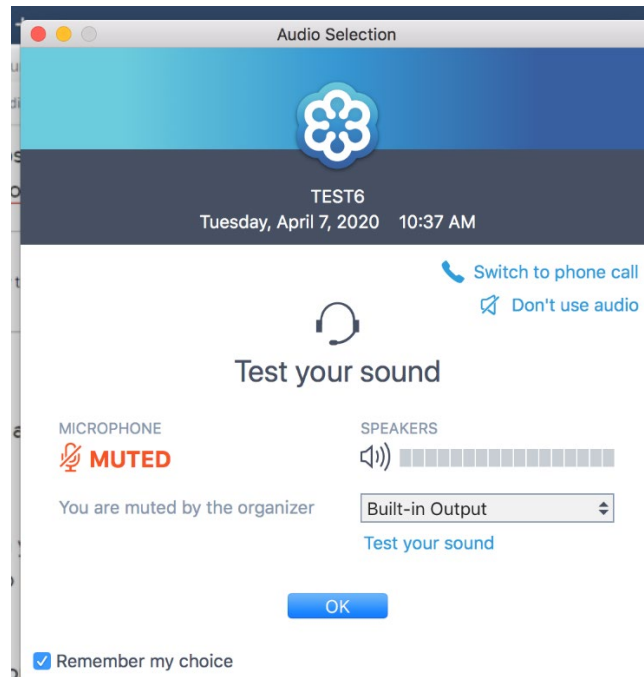
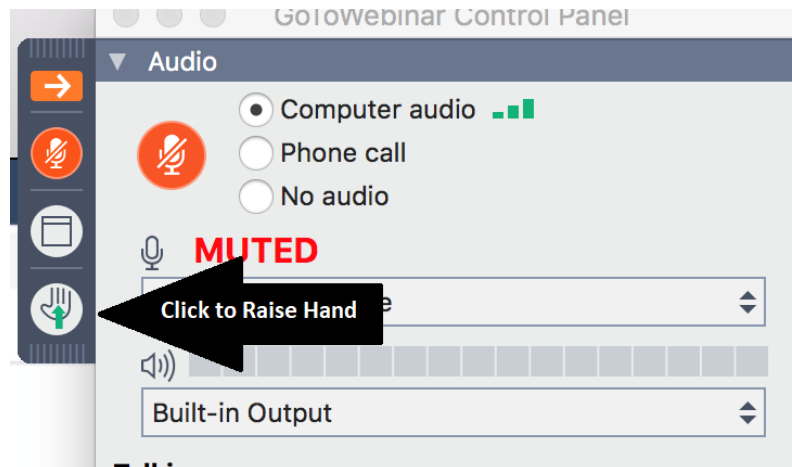


To Join Meeting from Desktop or Laptop Computer

1. Click the registration link on the agenda to register for the meeting and download the GoToWebinar software.
2. Click the link provided to join the meeting.
3. Prior to entry, GoToWebinar will test your speakers, but your microphone will be muted. Press 'OK' and you will enter the meeting.



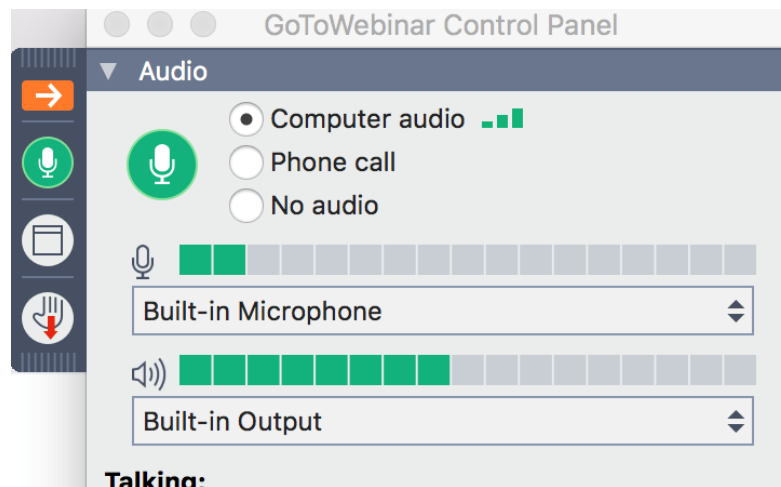
4. You will enter the meeting as a listener only.
5. If you would like to make a comment, use the 'Raise Hand' feature on the Control Panel on your screen.



The icon will change, indicating your hand is raised to the meeting organizer. During public comment, the organizer will recognize you by registration name and invite you to comment and unmute you.



