



Mason County Civil Service Zoom Meeting Instructions

How to join the Mason County Civil Service 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, please e-mail them to civilservice@co.mason.wa.us or mail them to 411 North 5th Street, Shelton, WA 98584 prior to the meeting.

You may join the meeting one of two ways. One way is by either using a computer or smart phone and joining the Zoom meeting by using the link that is visible on the Mason County Civil Service homepage. 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 dialing 1-253-215-8782 and then when prompted, enter the Meeting ID number: **967 3031 8647** OR Passcode: **610142***

Join Zoom Meeting Online (Video & Audio):

1. Click the link provided on the Mason County Civil Service homepage.
<https://zoom.us/j/96730318647>
2. 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.*
3. 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 **967 3031 8647** followed by the pound (#) sign. When prompted enter the Passcode: **610142**
3. Please note that upon entering the meeting, your microphone is automatically muted.