HOST**” you are already logged in.

Use the profile icon to “**SIGN OUT**” of Zoom and log back in.



If your password is not working, enter your email address and select “**Forgot?**” which will guide you through the steps to get your password reset.

A screenshot of the Zoom Sign In page. The 'Forgot?' link is circled in red. The page includes fields for 'Email Address' (with the example 'mary.doe@oldsaybrookct.gov') and 'Password'. There is a 'Sign In' button, a 'Stay signed in' checkbox, and a link for 'New to Zoom? Sign Up Free'.

## Getting Reconnected to your Town Hall Zoom Account for Meeting Co-Hosts

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### Step 2: Launch a Zoom Meeting or Webinar

While leaving your Zoom account logged in. Use another tab in your browser to locate the Public Access link for the meeting you will co-host.

This link may be found in a variety of places: The Town Hall calendar "**Zoom Meetings**" section, inside a Town Hall calendar item or within a PDF of the Meeting Agenda.

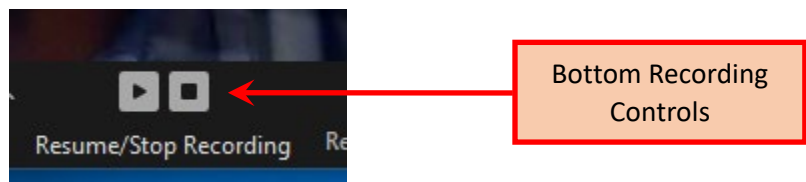
Connect to the meeting using the Public Access Link. Since you are already logged on to Zoom as an authenticated Town Hall user, you should be included in the launched meeting as a co-host via your Town account session.

### Step 3: Verifying you are a Co-Host

Look at the top left of the Zoom window (make sure your mouse is in the Zoom window). You will see you have access to the recording start, stop and pause controls.



You will also see similar controls are towards the bottom center of the screen:



### Step 4: Subsequent Meetings

Once you have successfully connected using your Town Hall Zoom account, Zoom will save your username and password on your PC/Mac/Smartphone to use for automatically connecting when you join future meetings. You will not need to log in to the Zoom web site prior to connecting to a meeting.