



## How to join a public meeting or webinar by phone only.

- 1. Dial 1-253-215-8782.** If the number does not work, check the meeting's information page at [www.milwaukieoregon.gov/meetings](http://www.milwaukieoregon.gov/meetings) for additional Zoom phone numbers. \*Remember when dialing long distance, telephone carrier rates apply.
- 2. Once the call is connected you will be prompted to **enter the meeting ID.**** This number is unique to each meeting. The city will have this number listed as the Webinar ID on both the agenda and meeting page and the mayor will also announce the number during the meeting. Using your telephone's keypad enter the ID number followed by **#**.
- 3. If the meeting has not started, you will be prompted to enter the host key - press **#** to skip and remain logged in and waiting.**
- 4. You will then be prompted to enter your unique participant ID. Press **#** to skip this step unless you are already logged into the meeting on a computer or mobile device.**
- 5. Lastly you will be prompted to **enter the meeting passcode.**** The city will have the passcode listed on both the agenda and meeting page just after the Webinar ID and the mayor will also announce the ID # during the meeting. Using your telephone's keypad enter the passcode number followed by **#**.

If you are interested in verbally participating during a meeting, you will need to use the following commands:

- **\*9 – Raise your hand:** If you would like to speak, you must notify the host by raising your hand. This is done by pressing **\*9** on your keypad. If you change your mind, you can lower your hand by pressing **\*9** again.
- **\*6 – Mute and Unmute:** All callers are automatically muted upon logging in. Once you have been called upon to speak after pressing **\*9**, and the host has allowed you to talk, press **\*6** on your telephone keypad to unmute. When you have finished speaking, please mute yourself by again pressing **\*6**.

\*\*If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting on your phone enter **#Participant ID#**.

For more information or if you have any questions about attending a public meeting via Zoom video conference, please contact the Office of the City Recorder (OCR) by email at [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or phone at 503-786-7502.