

## Senate Committee Zoom Instructions

### 1. Finding Your Zoom Link

- a. To find the appropriate Zoom link go to <https://www.nmlegis.gov/>.
- b. Click “Committees” and select the committee you want to watch.
- c. Select “Click here to join the Zoom meeting for S\*\*\*\*”. This will bring you to Zoom’s launch screen.

### 2. Accessing Zoom Meetings

- a. When you click on a Committee’s Zoom link. It will take you to Zoom’s launch site.
- b. Select “Open Zoom Meetings”. This will launch Zoom on your computer if you have it installed.
  - **NOTE: If you are not signed into Zoom you will not be able to access the webinar. As such, you must either sign into your Zoom account or create a new account (if you do not have one).**
- c. Log in to your Zoom account.
  - **NOTE: You do not need to have a paid Zoom account. You can access Senate Zoom meetings with both a Licensed account and a Free account.**

### 3. Creating a Zoom account (If you do not have one)

- a. If you do not have a Zoom account, follow this link to sign up for one; <https://www.zoom.us/signup#/signup>
- b. You will need to confirm your birth year and enter the email that you want connected to the account.
- c. A verification code will be sent to your email.
- d. Enter the code in the spaces provided.
- e. A new page will appear requesting your first/last name and the password for your Zoom account.
- f. Select “Continue” to log into your new account.
- g. Follow the instructions above for [Accessing Zoom Meetings](#), to join the meeting of your choice.

### 4. Troubleshooting

- a. “Host requires authentication on the commercial Zoom...”
  - In this case, the Zoom webinar simply needs the user to log into a Zoom account
  - **NOTE: You do not need to have a paid Zoom account. You can access Senate Zoom meetings with both a Licensed account and a Free account.**

b. “I Can’t Participate in the Zoom Committee Meeting” (Public Comment)

- Many Senate Committees operate differently. Some take public speakers when the bill goes to public comment within committee, while others require the user to sign up 24 hours in advance.
- Please review the [“Committee Procedures”](#) tab found on most Committee pages to learn more about making public comment in a specific meeting.