

## **Instructions for Unmuting Phone Line during Board Meeting teleconference**

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To gain the moderator's attention, **press \*3 from your phone OR the raise hand** icon on computer or mobile device.

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

### **Connect via Computer or application:**

Host: [www.webex.com](http://www.webex.com) Meeting number: **146 144 5401** Password: **1234**

Link to meeting (click): [Scott County Board of Supervisor Meeting 11-12-20 5:00 PM](#)

Full Link:

<https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=ec14cda54f8e1dcf046cca-a6a052d6e17>

### **Connect via telephone:**

**1-408-418-9388** Meeting number: **146 144 5401** Password: **1234**

#### **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





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.