The Town of East Greenwich is conducting virtual Town Council meetings using the Zoom Webinar platform. The information below is provided to assist our residents and others with the technical information to attend.

- Smartphones, tablets, laptops, computers (this option enables you to view the Council (panelists) in a gallery view).

  Those wishing to attend the webinar ("attendee") should click on the published link available on each agenda that looks like this:

  https://zoom.us/j/961964594

  You will be prompted to either JOIN or DOWNLOAD the zoom tool. The download will require a second step to install the application. This is a personal choice.

  To join you will be asked for your name and email. Your name is all that is required.

- Telephone (audio only – you will be able to hear all of the communication during the meeting)

  Those wishing to attend should dial one of the following numbers:

  > (312) 626 - 6799
  > (929) 205 - 6099
  > (346) 248 - 7799
  > (669) 900 - 6833
  > (253) 215 - 8782
  > (301) 715 - 8592

  Enter the Meeting ID available on each agenda that looks like this:

  > 961 964 4594

  Followed by # and then # again (there are no participant id's)

Once the host has started the meeting and you have joined, on a computer, you will see the Council on the screen (panelists) in gallery view and controls at the bottom of your screen.

At the appropriate time the meeting will be open for questions and comments. To be recognized, you will need to "raise your hand".

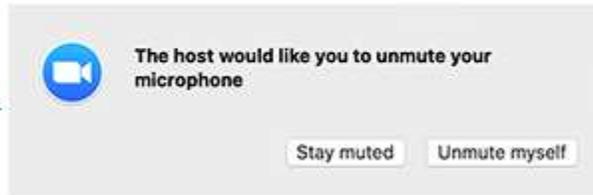Note: Some attendee controls will be disabled by the host.

During the meeting, the host will be allowing those who wish to speak one at a time. When the host allows you to make a comment you will see the following:

Unmute/Mute: If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will

receive a notification.

> The host would like you to unmute your microphone
>
> Stay muted   Unmute myself

Please be prepared to state your name and address for the record. Direct your question or comment to the Council President and you will be acknowledged to begin speaking.

On a phone, if you would like to raise your hand, the *9 combination alerts the host that you would like to speak.

For more detailed information about the Zoom platform and attendee information you can visit the Zoom web page.

https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-