Allegan County

Connecting to Zoom Webinar

Tourist Council Board Meeting – February 16, 2021

STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone
  - Call (929) 205-6099
  - Type in Meeting ID: 860 1565 6355then press#
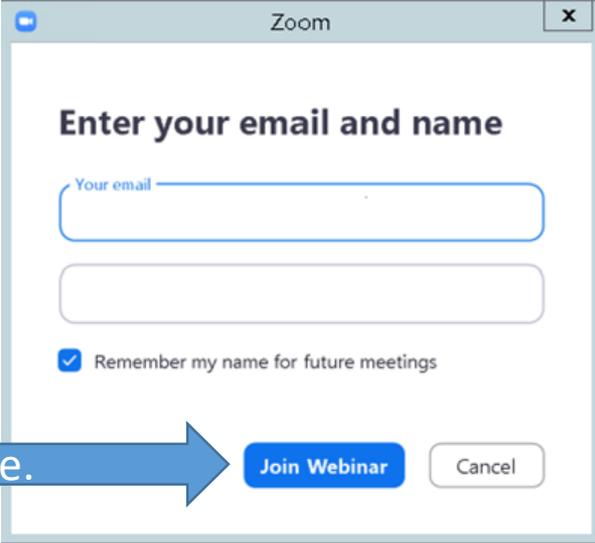 - If a password is required, please enter Password: 821559 then #

  <STOP here>

  You do not have to continue reading the rest of the instructions.

- OR -

- OPTION 2: Web browser
  - Open Internet Explorer or Chrome
  - Navigate to https://us02web.zoom.us
  - If a password is required, please enter Password: 821559
  - <Continue with the rest of the instructions>

STEP 2: Enter your email & name

STEP 3: This Window (or something very similar) should appear when connected. A video of the Parks Manager may also appear.

STEP 4: Adjust audio settings (if needed)
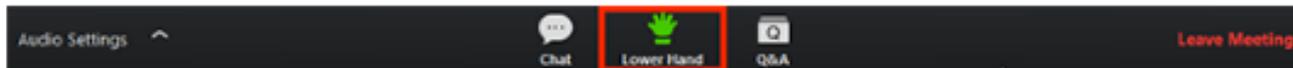
STEP 5: Raise hand to be recognized to speak.

- Once "Raise Hand" is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.

2. The host will be notified that you've raised your hand.

3. Click **Lower Hand** to lower it if needed.

STEP 6: Leave the meeting