

LMCD Virtual/Remote Public Meetings Using Zoom Public Access Information

During COVID-19, pursuant to a statement issued by the presiding officer (Board Chair Thomas) under Minnesota Statutes, section 13D.021, LMCD meetings will be conducted remotely using electronic means. The LMCD's usual meeting room will not be open to the public or the Directors.

The LMCD is using Zoom to conduct meetings remotely. Information on how to connect to the meeting is provided for convenience and is based on information from Zoom. We encourage people to check the Zoom website and videos for more information. Those public members desiring to participate in the meeting may also email the Executive Director at vschleuning@lmcd.org for more information.

Sign In or Create a Zoom Account:

You will need to sign in or you may create a free Zoom account at <https://zoom.us>.

Joining a Zoom meeting:

Please note: Before joining your first meeting, you will need to sign in or create a Zoom account and download Zoom. By opening the meeting link, you will be brought to a page where the file is available for download.

A link to all public meetings will be available on the LMCD website. The number to call if you would like to join the meeting by telephone will also be available.

Once you have opened the link, a dialogue box may appear to wait for the host to start the meeting.

When the host begins the meeting, a dialogue box will appear asking how you would like to join the meeting. You may select "Join Audio Conference by Computer," through which you have the option to share video. You may also join by phone. If you join by phone, you will be unable to see any shared screens or other visual content. Any presentations or shared materials will be added to the LMCD website following the meeting.

A video of the above instructions with screen recording is available at this [LINK](#). We recommend you watch this short tutorial.

Meeting Controls:

There are several important controls available to you on the meeting screen.

Typically along the bottom of the screen, you will see the following controls:

- **Mute** – When not speaking, mute your audio to reduce unnecessary background noise and distractions.

On the right-hand side of the screen, you will see the following:

- **Participants** – You can view a list of meeting participants.

- **Raise Hand** – This function is critical in maintaining order in a larger meeting. **Select this function if you wish to make a comment and the meeting host will prompt you when it is your turn to speak.**

Some of these features may be disabled to facilitate the meeting.

A video of the above instructions with screen recording is available at this [LINK](#). We recommend you watch this short tutorial.

Meeting Controls for Telephone Participants

The following are important controls available to you when joining the meeting by telephone.

- **Mute** – Use ***6** to mute and unmute your microphone. When not speaking, mute your audio to reduce unnecessary background noise and distractions.
- **Raise Hand** – Use ***9** to raise your hand if you wish to make a comment and the meeting host will prompt you when it is your turn to speak.

End of Meeting

To exit the meeting, just sign out or hang up.

More information and instructional videos are located on the Zoom website at <http://www.zoom.us>.