Instructions for Unmuting Phone Line during Board Meeting teleconference

To gain the moderator's attention, press *3 from your phone OR the raise hand icon on computer or mobile device (for location of raise hand icon, see below). Phone 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.

Meeting #123 995 2870

Password #1234

Connect via Computer or application:

Host: www.webex.com Meeting number: **above** Password: **1234**

Or use direct link to meeting:

https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=e52e3022eadad8a5f7feb 116cb39aa04b

Connect via telephone: 1-408-418-9388 Meeting number: above 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. (*3 again)

Computer / Application Connections:

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Raise Hand If connected via web application or computer, the user should look for the 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. (*3 again)

| | You can mute yourself so that everyone can concentrate on what's being | To find the <i>raise hand icon</i> , you may | |
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| | discussed. While you're on a call or in a meeting, select at the bottom of the | need to click on | |
| | meeting window. You'll know it's working when the button turns red. | | |
| | If you want to unmute yourself, <u>select</u> . Others can hear you when the button turns grav. | Ø 🖪 ··· 🗙 | |
| | 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. | | |
| 3 | | | |



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