

How to connect to virtual meetings hosted by the Cape Cod Commission:

Unless otherwise noted, boards and committees administered by the Cape Cod Commission will use the Zoom platform for virtual meetings. We recommend using a computer or tablet to connect to the virtual meetings, as the presentations may be difficult to read on smaller devices.

You will be able to join the meeting half an hour before its scheduled start time.

We recommend joining the meeting early to provide time to troubleshoot issues you may encounter.

We also recommend that you close other applications running on your computer for the duration of the meeting.

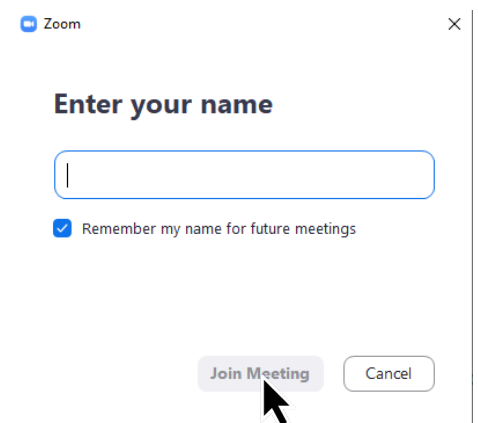
To access the meeting, locate the appropriate meeting on the Commission's Notices page and follow the links.

www.capecodcommission.org/meetingnotices

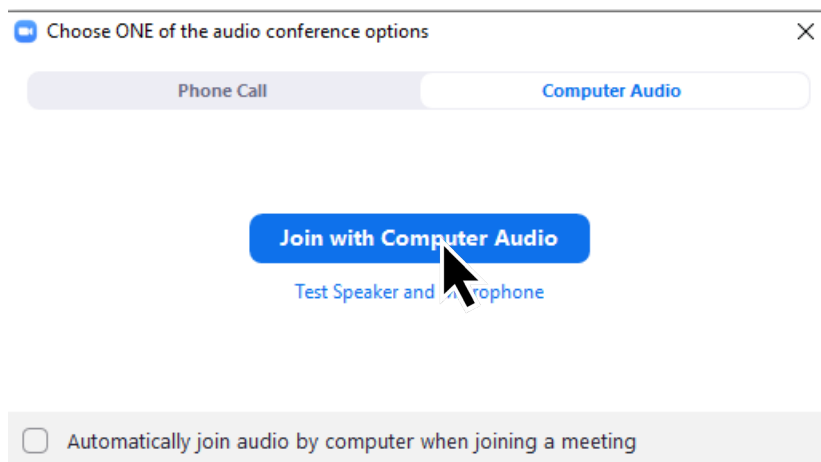
A download of the Zoom platform will automatically begin. A web option that does not require a download is also provided as an option.

If using the download, after opening the file, you will be prompted to enter your name. **Please enter your first and last name** and click the "Join Meeting" button. If this is your first time joining a Zoom meeting from this device, you will be asked to allow Zoom permission to access the microphone.

You will be prompted to choose an audio conference option.



The screenshot shows a Zoom dialog box titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter your name". Below this is a text input field. Underneath the input field is a checked checkbox with the label "Remember my name for future meetings". At the bottom of the dialog are two buttons: "Join Meeting" and "Cancel". A mouse cursor is pointing at the "Join Meeting" button.



The screenshot shows a Zoom dialog box titled "Choose ONE of the audio conference options" with a close button (X) in the top right corner. At the top, there are two tabs: "Phone Call" and "Computer Audio". The "Computer Audio" tab is selected. Below the tabs is a large blue button labeled "Join with Computer Audio". Underneath this button is a smaller link that says "Test Speaker and Microphone". At the bottom of the dialog is a checkbox with the label "Automatically join audio by computer when joining a meeting". A mouse cursor is pointing at the "Join with Computer Audio" button.

If your computer has a microphone, click the "Join with Computer Audio" button to connect to the meeting. If you do not have a microphone, select the "Phone Call" tab.

