



## Board of Mason County Commissioners Zoom Meeting Instructions

### How to join the Commission meeting using Zoom

*Please read these instructions all the way through prior to the beginning of the Zoom webinar meeting. You are encouraged to join the webinar before the 9 a.m. start time so that you 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 [msmith@co.mason.wa.us](mailto:msmith@co.mason.wa.us) or mail them to 411 North 5<sup>th</sup> Street, Shelton, WA 98584 no later than 4 p.m. the Friday prior to the meeting. You may also provide your comments or testimony by calling (360) 427-9670 ext. 230.*

### Join Zoom Webinar Online:

1. Click the webinar link listed on the Mason County homepage.
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.
3. If you would like to provide verbal public comment during the meeting, please see “**Providing Verbal Public Comment in Webinar**” below for instructions.
4. Please note that upon entering the meeting, your microphone is automatically muted.


### Join Zoom Webinar by Phone:

1. After clicking on the Zoom webinar link listed on the homepage, dial the phone number listed on the meeting notification.
2. Follow the prompts to enter into the meeting.
3. Please note that upon entering the meeting, your mic will automatically be muted.

### Providing Verbal Public Comment in Webinar

The public will be given the opportunity to speak during the Public Comment portion of the meeting or when the Chair opens Public Testimony at Public Hearings. Please join the meeting promptly to hear instructions announced at the beginning of the meeting.

### Online:

1. The Chair will announce and open Public Comment or Public Testimony.
2. As an attendee, you can virtually raise your hand by clicking the “  Raise Hand” on the bottom of your Zoom screen.
3. The Chair will announce if any hands are raised.
4. The Chair will call on each attendee by the onscreen ID name in the order that hands were raised.
5. **Please unmute your audio and clearly state your NAME and ADDRESS for the record.**
6. All speakers will be limited to THREE MINUTES to provide comments or testimony.
7. When you are done speaking, please mute your audio and “lower” your hand.