



Mason County Board of Equalization Zoom Meeting Instructions

How to join the Mason County Board of Equalization meeting using Zoom

Please read these instructions all the way through prior to the beginning of the meeting using Zoom.

You are encouraged to join the meeting before the start time so that your video and audio are connected when the meeting begins.

If you have documents or written comments that you would like to share with the Board relating to your appeal hearing, please e-mail them to BOEClerk@co.mason.wa.us or mail them to 411 North 5th Street, Shelton, WA 98584 twenty-one (21) business days prior to the meeting.

You may join the meeting one of two ways. One way is by using either a computer or smart phone and joining the Zoom meeting by using the link that is visible on the Mason County Board of Equalization homepage and when prompted enter the Meeting ID number OR Passcode. In order to participate in the conference call by computer you will need a microphone and speakers/headset.

The other way is by using a telephone and simply dialing 1-253-215-8782 and then when prompted enter the Meeting ID number OR Passcode.

Meeting ID number: 995 8298 7027 Passcode: 091524

Join Zoom Meeting Online (Video & Audio):

1. Click the link provided on the Mason County Board of Equalization homepage <https://zoom.us/j/99582987027> You will be prompted to either download or launch Zoom. If this is your first time using Zoom, you will need to download the application to your device. *Please allow extra time for this process.*
2. Please note that upon entering the meeting, your microphone is automatically muted.

Join Zoom Meeting by Phone (Audio):

1. Simply dial 1-253-215-8782
2. Follow the prompts to enter into the meeting. Meeting ID Number **995 8298 7027** followed by the pound (#) sign. When prompted enter the Meeting Passcode: **091524**
3. Please note that upon entering the meeting, your microphone is automatically muted.