

Instructions for Participating in the Virtual Public Meetings of the Historic Resources Commission

The virtual meetings of the Historic Resources Commission are held using a hybrid format, with public participation allowed both virtually through video and teleconference and in person. The Historic Resources Commission will be using Microsoft Teams to provide virtual public participation. You do NOT need to install Microsoft Teams software on your computer to participate and provide comments. Just click on the link provided and Microsoft Teams can run using your preferred web browser. You can also listen to the meeting and participate by phone if you do not have access to a computer or your computer does not have audio capabilities.

To join the Meeting online using Microsoft Teams:

- The link is available in the [Meeting Agenda](#) for the specified meeting date and is also provided on the [Agendas/Hearings page](#).
- Click on the link provided to participate in the Historic Resources Commission meeting via Microsoft Teams.
- When prompted, select “continue on this browser”
- Enter name (or “guest” if preferred) and click “join now”

To join the Meeting by phone:

- The phone number and Phone Conference ID is available in the [Meeting Agenda](#) for the specified meeting date and is also provided on the [Agendas/Hearings page](#).
- Call the phone number provided to participate in the Historic Resources Commission meeting by telephone.
- When prompted, enter the Phone Conference ID number provided.
- If you have also joined online using Microsoft Teams, you must mute the sound on your computer once you are connected by phone.

To provide comments using your computer:

- To request to comment on an agenda item, you must virtually ‘Raise Your Hand’ by clicking on the raised hand symbol at the top of your screen.
- By default, everyone’s microphone will be muted. When the moderator announces your name, click on the microphone button at the top of your screen to speak.
- To comment, state your name and proceed with your comment. At the end of your comment enter click on the microphone button at the top of your screen to mute your microphone.
- As in a physical meeting, each person may comment once on each item and has 3 minutes to comment. The moderator will work through the “raised hands” in order.
- If you no longer have a comment or question, click again on the hand symbol to lower your hand.
- See [Microsoft Teams Instructions](#) for more information.

To provide comments by phone:

- By default, everyone's phone will be muted. After each agenda item, the moderator will ask if anyone participating by phone would like to comment.
- If you wish to provide a comment, enter *5 to raise your hand.
- When the moderator announces your phone number, enter *6 to unmute your phone.
- To comment, state your name and proceed with your comment. At the end of your comment, enter *6 again to mute your phone.
- As in a physical meeting, each person may comment once on each item and has 3 minutes to comment.
- If you no longer have a comment or question, enter *5 again on the hand symbol to lower your hand.
- See [Microsoft Teams Instructions](#) for more information.