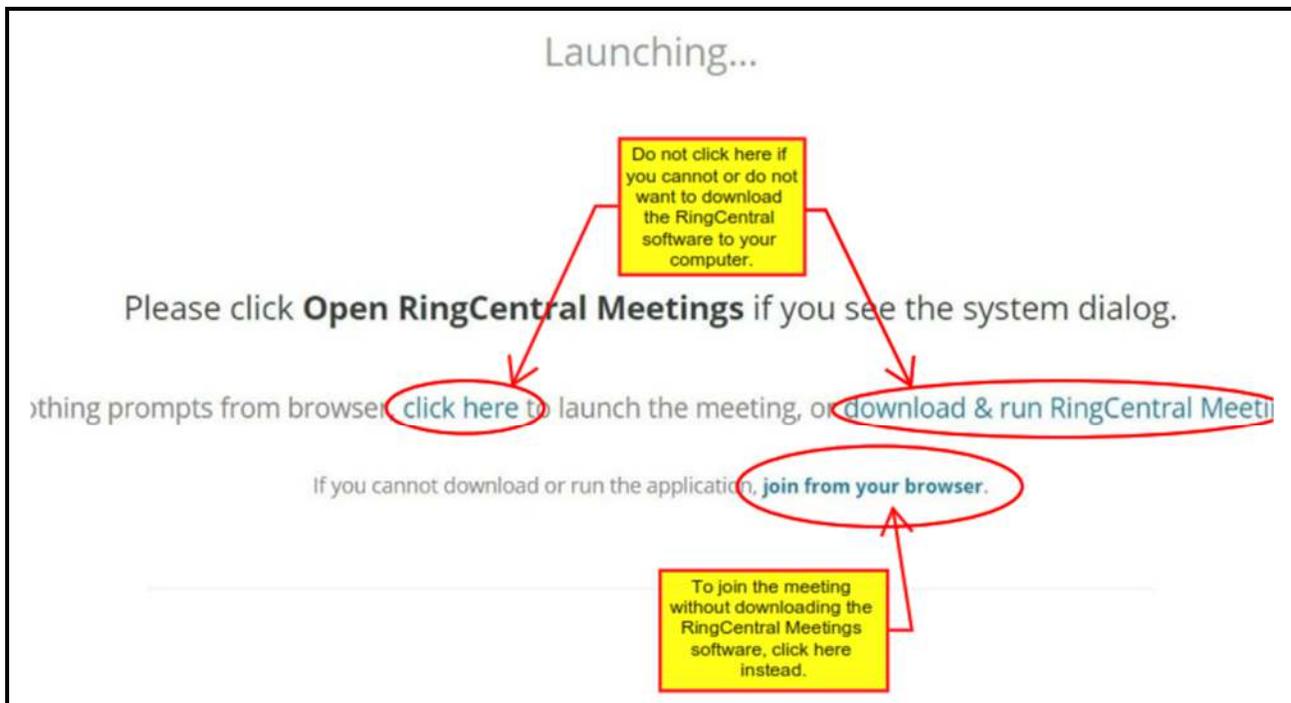


SHORT GUIDE FOR ELECTRONIC MEETING PARTICIPATION

(See following pages for additional detail)

1. Join the meeting by clicking on an invite email that you will receive the day of the meeting (or sooner) OR by going to <https://meetings.ringcentral.com/join> and entering the Meeting ID that is listed on the meeting agenda and/or will be sent to you in an invite email if you have registered to attend online at: <http://www.hometownplanning.com/electronic-meeting-registration.html>.
2. You will likely be prompted to download the RingCentral Meetings app. You can do this ahead of time instead at: <https://www.ringcentral.com/apps/rc-meetings> to ensure that it works. If you have restrictions from your employer or otherwise do not want to download the software, you can cancel those prompts and click on the "join from your browser" link instead (see below).



