Scott County Board of Supervisors

Instructions for Unmuting Phone Line during Board Meeting teleconference

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   Meeting number: **146 933 7645** Password: **4567**

Link to meeting (click): Scott County Board of Supervisor Meeting 09-15-20 8:00 AM

Full Link:
https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=ee596628d7b1331e10d3071e9b18cfe0c

Connect via telephone:

1-408-418-9388   Meeting number: **146 933 7645** Password: **4567**

Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may "raise their hand" by using *3 to gain attention of the host.

When called upon for comments by the Board,

1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying * 6
4. After conversation, please lower your hand.

Computer / Application Connections:

If connected via web application or computer, the user should look for the   Raise Hand 👋 i   raise hand symbol and click to appear raised so the host may acknowledge you.

1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand.

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.