Step-by-step Remote Participation Instructions:

**Phone Telecom:**

1. Using a standard phone, dial the provided phone number.
2. Enter the access code (six digits) followed by the # button.
3. If you are the host, enter the host ID (four digits), followed by the # button.
4. If you are not the host, just wait and you will enter the meeting.
5. The meeting will start when multiple people enter the room.
6. It is recommended at the start of the meeting to ask everyone in the room to announce themselves for the record. Audience members are not required to do so.

**Video Telecom:**

Host/Chairperson: (You may have to download an app or extension for your browser).

1. Go to zoom.us
2. In the upper-right hand corner, click “sign in”.
3. Use the provided login information.
4. On the left hand side, click “meetings”.
5. Find your meeting and click on “start”.
6. This will log you into the meeting.
7. You can choose to use device audio or call in by phone.
	1. If using a phone, you’ll have to enter the meeting ID and a participant ID, followed by the # button.
8. After this point, you can share your screen (to share documents), you can use a chat feature (avoid when possible due to open meeting law requirements- this might be seen as deliberation), invite people, etc.

Attendee: (You *shouldn’t* have to download anything)

1. Go to zoom.us
2. In the upper-right hand corner, click “join a meeting”
3. Enter the meeting ID and click “join”
4. At this point, you can join using video and/or audio (or choose not to)
5. If you choose video, it will then load.
6. At this point, click on “join audio” (if you desire), and then you can call either using your device or by dialing in.
	1. If you dial in, it will give you phone numbers you can call.
	2. If you use the device audio, it will work clearly.
7. You can use the “raise hand” feature to try and be recognized (most useful as an audience member).

**It is important to note that even though these meetings are being done remotely and in more casual settings, all rules of public bodies via remote participation apply: votes need to be taken by roll-call vote, audience members may only speak when recognized by the chair, etc.**