3. Once in the meeting, you will be asked if you want to use your computer audio or to use a phone for your audio. To use computer audio, you will need at least a microphone on your computer. **DO NOT USE BOTH COMPUTER AUDIO AND YOUR PHONE TO CALL IN OR THERE MAY BE FEEDBACK/ECHO ISSUES DURING THE CALL.** If using a phone for your audio, we'd recommend you turn down the volume on your computer.

Whichever method you use for audio, you can still use your computer to be able to view documents shared by the meeting host during the meeting.

If you have a headset/earbuds available ([examples](#)) that includes both the earpieces and a microphone for speaking, please use that as it improves the sound quality and reduces echo/feedback for everyone on the call.

4. When participating with your computer or mobile device, there will be buttons you can click to mute/unmute yourself and to turn your camera on/off. There are also buttons to "raise your hand" or to "chat" if you would like to get the attention of the moderator during the meeting. To see these buttons, you may need to move your mouse/cursor until they pop up on the screen (they will then disappear after a few seconds until you move your mouse/cursor again).

To change how your name appears to other participants, click on the "Participants" button and then click the select the options next to your name or phone number in the list to change your name that shows up to other participants. While not required, this allows us to see who you are for the purposes of minutes and so that you can hide your phone number (if calling in by phone).

5. When participating by phone for your audio, you can use *6 to mute and unmute yourself. Simply press the * button and then 6.

NOTE: Participating by phone for your audio will require you to call into a long-distance phone number. You are responsible for any charges incurred during the call from your telephone provider. All internet connection charges from your internet provider are also your responsibility.

If you have trouble or questions, [contact us](#) and we will try to assist you. Our ability to assist will be limited the closer it is to the meeting start time. Assistance during a meeting will be limited as well. We do usually start the online meeting about 10-15 minutes prior to the official start of the meeting. You are able to join even before the moderator officially begins the meeting and you can use the option to "Test Audio/Video" during that time by clicking on the drop down arrow next to the microphone and video icons.

In case of technical difficulties during the meeting, you may submit any comments you may have in writing ahead of time by going to the following link:

<https://www.cognitofrms.com/HometownPlanning/SUBMITYOURCOMMENTS>

We will share submitted comments during the meeting if you aren't able to voice those comments yourself.

(The following pages provide additional details about using the online meeting system)

Install from a Meeting Invitation

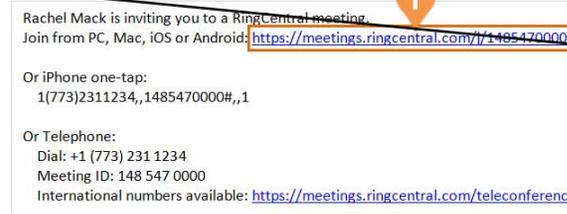
When participating in a RingCentral meeting for the first time, you may not be able to join right away after the link from the email invitation has been clicked. This happens when the RingCentral Meetings app has not been installed on the computer yet.

Note: If your company does not allow individual end users to install applications downloaded from the Internet, you may need assistance from your IT administrator at your company to download RingCentral Meetings for the first time. Contact your IT administrator prior to the start of the initial RingCentral meeting if this is the case.

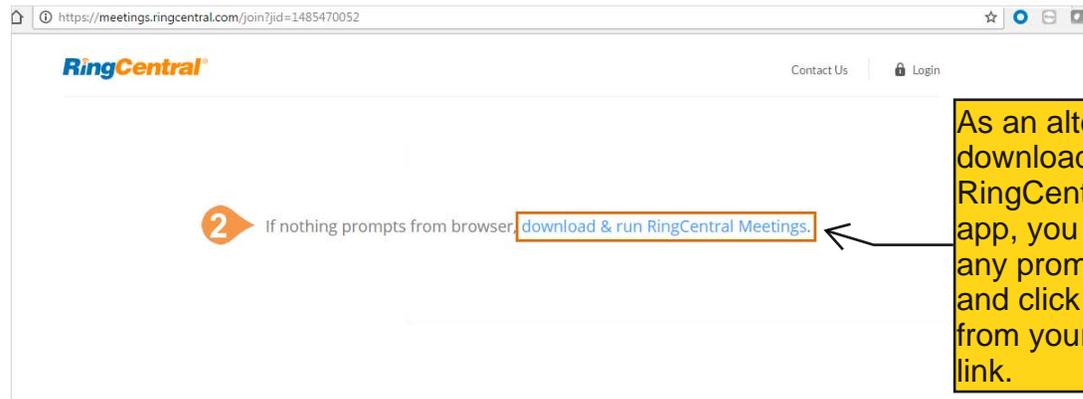
To install RingCentral Meetings:

