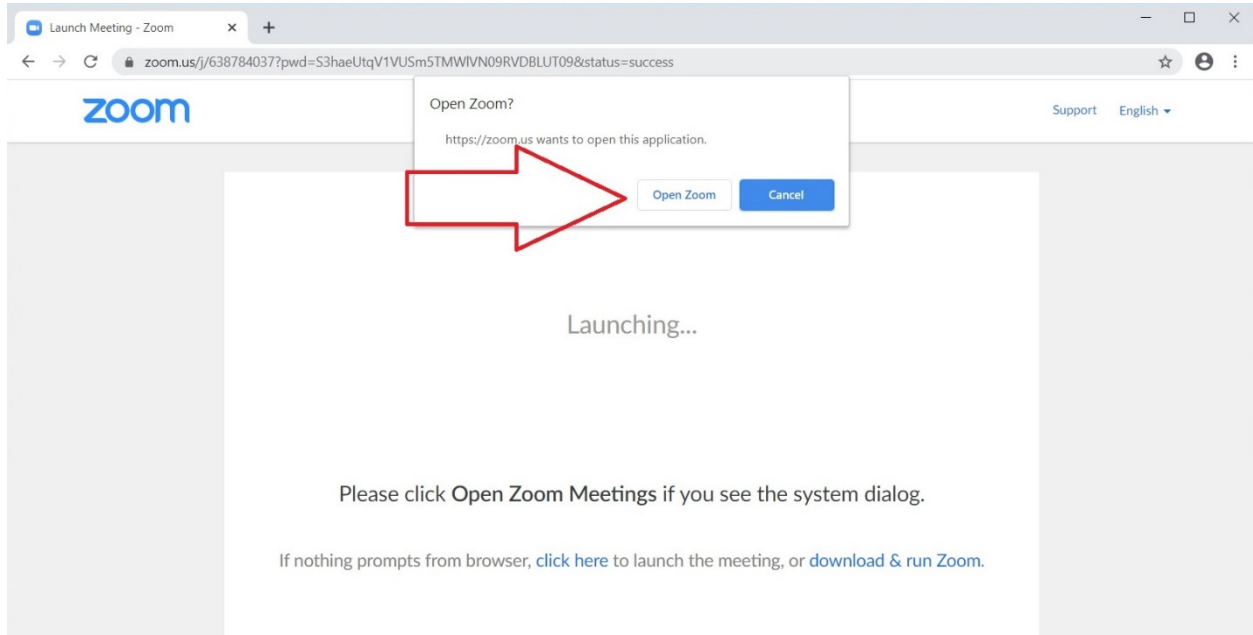


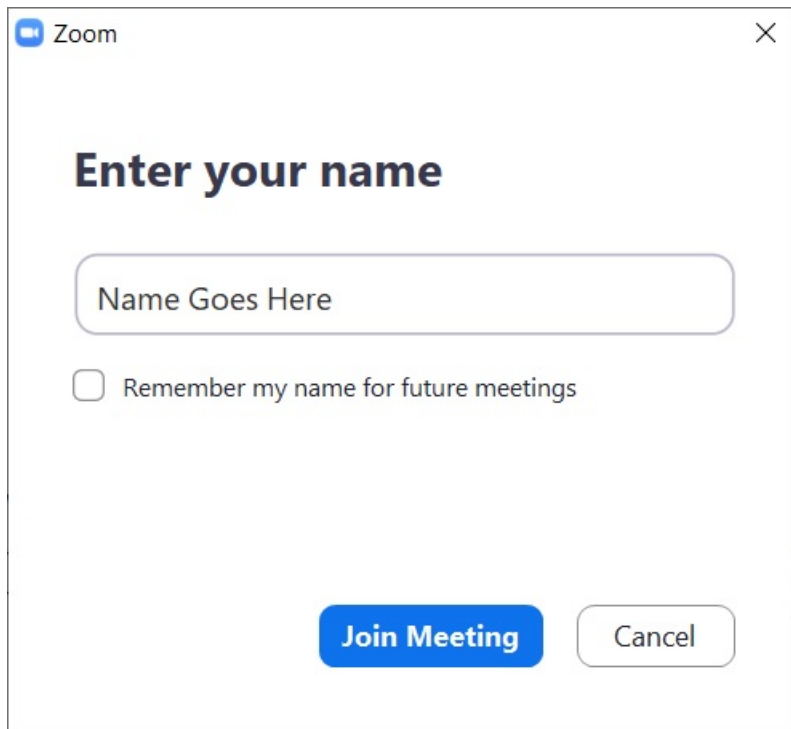
## Attending Village Council Meeting by Computer

Open any web browser and simply click on the link or type it out in the address bar:

<https://zoom.us/j/638784037?pwd=S3haeUtqV1VUSm5TMWlVNO9RVDBLUT09>



Once you enter or click on the link you will see the above screen. Click the open zoom button.

