MEETING INSTRUCTIONS
How to Use ZoomGov Webinar to Participate in Public Meetings

Follow the instructions below to join the meeting using your computer or smartphone, or dial-in on your telephone. Public comments are limited to three (3) or fewer minutes, pursuant to the Brown Act and time constraints on the meeting.

**Recommended:** Join live (no delay) using your computer or smartphone.

To join, click the ZoomGov link found on the first page of the Meeting Agenda or the Packet, or paste it into your internet browser. You will be prompted to open (and if necessary, download) Zoom. Before you provide public comment, first test to make sure your microphone is working. To avoid audio issues, test your computer or device audio.

To provide public comment, click “Raise Hand” in Zoom.

A member of staff will prompt you to speak and unmute you when it is your turn. You may be prompted to click “Unmute myself” to be heard.

After your comment, click “Lower Hand”.

**Alternative:** Join live (no delay) by dialing on your telephone. If your computer does not have a microphone, or you are unable to access the meeting using a computer or smartphone, you may dial-in to listen to the meeting and make comments via telephone.

To join:
1. Dial one of the numbers provided on the first page of the Agenda packet.
2. When prompted for the Meeting ID, enter the Meeting ID provided on the first page of the Agenda Packet.
3. If prompted for a Participant ID, press the # key.
4. If this does not allow you into the meeting, there may be an issue with the phone number. Please try another number from the list provided in the Agenda packet and go through the steps again.

To provide public comment, dial *9 on your phone to “raise your hand.” A member of staff will prompt you to speak when it is your turn. You must then dial *6 to unmute or you may not be heard. Please turn off all background noise when making a public comment, i.e. television, music, web stream audio, etc., or walk into another room.

**To Observe Only:** Most meetings are streamed live on youtube.com/cityofmonterey (approx. 10 second delay) and on Comcast Channel 25 (up to 90 second delay). Please see each individual agenda for observe-only options specific to that meeting. If you plan to make a public comment, join the meeting using Zoom (see above).