

## Allegan County Board of Commissioners

Meeting August 13, 2020 @ 9:00a

Connecting via **Zoom** Webinar



Allegan County 3283 122<sup>nd</sup> Ave Allegan, MI 49010

#### STEP 1: Connect to the Zoom Site

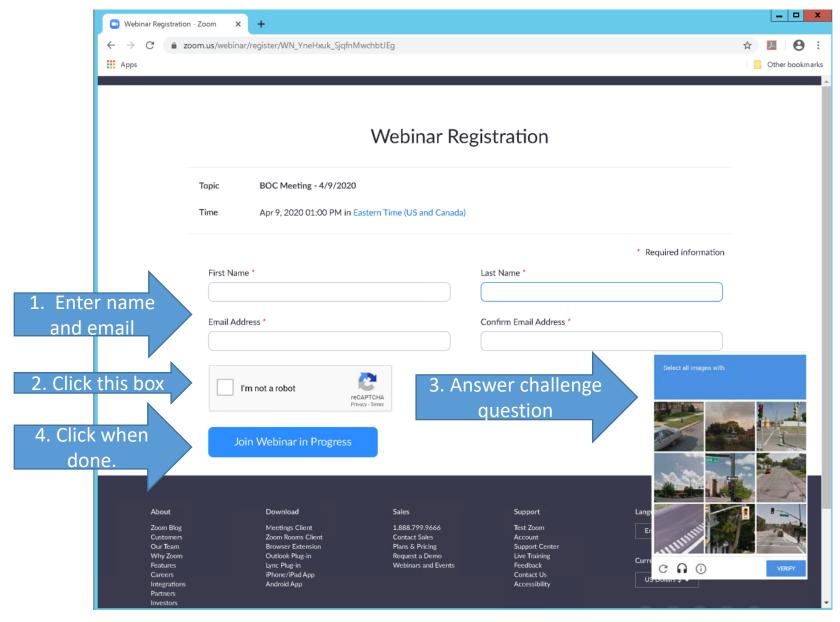
- OPTION 1: Telephone
  - Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
  - Type in Meeting ID: 892 4327 5606, then #, then # again
  - Type in Meeting Password: 81320, then #
  - To raise your hand to speak, press \*9
  - To Mute and Unmute, press \*6
    <STOP here>

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

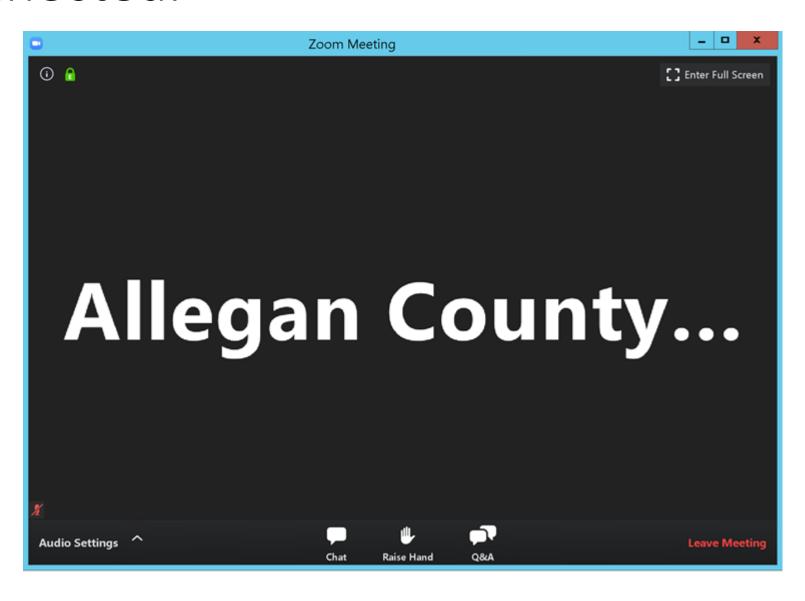
- OR -

- OPTION 2: Web browser
  - Open Internet Explorer or Chrome
  - Navigate to <a href="https://zoom.us/j/89243275606">https://zoom.us/j/89243275606</a>
  - Meeting Password: 81320
    Continue with the rest of the instructions>

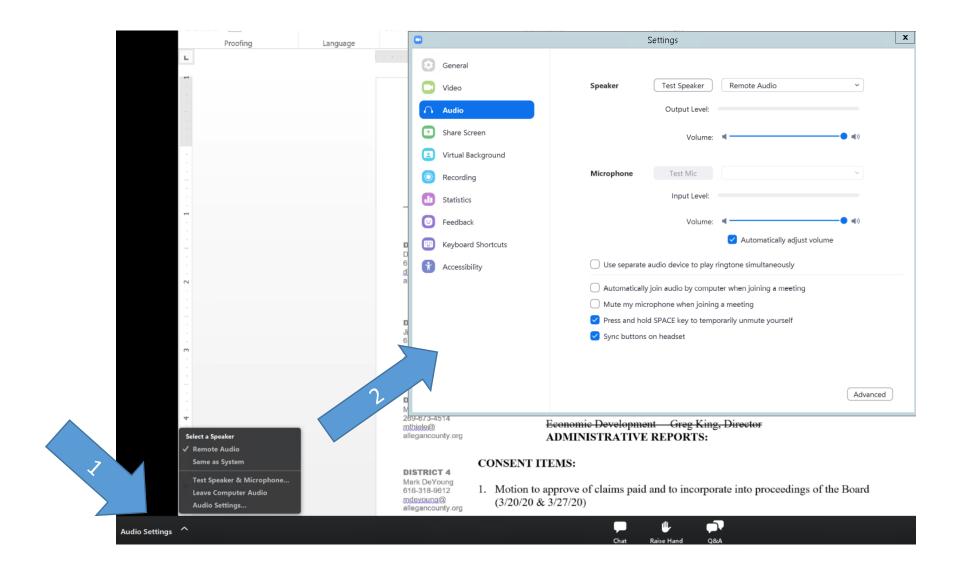
### STEP 2: Enter registration information



## STEP 3: This Window will appear when connected.



# 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.

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: To leave the meeting