1. Click the meeting link in the body of the calendar or email invite.
2. You are redirected to meetings.ringcentral.com in your web browser and the application downloads automatically. Click the blue link if the application does not automatically download.
3. Once the download is completed, click on the box in the lower left-hand corner of your browser to start the installation.
4. Click **Run** to complete the installation of the RingCentral Meetings app.

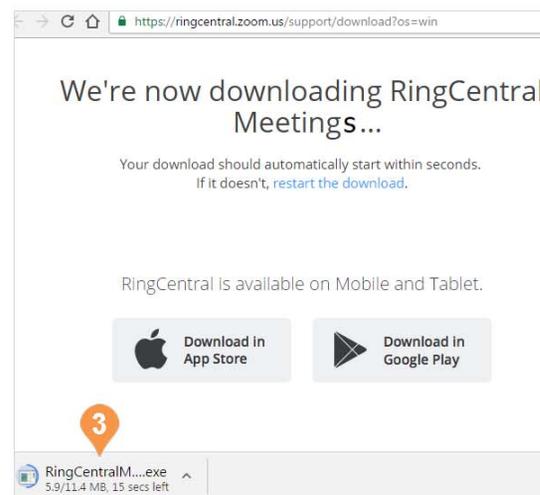
Once the download is complete, you will enter the RingCentral meeting.



You may find it easier to join by going to:
<https://meetings.ringcentral.com/join>
and entering the Meeting ID and Password that are provided on the meeting agenda or in any invite email that you receive.



As an alternative to downloading the RingCentral Meetings app, you can cancel any prompts to do so and click on the "join from your browser" link.



Join a Meeting

There are many ways to join an existing meeting. You can join a meeting with or without signing in, from your calendar if you have scheduled the meeting, or directly from an invitation.

