CITY OF GLADSTONE

HOW TO JOIN A ZOOM PUBLIC MEETING OR WEBINAR

VIA COMPUTER:
1. Click on the link provided on the agenda or website.
2. Click on "launch meeting" or "open zoom meetings"
3. Enter your email and your name
4. Click "join webinar"

Speakers – during the meeting you will remain as an attendee until the City Council determines the time for public testimony or business from the audience. When your name is called, the host will shift you (via computer) to "join as a panelist" – click on "join as a panelist". This will allow you to unmute yourself and turn on video camera, if applicable – (buttons located in bottom left corner of your screen). After speaking you will be returned to the meeting as an attendee.

Attendees: If the City Council determines they would like comments from the attendees who have not requested to speak the Council will request interested persons to "raise their hand", attendees will "raise hand" (button located bottom center of screen). When your name is called, the host will allow you to speak and you may unmute yourself to speak.

VIA TELEPHONE ONLY:
1. Dial the number provided on the agenda or website (remember when dialing long distance, telephone carrier rates apply).
2. Once the call is connected, you will be prompted to enter the meeting ID number (this number is unique to each meeting/webinar). The city will have this number listed as the webinar ID on both the agenda and meeting page. Using the telephone's keypad enter the ID number followed by #.
3. If the meeting has not started and you are joining before the meeting host has logged on, you will be prompted to enter the host key – press # to skip and remain logged in and waiting.
4. You will then be prompted to enter your unique participant ID, press # to skip this step as it only applies if you have additionally joined on a computer or mobile device or are a panelist in a webinar.
5. Lastly you will be prompted to enter the meeting passcode. The city will have the passcode listed on both the agenda and meeting page of the website just after the webinar ID. Using your telephone's keypad enter the passcode number followed by #.

If you are interested in participating during a meeting and the Council has requested attendee's participation, you will need to use the following commands:

- ***9 – Raise your hand**: if you would like to speak, you must notify the host by "raising your hand." This is done by pressing *9 on your keypad. If you change your mind, you can **lower your hand by pressing *9 again.**
- ***6 – Mute and Unmute**: All callers are automatically muted upon logging in. Once you have been called upon to speak, and the host has allowed you to speak, press *6 on your telephone keypad to unmute. When you are finished speaking, please mute yourself by again pressing *6.