A screenshot of a Zoom application window. The window title bar shows the Zoom logo and the word "Zoom" on the left, and a close button (X) on the right. The main content area has the heading "Enter your name" in bold. Below the heading is a rounded rectangular text input field containing the placeholder text "Name Goes Here". Underneath the input field is a checkbox with the label "Remember my name for future meetings". At the bottom of the dialog, there are two buttons: a blue "Join Meeting" button and a white "Cancel" button with a grey border.

Once the above screen opens please enter your full name. (This helps the Village identify you easily)

Please wait, the meeting host will let you in soon.

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Once you have submitted your name you will then be placed in a waiting room queue. The Village will admit you into the meeting shortly before the meeting starts.

Choose ONE of the audio conference options

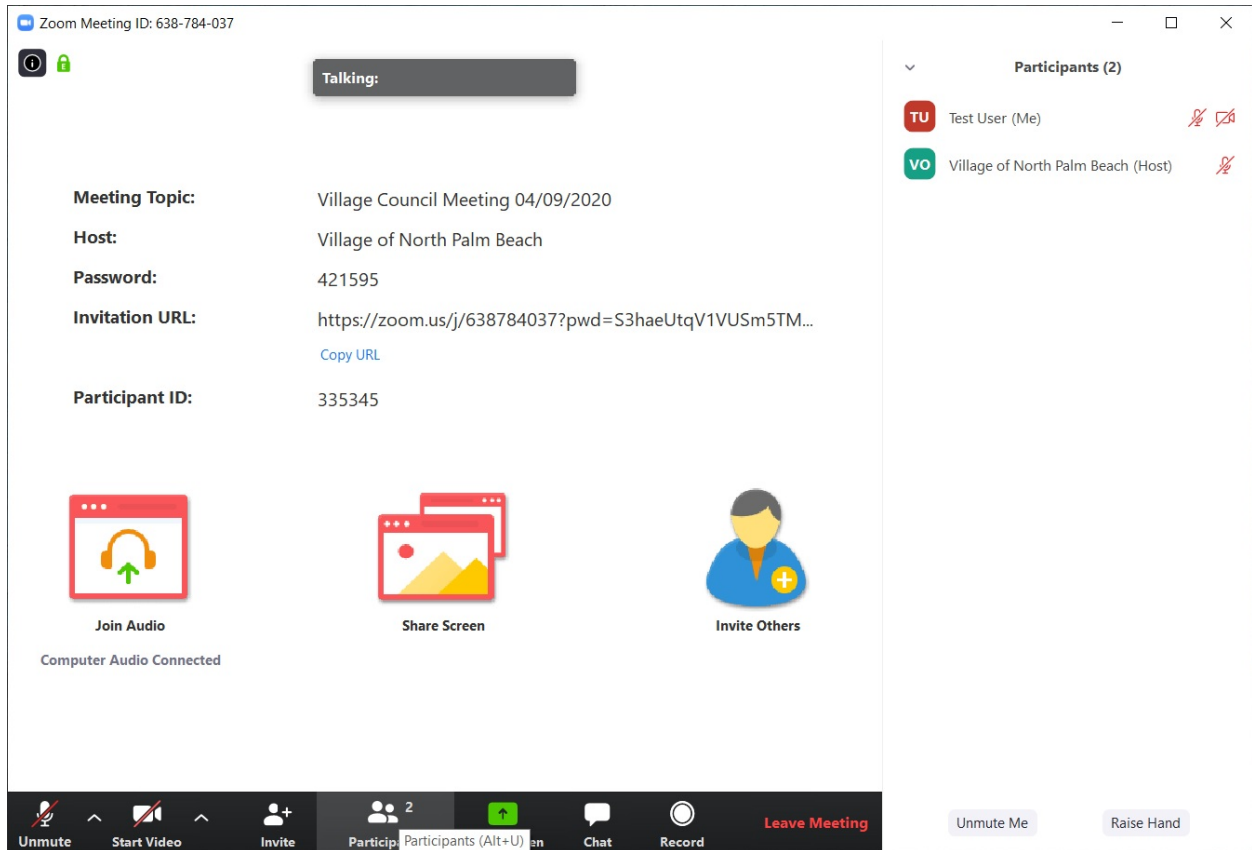
Phone Call      Computer Audio

**Join with Computer Audio**

Test Speaker and Microphone

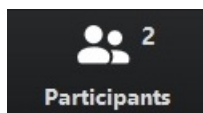
Automatically join audio by computer when joining a meeting

