<u>ZOOM INSTRUCTIONS</u>

For parties wishing to participate using Zoom for the Board of Selectmen meetings please use the following instructions if help is needed. **YOU DO NOT NEED TO HAVE A ZOOM ACCOUNT TO PARTICIPATE.**

1. You may participate using a desktop/laptop computer, cell phone or tablet.
   a. If using a desktop or laptop computer you want to go to www.zoom.com
   b. If using a cell phone or tablet you want to download the Zoom App from either the Apple App Store or the Google Play Store. For these devices you want to search "ZOOM Cloud Meetings". You should see an icon that looks like:

2. Once you have Zoom up on your computer or downloaded, you want to click "Join a Meeting".
   a. On a desktop/laptop computer the wording will be blue in color, it should be the third option to the left of the "Sign Up, It's Free" button.
   b. On a cell phone/tablet that should be a button that you'll click at the bottom of your screen.
3. Once there you will be prompted for a <u>Meeting ID</u>. This can be found in bold under the public comment section on the meeting agenda. Do not enter the ID number with the dashes, enter numbers only.
4. After you have joined, you will enter a waiting room until the meeting starts.

PLEASE NOTE – all microphones will be muted unless recognized by the chair during the public comment section, or if recognized during another part of the meeting. To be recognized, please physically raise your hand (if video is enabled) or raise your hand using the raise hand option on the App.**