



# Allegan County

## Connecting to Zoom Webinar

Tourist Council Meeting - May 19, 2020



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

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# STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone Call (929) 205-6099
  - Type in Meeting ID: 885 6162 6628 then press #
  - If a password is required, please enter Password: 999364 then press #

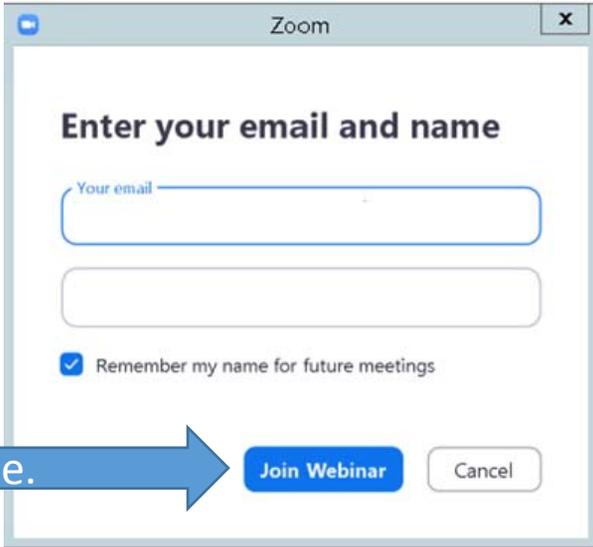
<STOP here>

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

- OR -

- OPTION 2: Web browser
  - Open Internet Explorer or Chrome
  - Navigate to <https://zoom.us/j/https://us02web.zoom.us/j/88561266628>
  - <Continue with the rest of the instructions>

# STEP 2: Enter your email & name

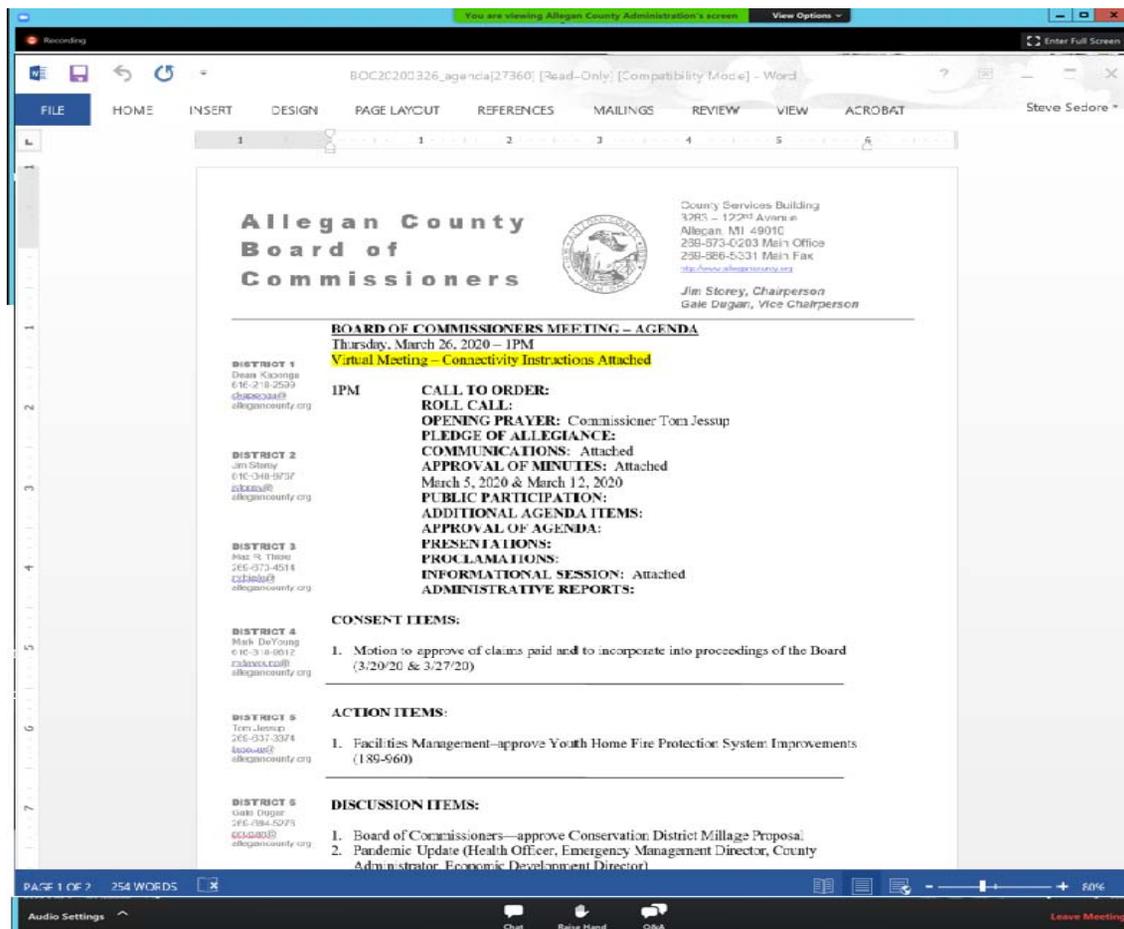


A screenshot of a Zoom dialog box titled "Zoom" with a close button (x) in the top right corner. The dialog box contains the following elements:

- Enter your email and name**: A bold heading.
- Your email**: A text input field with a blue border.
- Name**: A text input field with a grey border.
- Remember my name for future meetings: A checked checkbox.
- Join Webinar**: A blue button.
- Cancel**: A grey button.

