



## City of Seat Pleasant Virtual Meeting Instructions

### How to join as an Attendee

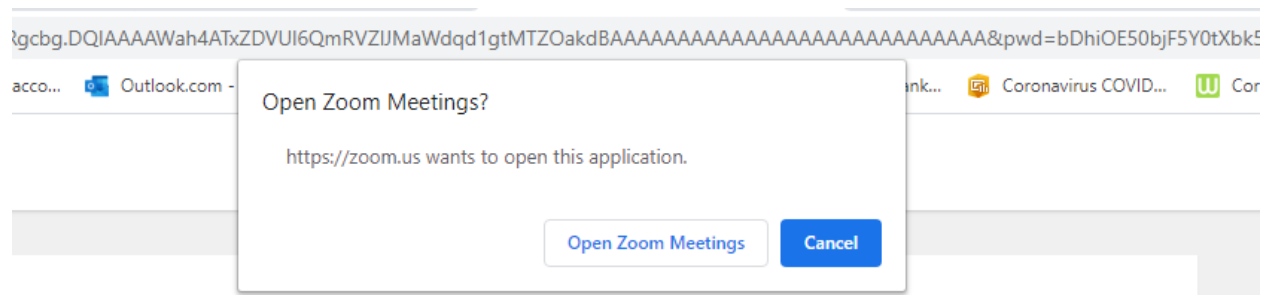
Joining a Seat Pleasant Zoom webinar as an attendee will allow you to watch and listen to the webinar. Attendees can also use the Raise Hand button when the meeting is open for public comment. If the Host unmutes an attendee, that attendee will be able to speak to the webinar until they are muted again.

As an attendee, you will not have access to any other functions.

The City of Seat Pleasant will post the attendee link on the City's website on the home page. The attendee link will also be sent in an email if you are registered to receive email notices from the City.

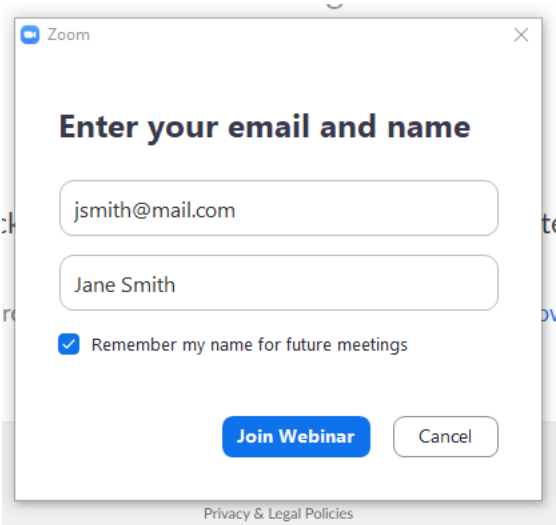
If this is the first time you have joined a Zoom meeting and you do not get the prompt to "Open Zoom Meetings", you will need to click the [download & run Zoom](#) link on the page you were taken to. Clicking the link will allow you to install the Zoom app on your device.

If you get the prompt to "Open Zoom Meetings", click it to join the webinar.

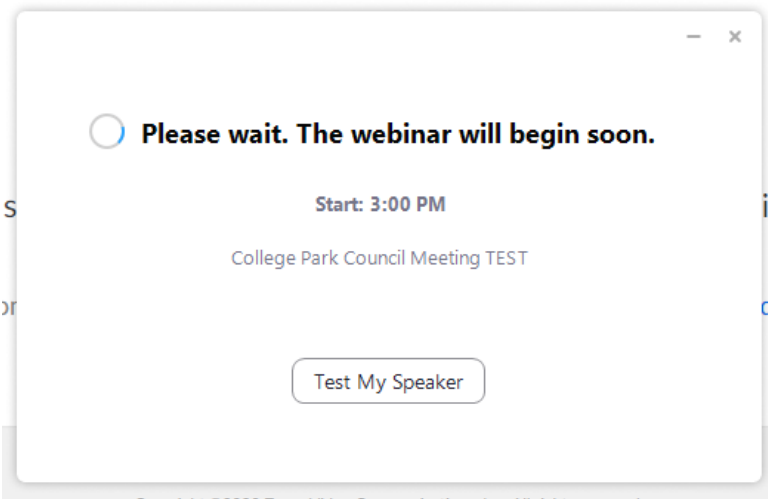


On the next screen, enter your email address and name, then click the "Join Webinar" button.

Uncheck the box next to "Remember my name for future meetings" if you do not want to automatically join subsequent Zoom meetings using the same information.



If the webinar is in the pre-meeting “Practice” mode and has not started to broadcast, you will get the following screen.

