



# City of Alpena

## Virtual Meetings Information

### *Information to Join the meeting:*

**From your computer, tablet or smartphone.**

<https://www.gotomeet.me/CityofAlpena> (A)

**Access Code:** 667-050-061 (B)

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/667050061>

**You can also dial in using your phone.**


United States: [+1 \(646\) 749-3112](tel:+16467493112) put in the access code when asked

### *How do I join the meeting?*

#### **From a Computer:**

Open the link above (A) in any web browser to automatically join the session. Once opened, you will be prompted to join from the web (using the browser-based meeting tool) or from the desktop app.

If you are having trouble being automatically launched into session, you can join by manually entering the meeting ID (B). Open a web browser (Chrome preferred) and go to [www.gotomeeting.com/meeting/join-meeting](http://www.gotomeeting.com/meeting/join-meeting) and enter the Meeting ID. You can choose to join the meeting from a browser or from the desktop app.

If you are on a computer and have the desktop app installed, you can also join directly by right-clicking the daisy icon in the system tray  (Windows) or toolbar (Mac), selecting Join and entering the Meeting ID.

When you join from computer, please ensure you test your camera and microphone prior to logging in, the browser-based software will give you an opportunity to do this and adjust as necessary.

#### **From a mobile Device:**

First download the [iOS](#), [Android](#) or [Windows Phone](#) app. Then open the app and enter the Meeting ID.

For more info you can follow this link: <https://support.goto.com/meeting/help/how-to-join-a-meeting-g2m030001>



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### *How do I Join the Meeting? (cont'd)*

Users that are deaf, hard of hearing, or speech-impaired persons can communicate via TTY equipment by dialing 7-1-1. Individuals who call will be paired with a Communications Assistant. Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID.

For more information, visit:

[https://www.michigan.gov/mpsc/0,9535,7-395-93308\\_93325\\_93425\\_94040\\_94041---,00.html](https://www.michigan.gov/mpsc/0,9535,7-395-93308_93325_93425_94040_94041---,00.html)

### *How do I communicate?*

The meeting will be available to join no later than 15 minutes prior. Please join and become familiar with the interface. Depending on your device or browser, the location will vary, but you need to find and become familiar with the chat window. This is where you will tell Council that you would like to speak.

Please type a “?” in the chat window and send (. This will tell us which microphone to unmute. When the time comes for public to speak, the Mayor will call your name and your microphone will be unmuted. If you are connected through telephone, after others have spoken we will briefly unmute the all users on telephones and you may request to speak. Speaking may only be done at the appropriate time as shown on the Agenda.

Users shall not use the chat window for any other communications/postings. Council and Staff will not respond directly to any questions typed in the chat window. Further, the City will not tolerate inappropriate, lewd, or any other communication that does not apply to the meeting and the Agenda. Violators may be removed from the meeting at the discretion of the Mayor.

Michigan’s Attorney General issued a statement on April 2, instructing that posting certain images and language in video-conferencing sessions can result in criminal charges.



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## *Virtual Meetings Information*

### *Additional Information*

- As with all Council meetings, the meeting will be recorded and posted to the City's website and YouTube channel for later viewing
- Citizens may always contact City Council members via email (addresses found on the City website)
- If you have comments or concerns that you'd like read at the meeting, you may email the City Clerk at [annas@alpena.mi.us](mailto:annas@alpena.mi.us) before noon on the Thursday before the Council meeting
- GoToMeeting is the City's videoconferencing service, for troubleshooting visit: <https://support.goto.com/meeting>
- Be sure to test your internet connection, video, and microphone in advance
- Join from a quiet space and/or use headphones
- Don't use a window as a backdrop, others will not be able to see you very well