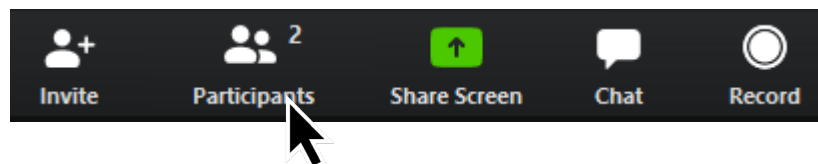
To connect via phone, dial:

(929) 205-6099 and enter the meeting ID provided in the meeting notice.

Follow the prompts to enter the meeting ID. If you are not prompted to select an audio conference option, or if your attempt to connect to the conference fails, click the “Join Audio” button (found in the lower left-hand corner) to try again.

Participating in virtual meetings:

Your microphone/phone will be muted upon entering the meeting. This is done to prevent an excessive amount of background noise during the meeting. During the meeting, you can request to be unmuted by clicking the “Raise Hand” button. To access the button, click on the “Participants” button found on the bottom of the screen.

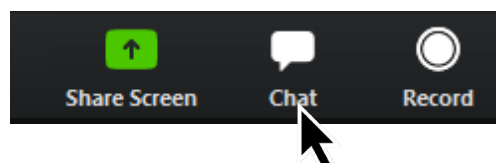
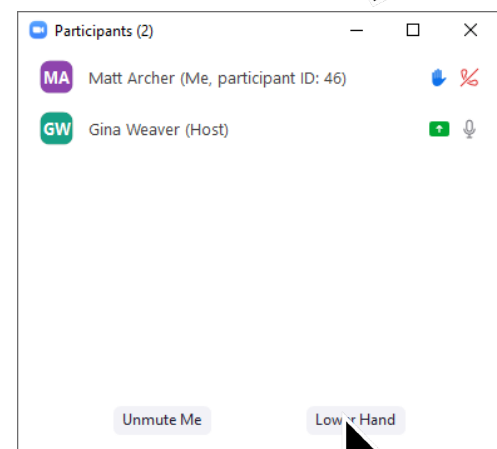
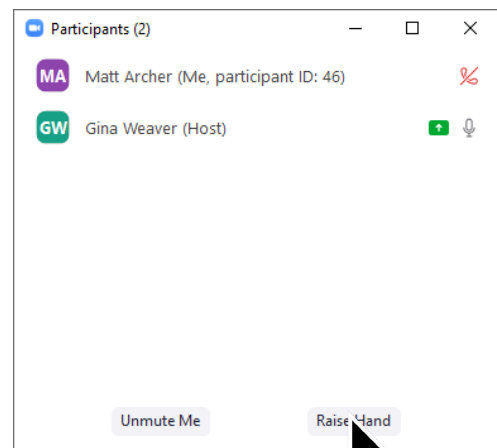


A list of participants in the meeting will be displayed.

Clicking the “Raise Hand” button will show other participants that you wish to speak.

After you raise your hand, you will need to wait for the chair to recognize and unmute you before speaking. After your question or comment has been addressed, please click the “Lower Hand” button. You will then be returned to the muted state.

If you are having technical difficulties, please use the chat button at the bottom of the screen to notify the host.



Staff member will be available to resolve technical issues. If you are having difficulties and cannot use the chat space, please email frontdesk@capecodcommission.org or call (508) 362-3828 for assistance.

Members of the public may ask to speak by **selecting the “Raise Hand” button** and wait for the chair to call their name.

Members of the public who have dialed in may **press *9** to alert the chair of their desire to be recognized for public comment. The system will provide an audio acknowledgment when successful. To mute and unmute, **press *6**.

We ask that members of the public who wish to provide comment identify themselves by first and last name and affiliation for the public record and then provide their comment.

The chat space is reserved for questions regarding technical difficulties.

To adjourn the meeting, the chair will conduct a roll call vote.