

INSTRUCTIONS TO ACCESS THE MEETING

Join this Zoom meeting electronically by computer, smartphone or tablet using the instructions below. If you do not have a smartphone or other electronic device capable of joining the Zoom meeting room, you may also join by telephone only.

Testing Computer & Audio Equipment

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment:

<https://support.zoom.us/hc/en-us/articles/115002262083>

Accessing the Zoom Meeting via Computer, Tablet or Smartphone

1. Click on this link to join the meeting:
<https://zoom.us/j/99371904176?pwd=SHBXZDhHVTNQMTBLV0V3Z3FORWFwUT09>
2. Or go to <https://zoom.us/> and select “Join a Meeting”. Enter Meeting ID: 993 7190 4176 and Meeting Password: 275604.
3. When prompted you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
4. When you enter the meeting room, your device will be muted.
5. You will be able to see Board members and listen to discussion in the Zoom meeting
6. If you would like to speak during the meeting, use the ‘raise your hand’ feature of the Zoom platform to inform the meeting host. The raise hand feature can be accessed by pressing “ALT Y” on your laptop or computer. Speakers will be recognized individually by the meeting host. Once recognized, you will unmute your microphone (generally located in the bottom left corner of your screen) and share your comments. When addressing the Board, please begin by stating your name and address for the record. Please conduct yourself in an orderly and respectful fashion. When you are finished speaking please immediately mute yourself.

Accessing the Meeting by Telephone Only

1. If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
2. Dial any of the following phone numbers to join the meeting: 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free).
3. If prompted to enter a Meeting ID, use your phone to dial the following ID: 972 1157 7122
4. If prompted to enter a Meeting Password, use your phone to dial the following password: 710504
5. When you join the meeting, your phone will be muted.
6. If you would like to speak during the meeting, dial *9 to use the ‘raise your hand’ feature of the Zoom platform to inform the meeting host. Speakers will be recognized individually by the meeting host. Once recognized, you will be unmuted by the host and will be able to share your comments. When addressing the Board, please begin by stating your name and address for the record. Please conduct yourself in an orderly and respectful fashion.

Basic Troubleshooting when Speaking

If you have been recognized to speak, but cannot be heard in the Zoom meeting use the following steps to troubleshoot your computer audio, or telephone connection.

1. Ensure your microphone or telephone is unmuted. For users joining the meeting in the virtual meeting room you will find your ‘join with audio’ control in the lower left hand corner of the Zoom meeting screen. For telephone only users, dial *6.

2. If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Leave the meeting and use the toll free numbers provided to join the meeting by telephone using the instructions above.
3. If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you rejoin the meeting and still cannot speak, use the 'chat' function on the Zoom screen to inform the host that you cannot be heard.

Accessing Documents & Site Plans

To access materials discussed during a meeting, please go to <http://www.glocesterri.org/boards-commissions.htm#zoning>.