

## **HOTON PARISH COUNCIL REMOTE MEETING ACCESS 7 DECEMBER 2020, 8PM**

You can join either using a computer or your telephone.

### **Using a computer**

- You do not need to pay to use Zoom in order to participate in the meeting. You may join the meeting in one of two ways:
  - a) If you have been sent an email with the link to the meeting (e.g. Councillors, etc. and anyone who has emailed me to ask to be included), just follow the link provided. You may be asked for the meeting ID and password (which will be in the email) but often they are not needed.
  - b) If you have not had an email from me then please go to the webpage [zoom.us/join](https://zoom.us/join) and use the meeting ID 799 222 4135 and the password 8C6Xdi when prompted.
- It works best if you can join via a computer or laptop with a camera, as it will enable all the features to be used easily. You can also participate using your smartphone or tablet by downloading the Zoom app if a computer is not possible, but it may be a little trickier to participate.
- You will be asked to provide a name when you join, please provide your first name (and surname if you wish).
- It is a good idea for you to attempt to join a couple of minutes before the meeting is due to start, you will be held in an online 'waiting room' until the meeting is started. If you haven't used Zoom before you may also wish to download the app onto your computer in advance of the meeting to avoid any last-minute glitches.
- You should be prompted to test your audio when entering the meeting. Please do this to ensure you can hear and be heard.
- You may be muted after entering the meeting; this is to avoid background noise with a number of people taking part. You will be unmuted when invited to speak.
- Please turn your video on if you are able to – this will help you to feel engaged and participate in the meeting.

### **Joining by telephone**

Phone one of the following numbers 0203 901 7895 or 0203 051 2874 and ID 799 222 4135 and the password 455944 when prompted. You will not be able to see the councillors but will be able to listen and speak, although you may be muted as above in all but the part of the meeting allocated to questions or comments from members of the public.