A blue arrow points from the text "Click when done." to the "Join Webinar" button.

STEP 3: This Window (or something very similar) should appear when connected. A video of the Parks Manager may also appear.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows a meeting interface with a 'Settings' window open to the 'Audio' tab. The 'Settings' window has a sidebar with categories: General, Video, Audio (selected), Share Screen, Virtual Background, Recording, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main area shows 'Speaker' settings with a dropdown set to 'Remote Audio', an 'Output Level' slider, and a 'Volume' slider. 'Microphone' settings include a dropdown set to 'Test Mic', an 'Input Level' slider, a 'Volume' slider, and a checked 'Automatically adjust volume' option. Other options include 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself', and 'Sync buttons on headset'. An 'Advanced' button is at the bottom right.

A 'Select a Speaker' dropdown menu is open, showing options: Remote Audio (checked), Same as System, Test Speaker & Microphone..., Leave Computer Audio, and Audio Settings....

Blue arrow 1 points to the 'Select a Speaker' dropdown menu. Blue arrow 2 points to the 'Settings' window.

The meeting content includes a header 'Economic Development — Greg King, Director ADMINISTRATIVE REPORTS:' and a section 'CONSENT ITEMS:' with a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. Contact information for Mark DeYoung is also visible.

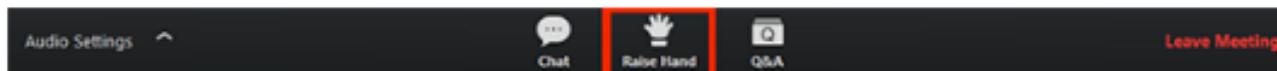
At the bottom, there is a meeting control bar with 'Audio Settings', 'Chat', 'Raise Hand', and 'Q&A' icons.

# STEP 5: Raise hand to be recognized to speak.

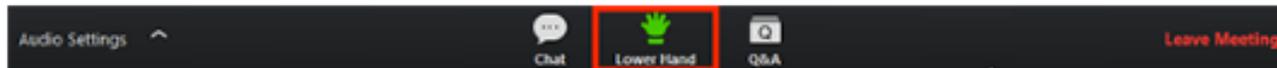
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. 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: Leave the meeting

You are viewing Allegan County Administration's screen View Options

Recording Enter Full Screen

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT Steve Sedore

Spelling & Grammar Define Thesaurus Word Count Translate Language New Comment Delete Previous Next Show Comments Ink Comment Pen Eraser Track Changes Simple Markup Show Markup Accept Reject Previous Next Compare Block Authors Restrict Editing Start Inking Linked Notes OneNote

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**Allegan County Board of Commissioners**

County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673-0203 Main Office  
269-686-5331 Main Fax  
<http://www.allegancounty.org>

*Jim Storey, Chairperson  
Gale Dugan, Vice Chairperson*

**BOARD OF COMMISSIONERS MEETING – AGENDA**  
Thursday, March 26, 2020 – 1PM

**DISTRICT 1**  
Dean Kapenga  
616-218-2599  
[dkapenga@allegancounty.org](mailto:dkapenga@allegancounty.org)

**DISTRICT 2**  
Jim Storey  
616-848-9767  
[jstorey@allegancounty.org](mailto:jstorey@allegancounty.org)

**DISTRICT 3**  
Max R. Thiele  
269-673-4514  
[mthiele@allegancounty.org](mailto:mthiele@allegancounty.org)

**DISTRICT 4**  
Mark DeYoung  
616-318-9612  
[mdeyoung@allegancounty.org](mailto:mdeyoung@allegancounty.org)

**1PM**

**CALL TO ORDER:**  
**ROLL CALL:**  
**OPENING PRAYER:** Commissioner Tom Jessup  
**PLEDGE OF ALLEGIANCE:** —  
**COMMUNICATIONS:** Attached  
**APPROVAL OF MINUTES:** Attached  
March 5, 2020 & March 12, 2020  
**PUBLIC PARTICIPATION:**  
**ADDITIONAL AGENDA ITEMS:**  
**APPROVAL OF AGENDA:**  
**PRESENTATIONS:**  
**PROCLAMATIONS:**  
**INFORMATIONAL SESSION:** Attached  
**Economic Development** — **Greg King, Director**  
**ADMINISTRATIVE REPORTS:**

**CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

Audio Settings

Chat Raise Hand Q&A Leave Meeting