WELCOME TO THE BOROUGH OF HIGHLANDS REMOTE ACCESS COUNCIL MEETING

REMOTE ACCESS WITH PC, LAPTOP or TABLET
   Webinar ID: 998 2584 2793
   Participant ID: 2021 Passcode: 2021
a) You will hear and see Council and hear Attendees' questions
b) You will have 'Raise Your Hand' option and be able to ask a question. You will have to hover over or touch your screen to see the 'Raise Your Hand' Icon. It is at bottom of the screen (on some devices, it may be at the top of your screen)

Your Device – Using its Speaker and Microphone (3 steps)
1) Click on Borough's Council Meeting's Remote Access URL
   or copy URL link into your browser
2) Download/run Zoom app (few seconds) on your device
3) When prompted, Your Name and Email, press Enter
   You are now in the Meeting – you will see & hear Mayor and Council Panelists

REMOTE ACCESS PHONE ONLY
   To call into the meeting dial: 1- 929- 436- 2866
   Enter Webinar ID: 998 2584 2793
   Participant ID: 2021 Passcode: 2021
a) You will hear Council and hear Attendees' Questions
b) You would start the log-in process again if you entered wrong # or connection is not good

Smart Phone (2 steps)
1) Press 'One Tap Mobile' – click Borough's Meeting link on their website from your Smart Phone.
   You will automatically access to: Meeting Phone # and Meeting ID
2) If prompted, press #
   You <u>will be able</u> to 'Raise Your Hand' or *9 and ask a question

Non-Smart Phone (3 steps)
1) Enter Meeting Phone #
2) When prompted, Enter Meeting ID
3) Press #, If prompted, press # again

Meeting Governance
a) You will join 'muted' – only Clerk can 'unmute/mute' during Public comments
b) You press 'Raise Your Hand' icon if you have a question, Clerk will see your request
    When 'unm uted', <u>do not forget to activate</u> your microphone when asking the question
   After your time for a question, Clerk will 'mute' you back

PLEASE MAKE SURE YOUR MICROPHONE IS WORKING ON YOUR DEVICE (PHONE OR PC) SO YOU CAN BE HEARD, WHEN CALLED UPON.

The meeting is recorded and available to Public