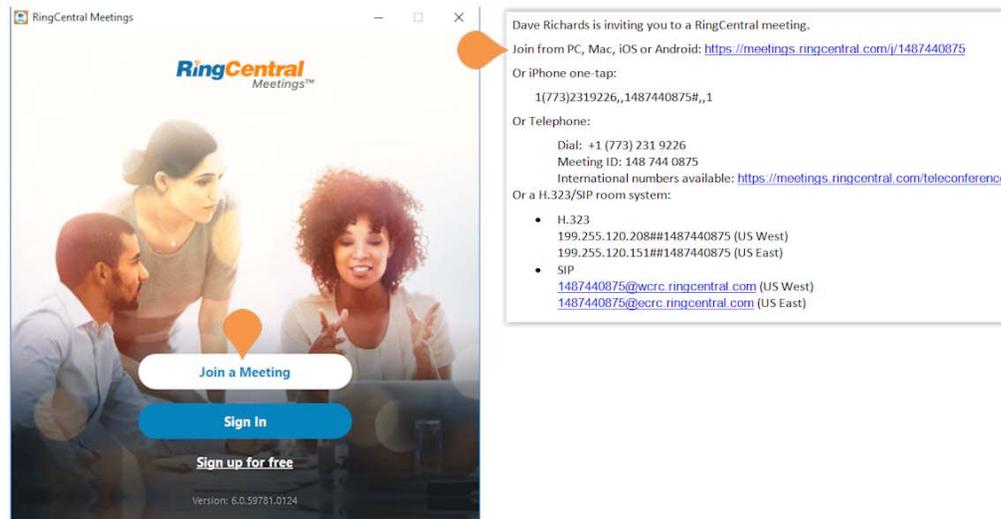
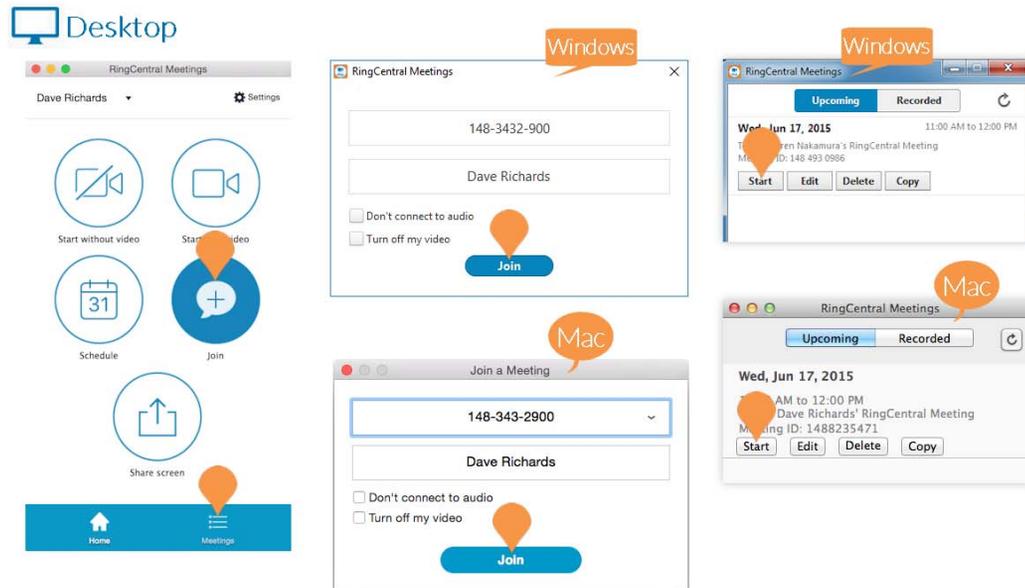
Desktop

If you are already signed in to RingCentral Meetings, click **Join**. If you don't want to sign in, click **Join a Meeting**. Enter the **Meeting ID** and **Your Name**. Then click **Join**.

TIP: To quickly join a previously joined meeting, click the down arrow to see a list of previously used IDs. Select the ID you'd like to use and click **Join**.

If you have scheduled the meeting on your calendar, you can click **Meetings** to see upcoming meetings. Click **Start** on the calendar entry to join the meeting.

If you have received an email invitation or link for a RingCentral Meeting, tap or click the link directly from your phone or computer and RingCentral Meetings app will open.



Join a Meeting continued...

