



Joining a Virtual Meeting via Zoom

To join a meeting by computer, tablet or mobile device:

1. Click the “Join Meeting” link listed on the front page of the meeting agenda or on the town’s website at www.townofseabrookisland.org.
2. After clicking the link, you will be prompted to either download or launch Zoom. If this is your first time using Zoom, you will need to download the application to your device.
3. You may participate in the meeting using your device’s video and/or audio outputs.
 - a. If you have a webcam and would like others to see you, select “Join with Video.” Otherwise, select “Join without Video.”
 - b. If you would like to speak during the meeting, you will need a device with a microphone or headphone. Click “Join with Computer Audio” when prompted. Otherwise, select “Join without Audio” or dial in by phone (see below).
4. Please note that all guests will be automatically muted upon entering the meeting.

To join a meeting by phone:

1. Dial in to the meeting by calling the phone number listed on the front page of the meeting agenda or on the town’s website at www.townofseabrookisland.org.
2. When prompted, enter the Meeting ID followed by the pound sign (#). Then enter the Passcode followed by the pound sign (#).
3. You are now able to listen to the meeting.
4. Please note that all guests will be automatically muted upon entering the meeting.



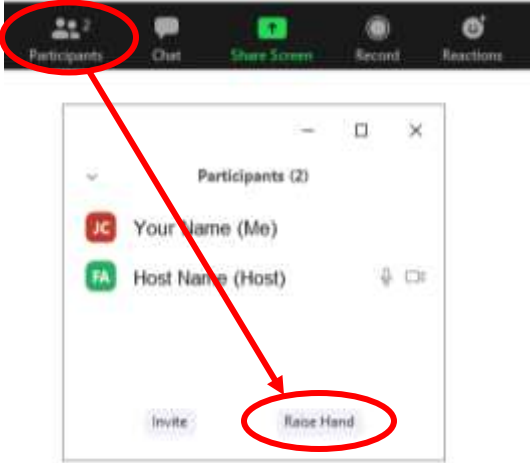
Providing Public Comment Via Zoom

The public will be provided an opportunity to speak during Public Hearings and during the Citizens Comment portion of all town meetings. Participants are asked to please join the meeting promptly at the appointed time to hear any additional instructions or announcements. Participants are asked to please be aware of your surroundings while providing comments.

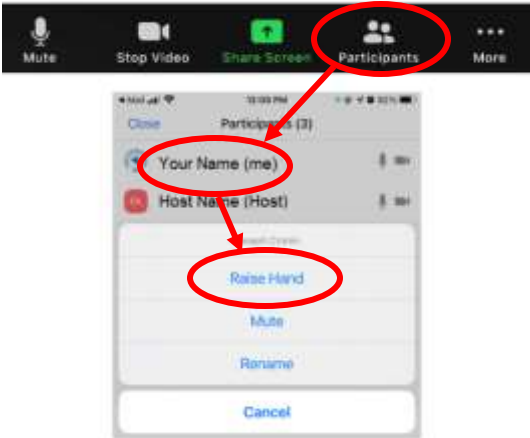
Providing public comment by computer, tablet or mobile device:

1. The Mayor/Chair will announce the opening of the Public Hearing or Citizens Comment period.
2. Individuals who wish to speak during the Public Hearing or Citizens Comment period should click the **“Participants”** tab in the Zoom control box at the bottom of the screen.
3. Once the Mayor /Chair has opened the meeting for public comments, click the **“Raise Hand”** button at the bottom of the **“Participants”** window. If you are on a mobile device, you may need to tap your own name in the **“Participants”** window and then click the **“Raise Hand”** button. **Please do not click the “Raise Hand” button until the Mayor or Chair has announced the item upon which you wish to speak.**
4. The Town Clerk will call on each person by name or ID as shown on the screen, in the order that their hands were raised, to the best of his or her ability.
5. When it is your turn to speak, the Town Clerk will unmute your microphone. Before speaking, please wait for a prompt indicating that your audio is unmuted.

Raising your hand on computer or tablet:



Raising your hand on a mobile device:



6. When it is your turn to speak, please **clearly state your name and address** for the record.
7. All speakers will be limited to **three (3) minutes** in which to provide comments.
8. The Town Clerk will provide notice when you have 30 seconds remaining so that you may summarize and conclude your comments.
9. At the conclusion of your comments, your microphone will once again be muted.

Providing public comment by phone:

1. The Mayor or Chair will announce the opening of the Public Hearing or Citizens Comment period.
2. Once the Mayor or Chair has opened the meeting for public comments, press *9 to raise your hand. **Please do not press *9 until the Mayor or Chair has announced the item upon which you wish to speak.**
3. The Town Clerk will call on each person by name or phone number, in the order that their hands were raised, to the best of his or her ability.
4. When it is your turn to speak, the Town Clerk will unmute your microphone. Before speaking, please wait for a prompt indicating that your audio is unmuted.
5. When it is your turn to speak, please **clearly state your name and address** for the record.
6. All speakers will be limited to **three (3) minutes** in which to provide comments.
7. The Town Clerk will provide notice when you have 30 seconds remaining so that you may summarize and conclude your comments.
8. At the conclusion of your comments, your microphone will once again be muted.