



## 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 via ZOOM.

These instructions are for the public, not Committee or Board Members.

**Meeting:** Committee of Adjustment  
**Date:** Wednesday, June 23rd, 2021 at 9:30 AM  
**Location:** Electronic VIA ZOOM Meeting

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

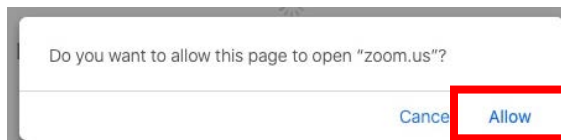
**1**

Click the link to the ZOOM Meeting below:

<https://townofnewmarket.zoom.us/j/97826018551?pwd=QXgwbi9vemVwdnFTeGdSTEthTmJnZz09>

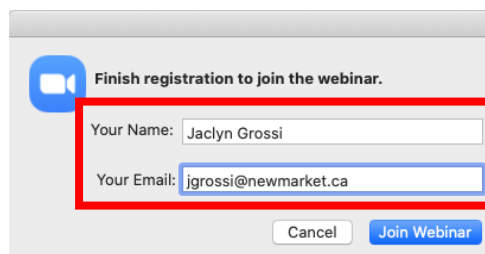
**2**

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



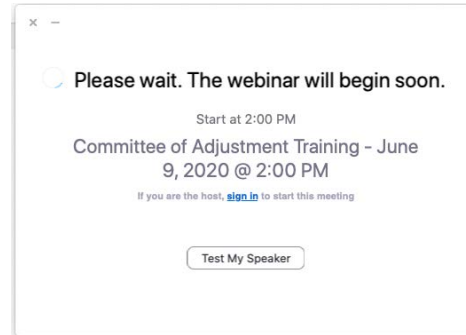
**3**

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



**4**

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



**5**

When the meeting begins you will be able to see the Committee or Board Members and Staff who are attending the meeting.

### How to Join the Meeting by telephone:

**1**

Dial one of the numbers below:

647-374-4685 or  
647-558-0588

**2**

Follow the telephone prompts and input the following information:

Webinar ID: 978 2601 8551 followed by #

There is no Participant ID, just press #


Passcode: 400059 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.

## Technical Tips

- ✓ **You will be attending the meeting in “listen only mode” (i.e., without your video or audio on, until you are invited to speak/offer comment)**
- ✓ If you cannot connect, check your internet connection by going to another website (such as [www.newmarket.ca](http://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