Underhill Energy Committee
Virtual Meeting/GoToMeeting
Weds, December 8, 2021, 5:00 PM
https://tiny.cc/uecmtg

The Short Version:

Use this link to join the meeting from your computer, tablet, or smartphone.
https://global.gotomeeting.com/join/817807013

You can also dial in using your phone:
Phone #: (571) 317-3122
Access Code: 817-807-013
No PIN

The Details:

We're going to use the Town's GoToMeeting account for our UEC meeting.

You can access the meeting either by using the Chrome browser **OR** by installing the GoToMeeting app.

Directions for doing either of these options start at the top of the next page.

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Access Code: 817-807-013
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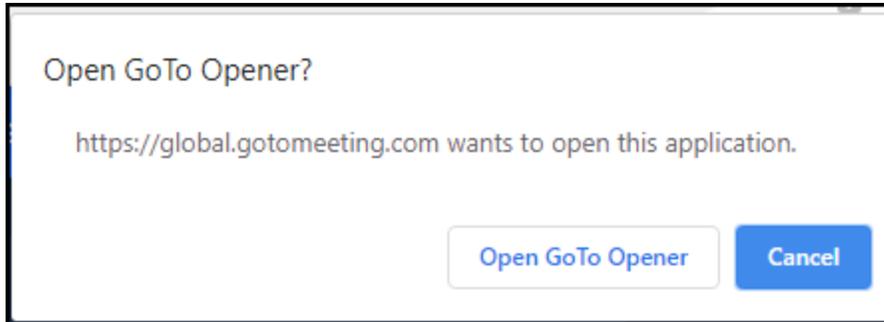If you would like to test GoToMeeting in advance, please get in touch.

Questions? Contact Steve Webster, stevew831@gmail.com 802-899-0106

Directions for Using the Chrome Web Option or Installing the GoToMeeting Software:

1. **https://global.gotomeeting.com/join/817807013**
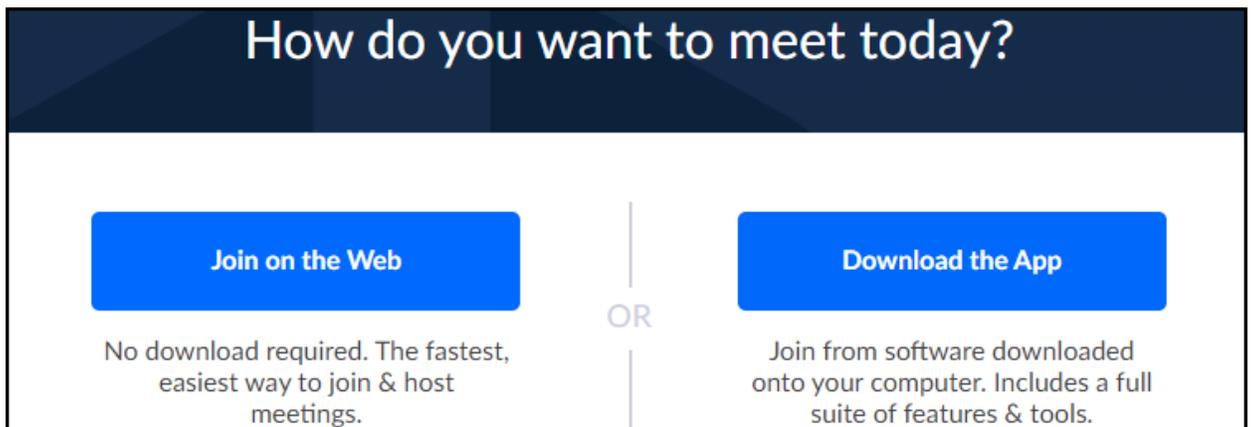
2. If you see an **Open GoTo Opener?** message like the one below, you've already installed the software and can click **Open GoTo Opener**:

The meeting should open and you're done!

(If you did not see the above message, the directions are continued below...)

3. If you see a **How do you want to meet today?** message like the one below, you can click either **Join on the Web** (if you want to use the Chrome browser) or **Download the App** (which will install the GoToMeeting software):

   a. If you want to **Join on the Web** AND Chrome is your default browser:
      i. Simply click **Join on the Web** and GoToMeeting should start up

   b. If you want to **Join on the Web** AND Chrome is NOT your default browser:
      i. Open Chrome
      ii. Copy this link (**https://global.gotomeeting.com/join/817807013**) and paste it into the address bar on Chrome
      iii. Tap the **<Enter>** key and GoToMeeting should start up

    c. If you want to use the GoToMeeting app:
        i.   Click **Download the App**
        ii.   Install the software
        iii. After the software is installed, GoToMeeting should start up

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Tips for Participating in a GoToMeeting Meeting:

- **To Join the Meeting by Computer:**
  - **To use the web browser interface:**
    - If Chrome is your default web browser:
      - Click the link to the meeting in your email
    - If Chrome is NOT your default web browser:
      - Open Chrome
      - Copy and paste the link from the email message into the address bar on Chrome
      - Tap the **<Enter>** key and GoToMeeting should start up
  - **To use the GoToMeeting app:**
    - Start GoToMeeting either by using the Start menu in Windows, the desktop shortcut (

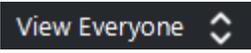   ), or the taskbar button ( )
    - Enter the 9-digit Meeting ID
    - Click **Join**

- **To Join the Meeting by Phone:**
  - Dial the phone # listed in **The Short Version** on the first page of this document
  - Enter the 9-digit Meeting ID (listed in **The Short Version**) followed by the # key
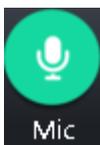 - When prompted for a PIN, tap the # key again
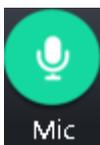
- **To Select your View:**
  - Use the pull-down menu at the top center of the screen

    E.g.,

- **To Mute/Unmute your Microphone:**
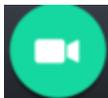 - Click on the screen to activate the toolbar at the bottom of the screen

  - Click the button

- **To Turn Off/On your Camera:**
    - Click on the screen to activate the toolbar at the bottom of the screen
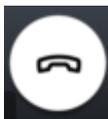   - Click the button

- **To Use Phone Audio with Your Computer:**
    - Click
    - Click **Turn Off Computer Audio**
    - Click **Phone**
    - Follow the directions for dialing in with your phone

- **To Leave the Meeting:**
    - Click on the screen to activate the toolbar at the bottom of the screen
    - Click the button