TOWN OF HENNIKER, NEW HAMPSHIRE

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Town Meetings Go Virtual

The Town of Henniker NH will be hosting board and committee meetings virtually with a platform called **Zoom**. This platform allows the public to join via computer audio or telephone to view and participate in the meeting.

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or telephone.

To use a computer [**This is highly recommended for ease of access**]:

1. Go to the minutes and agendas page of the town website (exeternh.gov/meetings) and click the "video" hyperlink next to the meeting that you wish to attend.
2. Follow the prompts to register for the event and to sign up for zoom to join the session.

To use the smartphone app:

1. Head to the Google or Apple appstore on your smartphone.
2. Search for and download the "**Zoom Meetings**" app. Follow the prompts to set up an account.
3. Once in the app, click the "**Join**" button at the top of the app.
4. When it asks for a "Meeting ID," enter the Webinar ID listed on the agenda, type in your full name, and click join.

To call in with a telephone:

1. Call **1-646-558-8656**
2. Enter the Webinar ID which is listed on the agenda for the meeting you wish to attend.

PUBLIC COMMENT: Members of the public will be muted until called upon. Once called upon, you may unmute yourselves by pressing the mic icon on the app or by pressing ***6** on the telephone.

> **To alert the chair/host that you wish to speak:**
> - Desktop app: Click participants, then click "raise hand"
> - Mobile app: Click the "..." then click "raise hand"
> - Telephone: Press ***9** to raise or lower your hand

~ If you have technical issues accessing virtual Town Meetings via Zoom or telephone, contact Joe Devine at 603-428-3221 or email at townadministrator@henniker.org ~