Hand Raised, still muted

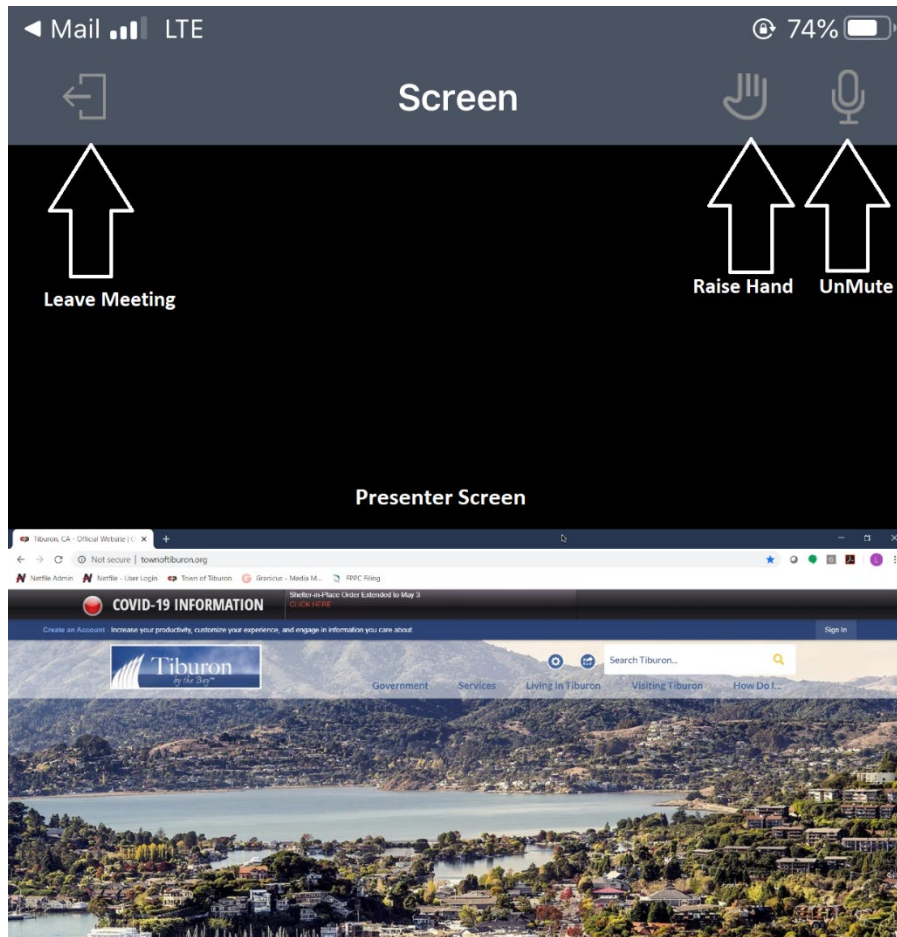


Hand raised, unmuted by organizer

6. After you have made your comment, the organizer will lower your hand and mute your audio. If you wish to make another comment, raise your hand again.
7. Please raise your hand only during the agenda item you wish to comment on. Please raise your hand prior to the public comment portion of the agenda item.

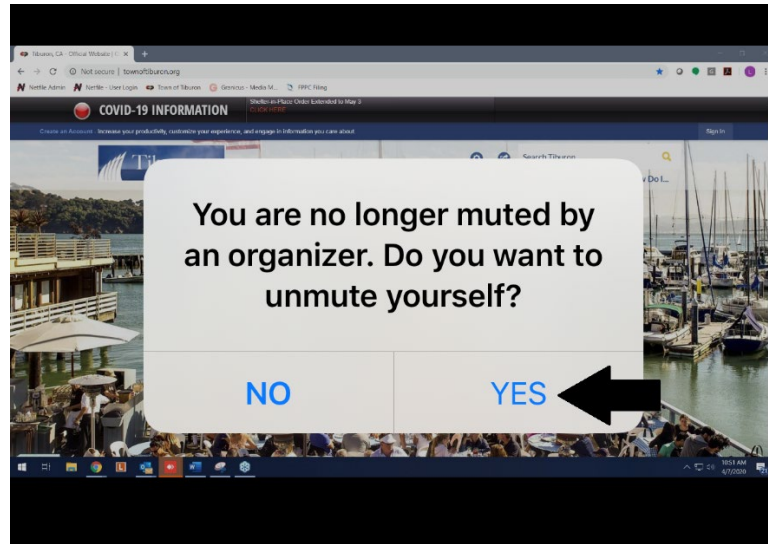
To Join Meeting from Smart Phone

1. Click the registration link to register for the meeting and download the GoToWebinar app.
2. Click the link provided to join the meeting.
3. You will enter the meeting as a listener only.
4. If you would like to make a comment, use the 'Raise Hand' feature seen on the top of your screen.



5. The icon will appear selected, indicating you have raised your hand to the organizer. During public comment, the organizer will recognize you by registration name and invite you to comment.

6. The organizer will unmute you, but you will also be prompted to unmute yourself.



6. After you have made your comment, the organizer will lower your hand and mute your audio. If you wish to make another comment, raise your hand again.
7. Please raise your hand only during the agenda item you wish to comment on. Please raise your hand prior to the public comment portion of the agenda item.

To Call-In to the Meeting

1. Call the phone number listed.
2. When prompted, enter the passcode listed.
3. You will join the meeting as a listener only.
4. At this time, GoToWebinar does not have a 'Raise Hand' function for attendees calling in to the meeting.
5. If you would like to make a public comment, please email your comments to comments@townoftiburon.org prior to the meeting and your comments will be distributed to the public and Town Council.