

Planning Board Meeting

October 15, 2020 6:00 PM

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/700004397>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 700-004-397

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/700004397>

To Log on from Laptop/Computer (must have camera to utilize video capability)

Download "GoToMeeting" App <https://global.gotomeeting.com/join/700004397> After logging in a screen will appear with "This is how you will appear when you join" Click on the camera icon to allow video and your image will appear in the box. You can also change your name as it appears by clicking on the pencil image to the right of your name and typing in your information.

At the top of the screen you can change your view to see everyone who is on the call by clicking "View Everyone" or you can click on "View Who's Talking" this will allow you to still see everyone but will enlarge the screen for the person who is talking at that time.

To Log on from cell phone

Download "GoToMeeting" App <https://global.gotomeeting.com/join/700004397>

Open the App

Type in Access Code and click Join

Microphone is Defaulted to Mute (click to unmute)

Click Camera icon to enable video

View Webcams - Click "All" to view all participants or Click "Talking" to view only the person talking

Webcam Preview Options - Click "Share My Webcam" which will allow all participants to view you.

To change webcam options click on the camera icon again.

Please do not place your phone on hold at any time during the meeting

If you do not have the App or cell phone you can dial in with the number provided

Type in Access Code followed by the # sign

Click # again when prompted Click Hide

Please Mute your phone

Please do not place your phone on hold at any time during the meeting