



## MEETING INSTRUCTIONS

How To Participate in a Zoom Meeting

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### **Join Meeting**

**Recommended: Join the Zoom Webinar to participate LIVE!** To join, click the Zoom link found on the first page of the Meeting Agenda Packet.

[Test your microphone](#) is working to make public comments.

Please note that Zoom may require a Name and Email to join the webinar. The information will not be shared with any of the meeting hosts or participants. You may enter "Anonymous" for the name and a fake email if you do not feel comfortable sharing your information with Zoom, or you can join via the alternative option below.

**Alternative:** If your computer does not have a microphone, or you are unable to access the Zoom Webinar, you may dial-in to listen to the meeting and make comments via phone.

For City Council meetings, you may also watch the meeting live on AMP Peninsula Channel 25, and dial-in to make a comment.

**NOTE: Live Web Stream will not be available from the City website. Viewing will only be available through the Zoom Webinar or, in some cases, AMP Peninsula Channel 25.**

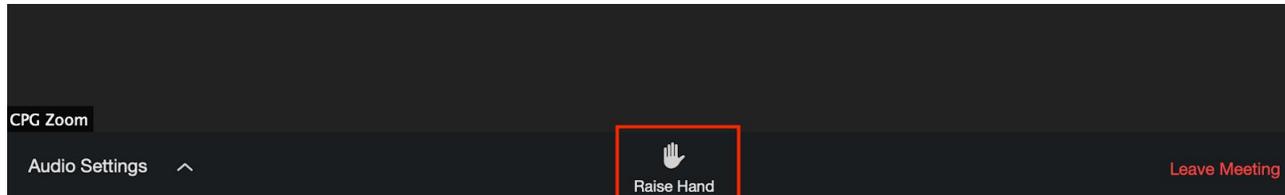
#### **To Dial-In:**

1. Dial one of the numbers provided on the first page of the Agenda packet.
2. When prompted for the **Meeting ID**, enter the Meeting ID provided on the first page of the Agenda Packet.
3. When prompted for a **Participant ID**, press the **#** key.
4. If this does not allow you into the meeting, there may be an issue with the phone number. Please try another number from the list provided in the Agenda packet and go through the steps again.

## **Provide Public Comment**

To make a general public comment or to comment on a specific agenda item as it is being heard:

**Via Zoom Webinar:** Click "Raise Hand". A member of staff will prompt you to talk. After you have made your comment, click "Lower Hand". [Make sure your microphone is working.](#)



**Via Dial-in:** press **\*9** to virtually raise your hand via phone. A member of staff will see your phone number in the Attendees list and will prompt you to talk.

**PUBLIC COMMENTS ARE LIMITED TO (3) MINUTES**

*Please mute all background noise when making a public comment, i.e. television, music, web stream audio, etc.*

## **Mute/Unmute**

When joining a meeting, attendees are muted by default. To provide public comment you will be prompted to speak. At this time you can unmute yourself in the following ways:

- If dialing in, press **\*6** to unmute yourself.
- If using the computer microphone, a member of City staff will unmute you. You will then receive a prompt to confirm if you want to unmute or stay muted. You will need to accept the unmute prompt before you are unmuted.

Please check that your microphone is not muted. You can also test your microphone before joining the meeting (refer to the Help Article below).

[Testing Computer or Device Audio](#)

## **Having Difficulties?**

***City Council Meetings*** - for technical support, dial (831) 648-3128. A member of staff will assist you.

***Board/Commission Meetings*** - some boards and commissions are providing a Help Line for technical support. If it is provided, dial (831) 648-3128 and a member of staff will assist you. If it is not available or you are unable to get through, please contact the board/commission staff liaison for assistance.

*There may be some delay during the broadcast view of the meeting. We appreciate your understanding and patience.*