

Join a Mountain View County Public Meeting via Zoom by Web Browser or Telephone



To adhere to public distancing guidelines Mountain View County public meetings will be held in-person and online via Zoom. Members of the public who would like to join in the meetings through a web browser or telephone can follow these instructions:

Participate via Web Browser



You may find the information to join the meeting on the County's [Council Meetings – Agendas & Minutes](#) page. (or [Click Here](#))

Please note the **Meeting ID & Passcode**. Click **Zoom Online Platform**. The Zoom Webpage should automatically open.

Click the link **Join a Meeting** (top right). Enter **Meeting ID** in Meeting ID Field and click **Join**.

A pop-up **Open Zoom Meeting** may appear. If it doesn't select **Download and Run Zoom**.

Click **Join from Your Browser**.

A pop-up **Enter Meeting Passcode** will appear. Enter passcode listed from the Council Meeting webpage.

You will then be prompted to enter **your name**.

Once you have been accepted into the Zoom meeting you will automatically be placed on mute.

**If you are unable to listen into the meeting please review [Other Tips Using Zoom](#).

Participate via Telephone



➤ You may find instructions on the County's [Council Meetings – Agendas & Minutes](#) page and selecting the appropriate meeting. (or [Click Here](#))

- Please note the **Meeting ID & Passcode**.
- Dial the teleconferencing number (**Canada Toll-Free: 855-703-8985**).
- When prompted, enter the **Meeting ID** number, **followed by #**.
- When prompted to enter in a **Participant ID**, skip this step by simply **pressing #**.
- When prompted, enter the **Meeting Passcode, followed by #**.

Once you have been accepted into the Zoom meeting your phone will automatically be placed on mute. You will be able to listen to the meeting.

Process for Public Hearings during Council meetings

- The Agenda for the meeting will be posted on the County's website on the first business day of the week of the meeting. The Agenda will also include Presentations as well as the Meeting ID Number, Passcode & Telephone Number

Once the Meeting Begins:

1. The Chair will identify the Agenda item.
2. The Administrative Department will provide a presentation and recommendation.

If your web browser connection is lost:

- Reconnect to the Zoom meeting via the web; or phone in.



Mountain View
COUNTY

Participating during a **Public Hearing** via Zoom by Web Browser or Telephone



Members of the public who would like to participate in a Public Hearing through a web browser or telephone can follow these instructions:

Process for the Public Hearing

Once the Meeting Begins:

1. The Chair will read the Bylaw.
2. Planning & Development Services Department will provide a presentation and recommendation.
3. The applicant is given the opportunity to provide new or additional information.
4. Electronic Gallery will be given the opportunity to provide comments in this order:
 - i. Those who would like to speak (in favour and opposed);
 - ii. Any other participants who would like to comment.

Raise Your Hand to Speak in Electronic Gallery



The Chair will provide individuals in the Electronic Gallery the opportunity to speak.

- To notify the Chair that you would like to speak follow these instructions:
 1. Hover mouse towards bottom of Zoom meeting screen and **select *Participants or Reactions***.
 2. There should be buttons on the bottom of the new window or under Reactions. **Select *Raise Hand***
- The Chair will identify and unmute each person, or ask them to unmute themselves one by one, to allow each person to have their turn to speak.

** Please review [Raising Your Hand & Other Tips Using Zoom](#) for more detailed information

Raise Your Hand to Speak in Electronic Gallery



The Chair will provide individuals in the Electronic Gallery the opportunity to speak.

- To notify the Chair that you would like to speak, **press *9** on your phone keypad.
- The Chair will identify, unmute or ask each person to unmute themselves, one by one, to allow each person to have their turn to speak.

Unmute yourself when asked



- To unmute yourself when asked, **press *6** on your phone keypad.



Mountain View
COUNTY

Tips Using Zoom via Web Browser



You may find a link to the meeting on the County's [Council Meetings – Agendas & Minutes](#) page and selecting the appropriate meeting. (or [Click Here](#))

1) Meeting Link & Password

- **Meeting Format:** In-Person; with virtual participation capabilities
 - **Attending in person:** Council Chambers, 1408 Twp Rd. 320, Didsbury, AB.
 - **Attending via [Zoom Online Platform](#):**
 - Meeting ID: 899 8568 4888
 - Passcode: 213587
 - **Connect by Phone:** 1-855-703-8985 (Canada Toll-free)
 - User Guide: [How to Join a Zoom Council Meeting](#)

Click **Zoom Online Platform**. Also, note Meeting ID & Passcode.

3) Join Meeting

Meeting ID or Personal Link Name

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

Enter Meeting ID and Click **Join**

2) Zoom Webpage

Zoom Webpage Should Open in New Window. Click **Join A Meeting**

4) Pop Up Window

Open Zoom?

https://zoom.us wants to open this application.

Click **Open Zoom**

5) Pop Up Window

Enter meeting passcode

Enter Meeting Passcode and Click **Join Meeting**

6) Lobby & Electronic Gallery

Please wait, the meeting host will let you in soon.

Special Council Meeting
2020-04-15

Test Computer Audio

While you wait in the *Lobby* you can check your Audio Settings until host lets you into *Electronic Gallery*

Raising Your Hand & Other Tips Using Zoom



During the meeting Administration will share their screen and will include the Agenda and presentations.

Shared Screen

Click to Expand Screen

Click to Leave Meeting

Click to Adjust Audio Settings

Click **Participants** to see attendees & raise hand. A new window will open

OR Click **Reactions** and click icon for **Raise Hand**

Raise Hand to Speak

When directed, click **Raise Hand**