



## **El Paso County Virtual Meeting Participation Guide – PUBLIC COMMENT**

### **USING A COMPUTER/WEBCAM:**

You will be provided a link from the meeting organizer via an email. By clicking on the link you can participate using your webcam and computer microphone.

1. Ensure you are connected to the internet via high speed internet provider (cable, fiber optic, WIFI) and not using a mifi device or cell phone hotspot.
2. Turn on the computer
3. Make sure all video conferencing software that is installed in your computer is not running.
4. Prepare the area from which you will appear:
  - a. Select a quiet area for you to address the board uninterrupted.
  - b. Utilize adequate lighting (additional front lighting is recommended) Avoid windows as your background,
  - c. Be aware of personal items in the background of your video (this is a public video)
  - d. If possible use a headset mic and headphones/earphones.
5. Click on the link provided by meeting organizer to join the meeting.
6. Follow on screen instructions. Type in your full legal name.
7. Meeting organizer will allow you to enter the meeting.
8. Joining the meeting
  - a. If you are watching the YouTube broadcast of the same meeting, please turn that source of audio all the way down. It will create background noise.
  - b. Mute your microphone. Unmute when it's your turn to speak.
  - c. Turn off your camera. Turn on when it's your turn to speak.
9. If there is a lot of background noise, IT staff may mute your microphone. If you want to speak you will have to unmute your microphone.

### **PHONE PARTICIPATION**

The county has set up a phone number for members of the public wishing to participate in public comment of the meetings via telephone. Persons can dial 888-835-7276 or 888-8 EL PASO. You will be required to leave a name, number, address and the item you wish to speak about during the meeting.