Electronic Meeting Access

There are two options for attending an electronic meeting:

1. Listen to the live audio broadcast; <u>or</u>

2. Virtually attend the meeting using Zoom

Either option:

- Requires a phone or computer with internet access; and
- Is accessed through the committee's webpage

Example committee webpage:

Steps to Virtually Attend an Electronic Meeting

Follow these steps to virtually attend an electronic meeting. Each step is explained on the following pages.

1 - On the committee's webpage, click on "Virtual Meeting Access"

2 - Sign In

    Click on Open zoom.us.app

    Enter your first name, last name, and email address (this information is <u>required</u>)

    Click "Join Webinar" and you will enter the Zoom meeting as an attendee

3 - Listen and watch the meeting
- **<u>Please be advised</u>: your microphone and camera will be muted, which means committee members and other attendees will not be able to hear or see you during the meeting.**
- **If the chair allows public comment on an agenda item and you want to comment, virtually "raise your hand" at the bottom of your Zoom screen.**
- **Once called on by the chair, your microphone will be unmuted and you may provide your comment. You may provide comment on more than one agenda item, if the chair allows for public comment.**

1 – Click on "Virtual Meeting Access"

- **Go to the committee's webpage**

- **Approximately 15 minutes before the meeting is scheduled to begin, click "Virtual Meeting Access"**

Click the "**?**" to read the public comment procedures and guidelines

2 – Sign In

- **Your first name, last name, and email address are <u>required</u>**

- **After entering your information, click "Join Webinar"**

- **Do not change or delete the "event password"**
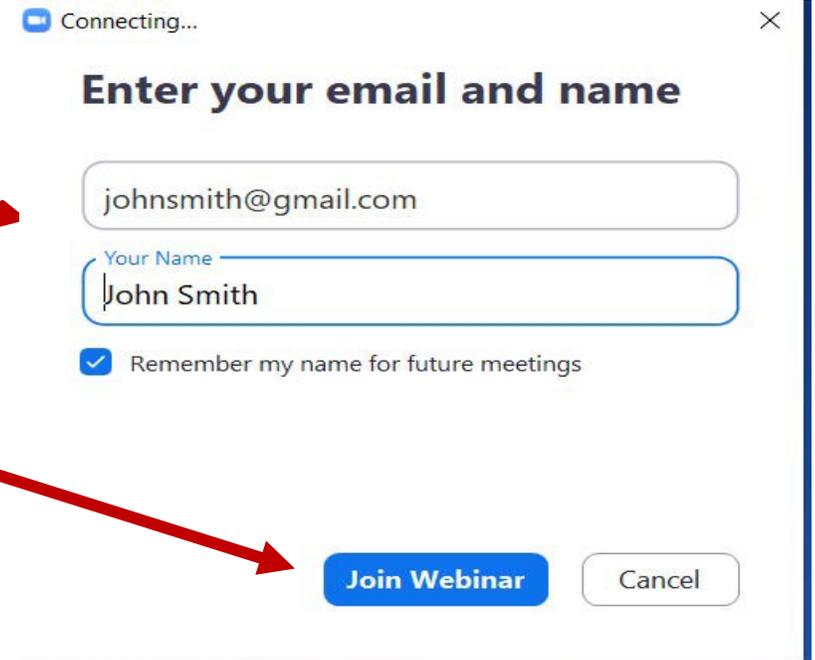
Connecting...

Enter your email and name

johnsmith@gmail.com

Your Name
John Smith

☑ Remember my name for future meetings

Join Webinar   Cancel

Please be advised: you <u>cannot</u> enter the meeting until the event is started. If you're unable to enter the meeting, wait until approximately 15 minutes before the meeting is scheduled to begin and try again.

- **Check audio settings and adjust, if needed**
- **Find the Raise Hand button**
- **Find the Leave Meeting button**
- **After providing comment, you may keep watching and provide comment on subsequent agenda items, if the chair allows, or you may leave the meeting**