

## Instructions for Unmuting Phone Line during Board Meeting teleconference

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Telephones lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or \*6 on their phone.

### Connect via Computer or application:

Host: [www.webex.com](http://www.webex.com) Meeting number: 146 108 0221 Password: 74185

Link to meeting (click): [Scott County Board of Supervisor Meeting 09-03-20 5:00 PM](#)  
or cut and paste below:

<https://scottcountyiowa.webex.com/webappng/sites/scottcountyiowa/meeting/info/bb7d740ef5f2439c813ed7ae699ae484?siteurl=scottcountyiowa&MTID=m0ec8223c9df3291a13244df3568eab3b&meetingAuthToken=QUhTSwAAARuI0ko3rsBUQsQg8IC53mlRWW1x9buapNmIIQpg8VqS3DJbZCvzGrEJgvVxvA3f29bg3OHBj7SJsFcJw%2BfW35li%2B7c%2Bbmf60QJBza1CkSMoEze6rUvOITSSRAexrjgLFspxxt01%2FFdmC6vGMaLd6RyJJ6%2B1eSwiAhYaXvF8LYmixkv1KCKhZ%2FAz5qwpMs6BW7vHj1KONMEMVt5DDEu%2F3Ty5yiyDr9VwAPpOGTqC3vQ%3D%3D>

### Connect via telephone:

1-408-418-9388 Meeting number: 146 108 0221 Password: 74185

#### Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or \*6 on their phone.

When called upon for comments by the Board,



1. A user must have his or her own device unmuted.
2. The user may then unmute his or her conference line by keying \* 6


To...	Enter...
Mute your microphone	*6
Unmute your microphone	*6


#### Computer / Application Connections:

If connected via web application or computer, the user should look for the microphone symbol and click to mark it as clear, not red.

You can mute yourself so that everyone can concentrate on what's being discussed.

While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red, .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the center of your screen and fades in color  to indicate that you're still muted.