Once you have been admitted into the meeting you will see the above window. Click on the “Join with Computer Audio” button. (You must have speakers attached to your computer)

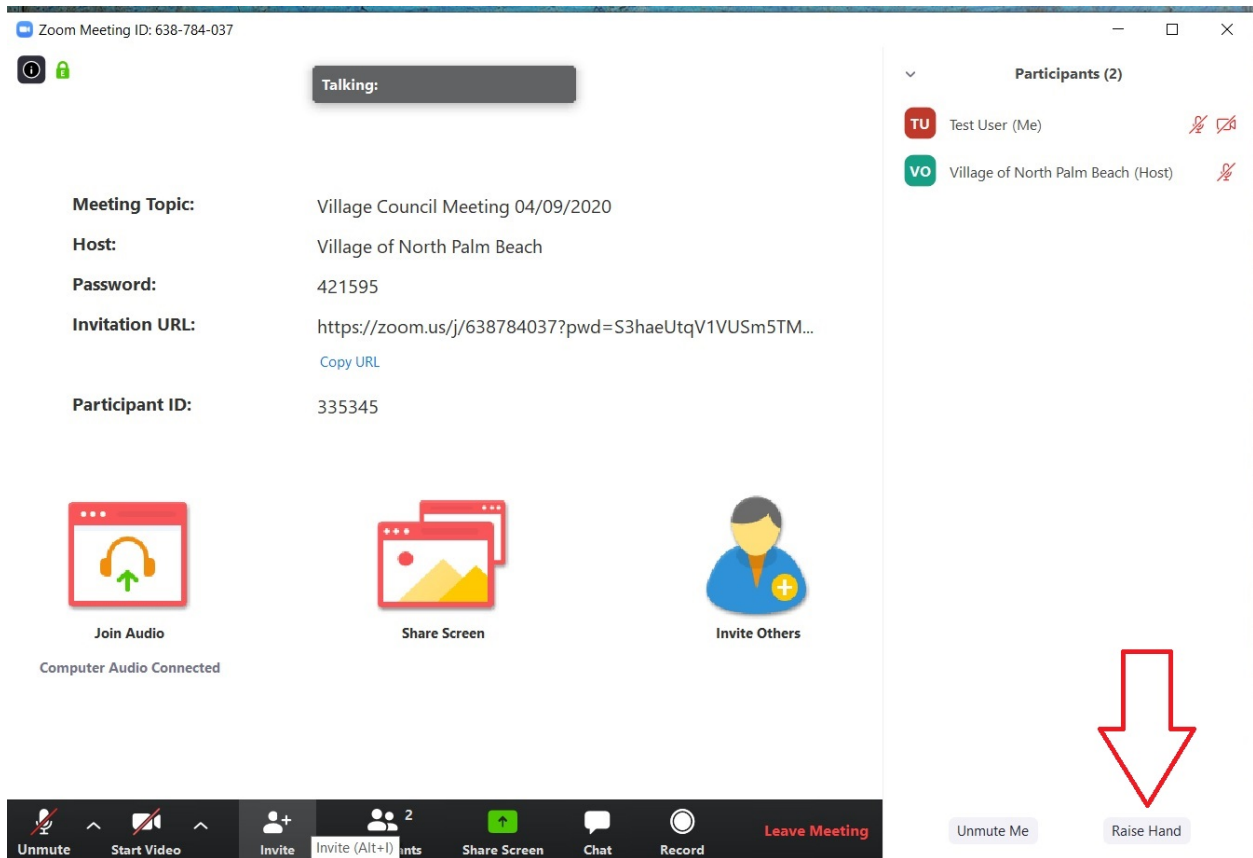


You will now see the meeting window. You should see a live video of the Village Council dais. All participants are muted by default. If you wish to address the Village Council on any agenda items or for any other reason, you must complete and submit a comment card, available on the Village website, prior to the meeting. During the public comment portion of the meeting you will be un-muted and allowed to address the Village Council. (you must have a microphone attached to your computer)

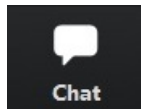
If you click the participants icon



on the bottom of the screen, you can see all the participants in the meeting. If at any time you have a question, you can click the “raise hand” button in the bottom right of the screen. See below:



If you wish to Chat with the Village during the meeting click the “Chat” button



You can now send a chat message to the Village meeting.