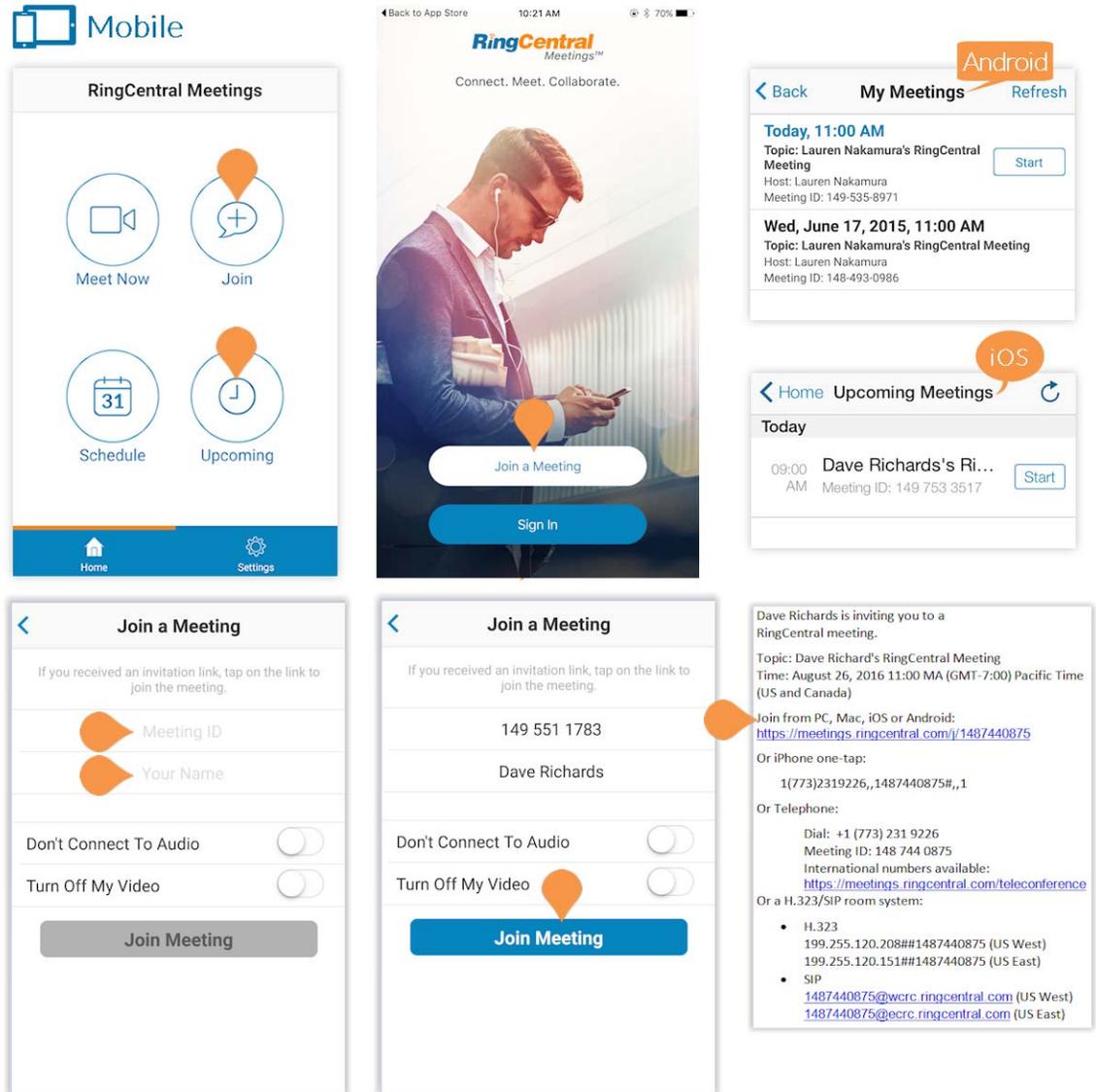
Mobile

If you are already signed in to the RingCentral Meetings app, Tap **Join**. If you don't want to sign in, tap **Join a Meeting**. Enter the **Meeting ID** and **Your Name**. Then tap **Join**.

TIP: To quickly join a previously joined meeting for Android, begin typing the Meeting ID to bring up a list of previously used IDs then tap the ID you'd like to use. For iOS, tap the down arrow to see a list of previously used IDs, tap the ID you'd like to use, and tap **Done**.

If you have scheduled a meeting on your calendar, tap **Upcoming**. Find the meeting you'd like to join and tap **Start**.

If you have received an email invitation or link for a RingCentral Meeting, tap or click the link directly from your phone or computer and RingCentral Meetings app will open.



Join a Meeting continued...

Mobile 3D Touch Support

On iPhone 6S and 6S Plus devices with 3D Touch support, you can start or join a meeting from the home screen with one simple tap.

