## Board of Commissioner Meetings Remote Access Instructions

If you wish to attend the Montmorency County Commissioner meetings, please follow these instructions:

- Go to <u>www.zoom.us</u> Be sure to try this step prior to the meeting. The
   Zoom software may take a moment to load.
- Click Join A Meeting
- Type the Meeting #: 796 9614 4723
- Type password: 2021
- Please type in your name when prompted to identify yourself.
- You will be muted and placed in the waiting room until the host starts the meeting.
- Public comment will be opened by the Chair of the Board.
- If you are disconnected during the meeting, simply Zoom back in for the host to admit you.

## Helpful hints:

- Be sure to be in a quiet room with no background noise.
- You may want to consider using a set of earbuds with a microphone during the meeting.
- Have your device stationary to avoid camera movement during the meeting.
- Remove your hat during the meeting.
- Please use professional decorum during the meeting.

