VIRTUAL MEETING INSTRUCTIONS

Wednesday, May 27, 2020

To Access the Meeting via your computer, smartphone or tablet:

1. If using a computer, smartphone or tablet, it will be best if you download the GoToMeeting App before attempting to log into the meeting.
2. Click the link (or copy) **https://global.gotomeeting.com/install/718423277**
3. Follow the on-screen instructions to join the meeting. If necessary, enter the access code for this meeting: **718-423-277**
4. MUTE the microphone on your computer, smartphone or tablet.
5. Please use the CHAT function (bubble at top right of screen) to ask your questions. Staff will be monitoring the chat to forward any questions to the Mayor during the meeting.

To Listen in on the Meeting using the phone:

1. Dial the conference line: **+1 (872) 240-3212**
2. When prompted, enter the Access Code for the meeting **718-423-277**
3. When asked for your participant ID, press #
4. MUTE the microphone on your telephone until prompted for public comments

NOTE: The above link, conference phone line and access code are for this specific meeting being held on Wednesday, May 27, 2020. Any other meetings will have unique links, phone lines and access codes.