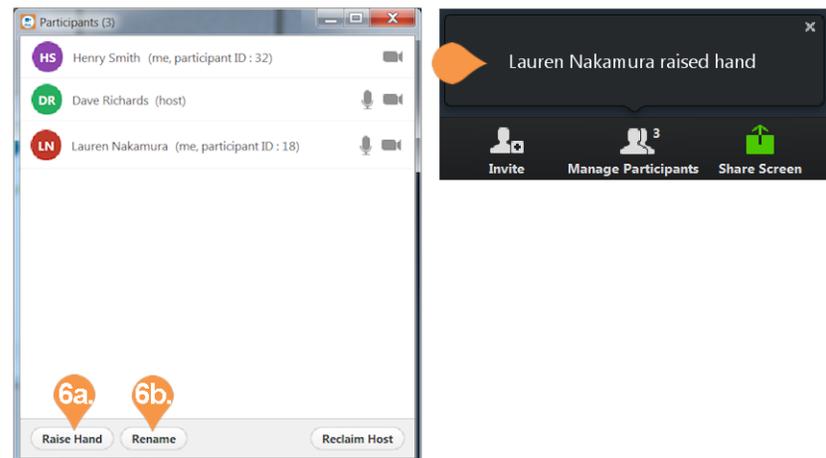


Participant Controls

Participants have standard controls at the bottom menu bar of the meeting as well as the **Raise Hand** and **Rename** (Windows and Android only) features.

Desktop

1. **Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone.
2. **Settings (Audio)**
3. **Start/Stop Video:** Turn video on or off.
4. **Settings (Camera)**
5. **Invite:** Send invitations to participants.
6. **Manage Participants:** View other participants and see more options.
 - a. **Raise Hand:** If you'd like to notify the host that you need their attention, use the Raise Hand feature. The Host will get a notification that you have raised your hand. Click **Participants** to open a list of participants. At the top of the pop-up, you will see Raise Hand. Click **Raise Hand**.
 - b. **Rename:** On Windows at the top of the Participants pop-up, you will also see **Rename**. You can rename yourself by clicking **Rename**.
7. **Share Screen:** Share your screen or, if another person is sharing, send a request to the host to share your screen.
8. **Chat:** Instantly exchange messages with individuals or all meeting participants.
9. **Record:** Send the host a request to record the meeting. Once the host has allowed you to record, you can begin recording the meeting.
10. **Leave Meeting**



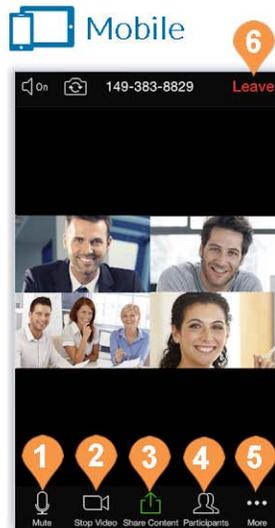
Participant Controls continued...

Mobile

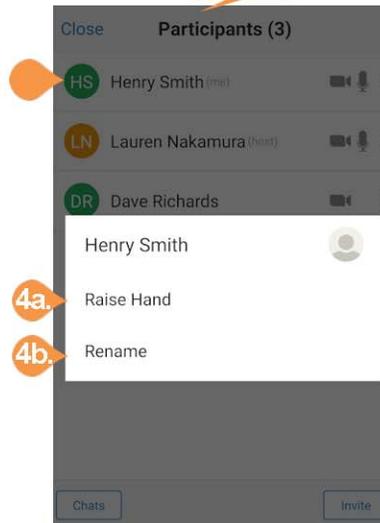
1. **Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone.
2. **Start/Stop Video:** Turn video on or off.
3. **Share Content:** Share content along with your screen.
4. **Participants:** available options.
 - a. **Chat:** Start a chat session with a selected participant or everyone.
 - b. **Invite:** Invite a participant to the current meeting by one of these methods:
 - Email
 - Message
 - Copy URL
 - Invite H.323/SIP Room System

Select your name to see more actions:

- a. **Raise Hand:** Notify the host that you need their attention. The Host gets a notification that you raised your hand.
 - b. **Rename:** Rename yourself.
5. **Leave**



Android



iOS

