Allegan County Board of Commissioners Meeting

October 22, 2020

Connecting via Zoom Webinar

STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone
  - Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
  - Type in Meeting ID: 862 6803 2618, then #, then # again
  - Type in Meeting Password: 102220, then #

  - To raise your hand to speak, press *9
  - To Mute and Unmute, press *6
                    <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/86268032618
  - Meeting Password: 102220
          <Continue with the rest of the instructions>

STEP 2: Enter registration information

STEP 3: This Window will appear when connected.

STEP 4: Adjust audio settings
(if needed)

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.
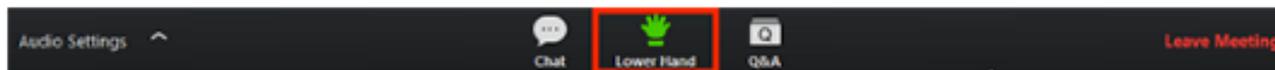
<u>On bottom of screen.</u>

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: To leave the meeting