

## **Meadow Lakes Community Council Remote Meeting Tips and Tricks**

- Click the “Join Meeting” link to join the meeting by computer or smart phone. You will be prompted to install the app (takes about a minute). You may join by phone only but won’t be able to see the presentation.
- Join a few minutes early.
- Use a headset with a microphone for the best sound quality.
- Type your first and last name when you join the meeting and if you are a Meadow Lakes Community Council member. Example: Camden Yehle (M).
- When you join the meeting, your microphone and video are both off.
- The host cannot turn on your video for you.
- The audio and video buttons are along the bottom of your computer screen.
- Put your camera at the level of your eyes and look into the camera when you speak.
- Check your background before you turn your camera on.
- Sit with a light in front of you to brighten your face.
- Use the “hand raise” button if you want to speak during the meeting or use the chat feature. Unmute yourself to speak.
- To vote use the “yes” and “no” buttons. Please only vote if you are a member. If you have two members voting from one connection, raise your hand for a voice vote. If you are on the phone only, you will be counted by voice vote.
- Please let us know if you would like to be added to the “Persons to be heard” list.

### **Chat Features**

- You can type messages or questions to everyone, just the host, or privately to another attendee. All messages, including private messages, are available to the host after the meeting.

### **Video Features**

- Use “Gallery View” to show all of the meeting attendees at the same size. Use “Speaker View” to show the speaker larger. The button is at the top right of the screen on a computer.

### **Need help?**

- Call or text Camden at 907-346-0506 for technical support.