

## **How to Participate in the Meeting**

**Option 1:** Use your computer's audio and microphone.

- 1) Follow this link <https://www.gotomeeting.com/webinar/join-webinar> and click the "Join Webinar" button. Enter the webinar ID 237-842-451.
- 2) Register for the webinar, including your name and mailing address, and follow the instructions for using your computer's audio and microphone.
- 3) Make sure your computer's audio and microphone are enabled. You may wish to test your audio and microphone prior to the start of the meeting.

**Option 2:** Call in with a PIN. This option is if your computer does not have a microphone or the microphone does not work.

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- 2) Register for the webinar, including your name and mailing address, and follow the instructions for using your phone for audio and microphone.
- 3) The call-in option includes a phone number, access code, and PIN. You must enter the access code and PIN number when prompted in order for the other meeting participants to hear you. The PIN is unique to each registrant.
- 4) You may use your computer to use the webinar functions (such as typing in a question in the question box) while also using the call-in option. If your computer does not have a microphone, or you cannot enable the microphone, we recommend you use the call-in option.

**Option 3:** Call in and only listen to the meeting. You will not be able to talk to other participants.

- 1) To listen to the meeting only, call (914) 614-3221 and enter Access Code 353-488-594. You will be able to listen to the meeting, but will not be able to speak to the meeting participants.