

PUBLIC COMMENT INSTRUCTIONS FOR VIRTUAL MEETINGS

Once the meeting has been opened for public comment, we will prompt you to unmute yourself in order by which participants have raised their hands 1st

How to Raise Hand on VIDEO

- **Windows:** Press the **Alt+Y** keyboard keys to raise or lower your hand.
- **Mac:** Press the **Option+Y** keyboard keys to raise or lower your hand.

How to Raise Hand on a Phone call

PRESS *9 on your phone's dial pad

How to UNMUTE yourself on VIDEO

- **Windows:** Press the Alt + A keyboard keys
- **Mac:** Press the Shift + Command + A keyboard keys

How to UNMUTE yourself on a Phone call

PRESS *6 on your phone's dial pad

Please note that once you have been prompted to unmuted and you mute yourself again you will have to wait until I prompt you again to unmute yourself