

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

The remote meetings of the Historic Resources Commission are held using the Teams Live program. If accessing the meeting using a computer *with* a microphone, you can watch and listen to the meeting and provide comments using your computer. If using a computer *without* a microphone, you may watch and listen to the meeting using your computer but will need to call in to the phone number provided if you wish to provide comments. You can also listen to the meeting and participate by phone only if you do not have access to a computer.

To join the Meeting online using Teams Live:

- The link is located on our homepage: <http://www.sccoplanning.com/>
- Click on the link provided for the Historic Resources Commission meeting.
- When prompted, select “continue on this browser”
- Enter name (or “guest” if preferred) and click “join now”

To join the Meeting by phone (necessary **only** if you wish to provide comments and do not have a microphone on your computer, or wish to participate by phone and do not have computer access):

- The phone number is provided in the information for the Historic Resources Commission meeting on our homepage: <http://sccoplanning.com/>
- Call the phone number provided for the Historic Resources Commission meeting. When prompted, enter the conference ID number provided.
- 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 or phone number, 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 your microphone will return to being muted.
- 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.

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 send a request to speak.
- When you are called upon to provide your comment, enter *6 to unmute your phone. State your name and proceed with your comment. At the end of your comment your phone will be muted.
- As in a physical meeting, each person may comment once on each item and has 3 minutes to comment.