

ZOOM REMOTE MEETING INSTRUCTIONS

Use this instruction sheet to join and participate in Village of Mamaroneck Land Use Board Meetings.

In addition to being able to directly join the webinar through the meeting link posted on the Planning Department page, all meetings will be broadcasted live on LMCTV and on LMCTV's YouTube account at <https://www.youtube.com/user/LMCTVProductions>



CONNECTING TO ZOOM ON A COMPUTER

- ☐ Click the meeting link that is posted on the agenda and on the Village of Mamaroneck Planning Department Website. The meeting ID will also be posted in these locations.
- ☐ You will be prompted to download and run zoom, accept the prompts.
- ☐ Zoom will open up and you will be joined to the meeting as an attendee.
- ☐ If you cannot join please contact Gregory Cutler, Director of Planning at Gcutler@vomny.org.

CONNECTING TO ZOOM ON A SMARTPHONE

- ☐ Click the meeting link that is posted on the agenda and on the Village of Mamaroneck Planning Department Website. The meeting ID will also be posted in these locations.
- ☐ You will be asked to either 1) Join Meeting 2)Download App.
If zoom is not installed on your phone you must download the app.
- ☐ Once downloaded you must open the app and enter the meeting ID (posted on the Planning Department website).
- ☐ Zoom will open up and you will be joined to the meeting as an attendee.
- ☐ If you cannot join please contact Gregory Cutler, Director of Planning at Gcutler@vomny.org.

PUBLIC HEARINGS AND PUBLIC COMMENT

- ☐ Check your audio settings before joining the meeting.
- ☐ If you are using your computer microphone, once in the meeting, select "Join with Computer Audio" and select "Test Speaker and Microphone" to ensure it is working.
- ☐ Alternatively, you may join through the "Phone Call" and call the number listed. See graphic.
- ☐ As an attendee you will be automatically muted. During public comment you may use the "Raise your Hand" feature located at the bottom of the screen to indicate to the host that you would like to speak. Attendees will be unmuted one at a time. ***The "Raise your Hand" is only for web audio users. If you are calling in you must email Greg Cutler at Gcutler@vomny.org to indicate that you would like to be unmuted to make a public comment.**