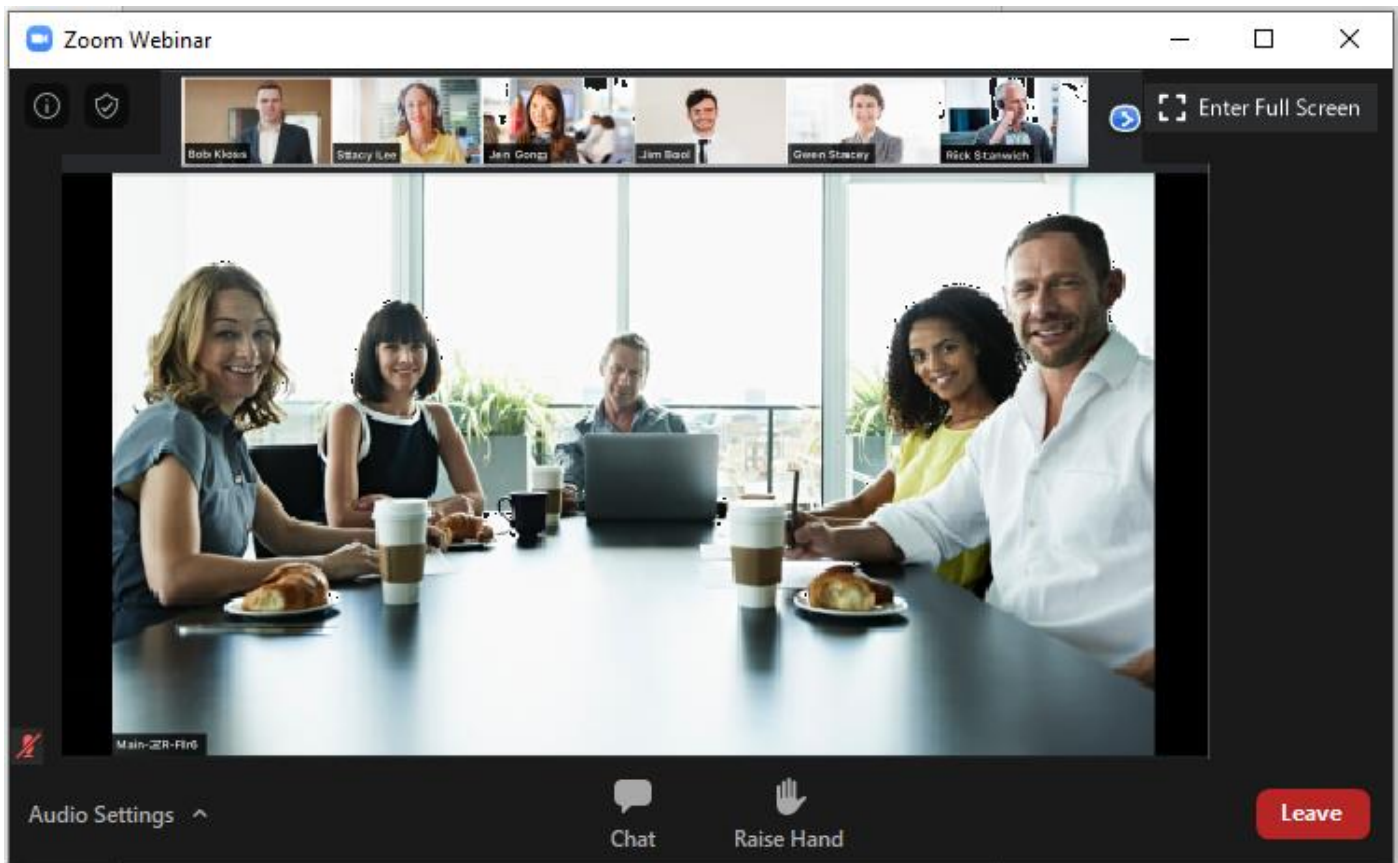


Once the webinar starts broadcasting, you will be taken into the webinar (see the next screenshot below.)

**NOTE:** If you are joining as an attendee who will be presenting at some point during the webinar, the host will promote you to the role of Panelist. After you have been promoted, you will have the same controls as the other panelists. See the section above, under **How to join as a Panelist**, for instructions on the Panelist controls and Screen Sharing. Until you are promoted, you will be limited to the functionality of an attendee.

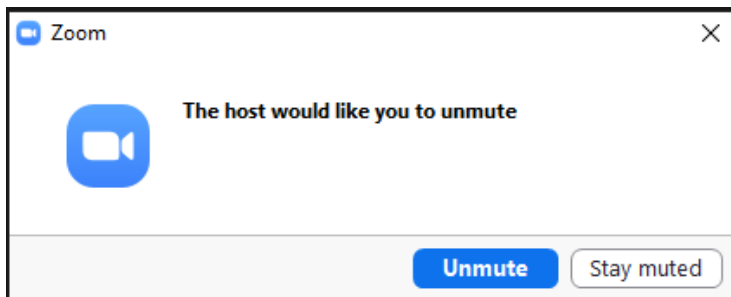
Note the “Raise Hand” Control in the lower part of the Zoom window.

If the controls are not showing, hover your mouse pointer over the Zoom window and the controls will immediately appear.



When the webinar is opened for public comment, you can click the “Raise Hand” control so that the Host will know that you would like to speak.

When it’s your turn to speak, you will be called upon to speak and you will get the following prompt:



Click the Unmute button to speak to the webinar and all the participants will be able to hear you.

While you are granted the option to speak, notice the microphone control that will appear at the lower-left corner of your Zoom window. Clicking that control will allow you to unmute and mute yourself.



After the Host has stopped the option to speak, the microphone control will disappear, and you will not be able to speak to the webinar.