Step by step guide to pre-register and attend Zoom virtual meeting

Pre-registration

On your web browser (e.g., Google), enter **ehamptonny.gov.** (If you are not taken directly into the East Hampton Town website, then you may have to click on the **East Hampton Town, NY Official Site**.)

Under News and Announcements, click on: **Airport Public Meetings are now Virtual Meetings**

Scroll down and click on **"Additional Info…"**

Under the listing of Public Workshops, select the date that you want to attend by clicking on the https://www.eventbrite.com link. (You can register for multiple dates, but do it one at a time).

Scroll down on the Re-envisioning the East Hampton Airport page, click on the green **"Register"** bar on the right side of the page.

On the next page, click on the orange **"Register"** bar on the bottom of the page (ignore the $ references)

On the next page titled Checkout, enter your Contact Information and Ticket 1 Pre-registration Information, then click the orange **"Register"** bar. (After your initial sign in, some fields may be pre-populated with your information on this page. If you get lost, go back or start over.)

You have completed your registration. Do this ASAP as it signals the level of interest in the sessions.

You will quickly receive an email from Eventbrite (check your spam, junk and clutter mailboxes if it is not in your inbox)

Open and scroll down within this email under Additional Information for the **Weblink:** https//:_____
This is your Zoom link. Click on it 15 minutes prior to the start of the session (6:45pm)

Accessing Zoom

<mark>15 minutes prior to the start of the session (6:45pm)</mark>

Click on your Zoom link from your Eventbrite email.

Click on the blue **"Launch Meeting"** bar

If nothing happens, scroll down to <u>Having Issues with Zoom Client</u> and click on **"Join from your browser"**

Enter your name under the <u>Join Meeting</u> on the left side and click **"Join"**

You may be asked to click **"Allow"** to open Zoom, use your microphone and camera.

(Here you may experience some differences!)

You may see a message that *your host either has another meeting, the meeting has not started or the host will let you in shortly*. This is a virtual waiting room. Stay on and you will be granted access to the meeting. You will see a number of people in the meeting.

The meeting begins with a larger number of attendees, an introduction and short presentation from the consultants who are facilitating the public hearings, and an overview of the process they will follow.

You will then be automatically placed in to "Breakout rooms" with a smaller number of attendees and a facilitator. The facilitator will ask everyone the same questions and you will have an opportunity to speak. **SPEAK UP!!!!**

On the upper right side of your picture, you will see a blue menu where you can mute and unmute yourself and start and stop the video of yourself. They want you to keep your video on and you can mute yourself when you are not speaking to limit background noise. If you are uneasy about this then just state unmuted. The session is recorded.

Once the breakout session concludes, stay on and click the little box on the bottom of your screen that says **"Leave Breakout".** (The location of these buttons may vary so look for it).

This will bring you back to the larger group with everyone else. Don't leave as there will be a readout from each breakout group facilitator and you can chime in if it is accurate and complete. **Speak up.**

At the very end, click **"Leave Meeting"** to exit Zoom.