



Town of Newmarket How to attend an Electronic Advisory Committee or Board Meeting

As all Town facilities remain closed to the public, members of the public can attend an electronic Advisory Committee or Board Meeting by joining through ZOOM.

These instructions are for the public and not Committee or Board Members. **The public will join in “listen only” mode (as an “Attendee”).**

Meeting:	Newmarket Public Library Board meeting
Date:	Wednesday, September 15, 2021 at 5:30 pm
Location:	Electronic VIA ZOOM Meeting

How to Join the Meeting by laptop, tablet, iPad, phone or computer:

1

Click the link to the ZOOM Meeting below:

Link to join Webinar

<https://us02web.zoom.us/j/82320896740>

2

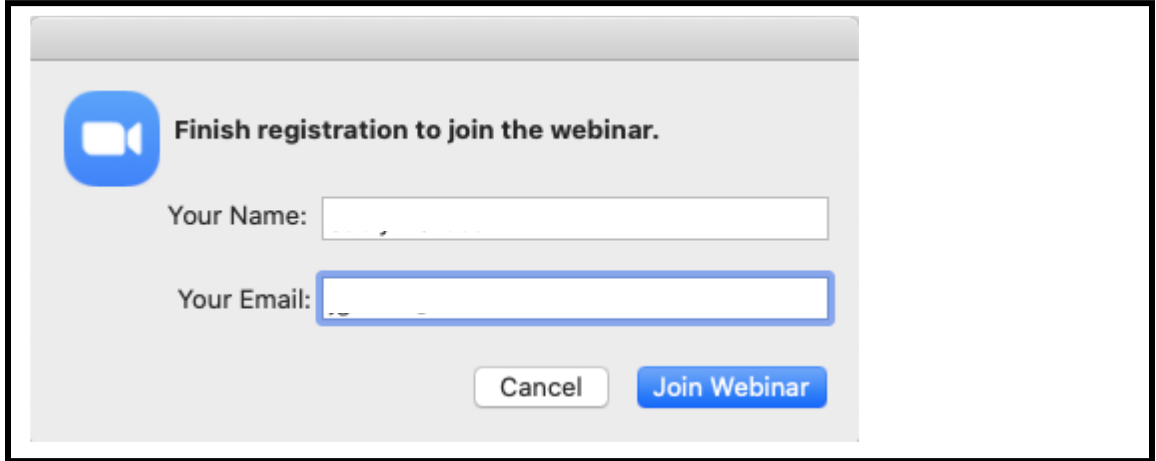
The link will open in your browser and the following pop-up will appear, click “Allow”

Do you want to allow this page to open “zoom.us”?

Cancel

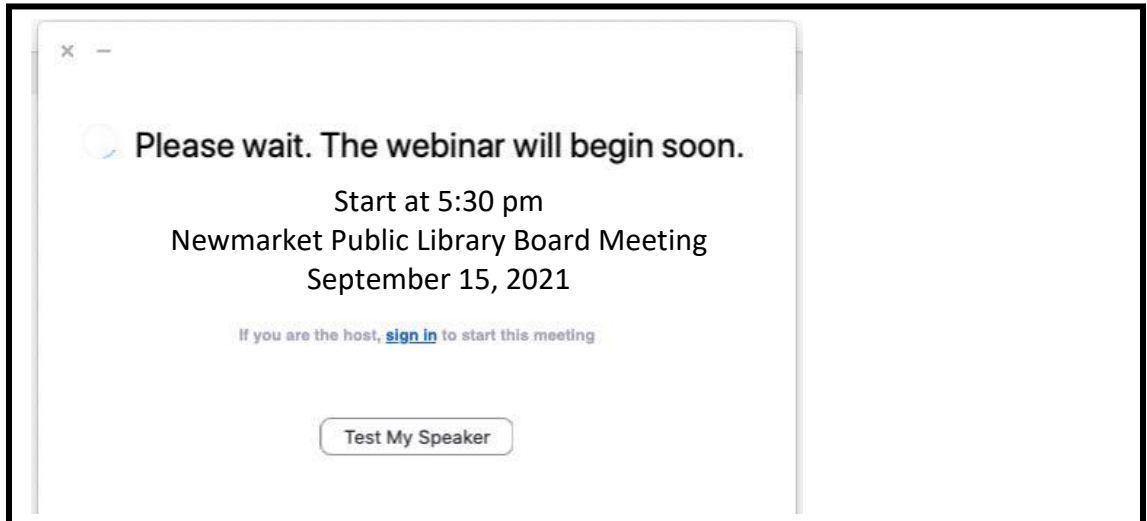
Allow

3 Type your First and Last name into the “Your Name” field and type your email into the “Your Email” field. Then click “Join Webinar”.

A screenshot of a registration pop-up window. At the top left is a blue circular icon with a white video camera. To its right, the text reads "Finish registration to join the webinar." Below this are two input fields: "Your Name:" followed by a white text box, and "Your Email:" followed by a white text box with a blue border. At the bottom right, there are two buttons: a white "Cancel" button and a blue "Join Webinar" button.

The following pop-up window will appear, and you will join the meeting when it begins.

4

A screenshot of a waiting room pop-up window. At the top left is a blue circular icon with a white video camera. To its right, the text reads "Please wait. The webinar will begin soon." Below this, the text reads "Start at 5:30 pm", "Newmarket Public Library Board Meeting", and "September 15, 2021". Below that, there is a link: "If you are the host, [sign in](#) to start this meeting". At the bottom center, there is a button labeled "Test My Speaker".

5

When the meeting begins you will be able to see the Committee or Board Members and Staff who are attending the meeting. **Reminder** – you will only be able to listen and view the meeting, your video and audio will be muted throughout the meeting.

How to Join the Meeting by telephone:

1

Dial one of the numbers below:

**647 374 4685 or
647 558 0588**

Follow the telephone prompts and input the following

- ii Webinar ID: 823 2089 6740 followed by #**
There is no Participant ID, just press #
Passcode: 657702 followed by #

You will be placed in a “waiting room” until the meeting begins

3

Once the meeting begins, the telephone operator will advise that you have joined as an attendee and that you will be muted throughout the meeting

Technical Tips

- ✓ **You will be attending the meeting in “listen only mode” (i.e., without your video or audio on)**
- ✓ **If you cannot connect, check your internet connection by going to another website (such as www.newmarket.ca) - If the internet is not working on other sites, you may need to reboot your device or modem**
- ✓ **If your screen freezes, try to refresh or you may need to disconnect from the meeting and then reconnect using the link above**
- ✓ **If you get disconnected, rejoin the meeting using the link above**