

HOW TO JOIN A COUNCIL MEETING USING ZOOM WEBINAR

Zoom Webinar Meeting Information for Attendees

Join Zoom Webinar Online:

1. Click the webinar link listed on the agenda.
2. You will be prompted to either download or launch Zoom. If this is your first time using Zoom, you will need to download the application to your device.
3. As an ATTENDEE, you will be able to view and listen to the meetings.
4. If you would like to provide public comment during the meeting, see **“Providing Public Comment in Zoom Webinar”** below for instructions.
5. Please note that upon entering the meeting, your microphone is automatically on mute.


Join Zoom Webinar by Phone:

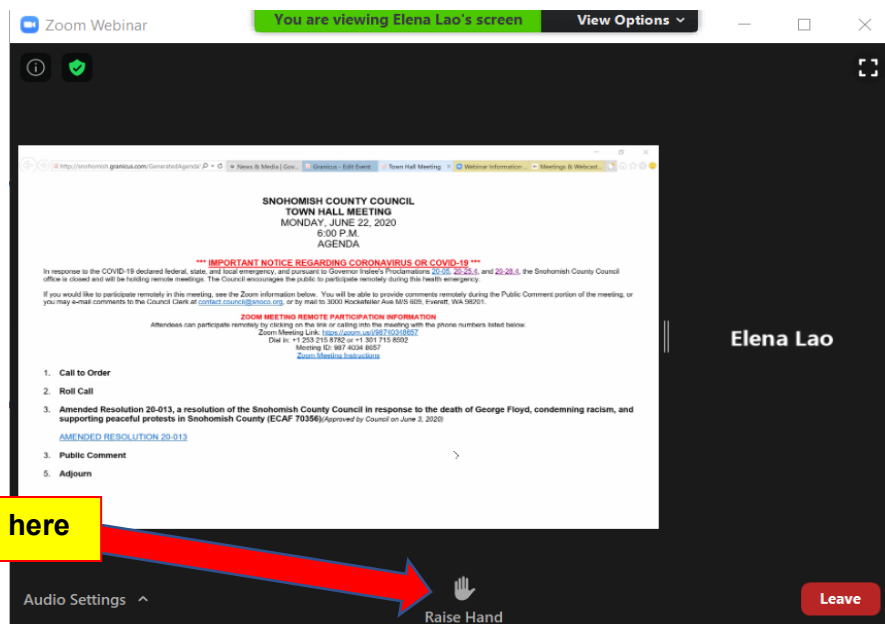
1. Dial in to the meeting by calling one of the phone numbers listed on the agenda.
2. Enter the Meeting ID listed on the agenda, followed by #.
3. You are now able to listen into the meeting.
4. Please note that upon entering the meeting, your mic will automatically be on mute.

PROVIDING PUBLIC COMMENT IN ZOOM WEBINAR

The public will be given the opportunity to speak during the Public Comment portion of the meeting, or when the Chair opens Public Testimony at Public Hearings. Please join the meeting promptly to hear instructions announced at the beginning of the meeting.

ONLINE:

1. The Chair will announce and open Public Comment or Public Testimony.
2. As an ATTENDEE, you can virtually raise your hand, by clicking **“ Raise Hand”** on the bottom of your Zoom screen.



3. If any hands are raised, Council staff will call on the ATTENDEE by the onscreen ID and “promote” the speaker from ATTENDEE to PANELIST.
*(NOTE: Your computer screen will turn blank during the transition from ATTENDEE to PANELIST – PLEASE DO NOT LEAVE MEETING. When prompted, please click **ACCEPT** to join the Panel.)*
4. **After joining the PANEL, you can un-mute your microphone and turn on video to speak. Clearly state your NAME and AREA OF RESIDENCE for the record.**
5. All speakers will be limited to THREE MINUTES to provide comments or testimony.
6. When you are done speaking, Council staff will mute your audio and move you back to participate as an ATTENDEE.

BY PHONE:

1. The Chair will announce and open Public Comment or Public Testimony.
2. As an ATTENDEE, you can virtually raise your hand by **pressing *9 on your phone**.
3. If any hands are raised, Council staff will call on the ATTENDEE by the last three digits of the phone number.
4. **Wait for the prompt and you press *6 to un-mute your microphone to speak. Clearly state your NAME and AREA OF RESIDENCE for the record.**
5. All speakers will be limited to THREE MINUTES to provide comments or testimony.
6. When you are done speaking, Council staff will mute your audio and lower your hand.