

WebEx Instructions to join the State Review Board Meeting September 10, 2020, 10 a.m.-2 p.m.

The New York State Board for Historic Preservation will be considering nomination proposals for listing of properties in the State and National Register of Historic Places on Thursday, September 10th, 2020. The meeting will be held remotely via WebEx and members of the public are welcome to join the meeting.

1. VISUAL CONNECTION:

- The following link will bring you to the shared PowerPoint presentation:
<https://meetny.webex.com/meetny/j.php?MTID=mc935268f9a33b4cefe3e5acd51827fd9>
- Enter your name and e-mail, then click “Join.”
- If prompted, please also click “Join Video” to connect to the presentation.
- PLEASE NOTE: If your computer is equipped and set up with a microphone and/or webcam it may automatically establish these connections when you join. Your video connection will be unnecessary for this meeting so please disable video after connecting and please mute your voice connection as soon as you join.
- Video and Audio Connection options are always available to you by clicking the three vertical dots in the bottom right of the button menu just left of the disconnect button.

2. AUDIO CONNECTION:

- The first preferred option is to have the WebEx meeting use computer audio:
 - ✓ If prompted on connection to the WebEx meeting please select “No Video” under Select Video Connection
(If you are not automatically prompted, select the “Connect audio and video” at the bottom left of the button menu.)
 - ✓ Select “Call Using Computer” under Select Audio Connection.
 - ✓ Select the appropriate connected audio devices you intend to use for the meeting.
 - ✓ Select “Connect Audio”.
 - ✓ PLEASE NOTE: We cannot offer technical support. If you cannot connect please try following option.
- The second preferred option is to have the WebEx meeting call your phone:
 - ✓ If prompted on connection to the WebEx meeting please select “No Video” under Select Video Connection
(If you are not automatically prompted, select the “Connect audio and video” at the bottom left of the button menu.)
 - ✓ Select “Call Me” under Select Audio Connection.
 - ✓ Select the appropriate country code if your phone number is from outside the United States.
 - ✓ Enter your phone number into the text field to the right of the county code.
 - ✓ Leave the check boxes below your phone number checked.
 - ✓ Once your phone number has been entered, select “Connect Audio” at the bottom of the prompt.

- ✓ You should receive a phone call within several seconds from WebEx, answer the call and follow any prompts.
- The last option if the preferred options are unsuccessful is to dial in directly through your phone as follows:
 - ✓ Dial the following number: 518-549-0500
 - ✓ When prompted, enter the 9-digit access code: 161 840 7524
 - ✓ Attendee Numbers will NOT be issued for this meeting. Hit # to bypass this prompt.
 - ✓ Unlike the preferred options your name will not be associated with you when you speak, so please identify yourself to the meeting whenever you need to or are asked to speak.

3. MEETING ETIQUETTE

- Please mute your microphone immediately after you connect and leave it muted at all times unless you need to or are asked to speak. You can do this by selecting to mute the WebEx using the bottom left button on the button menu once audio is connected (preferred method), or by muting your handset or cellphone directly. This will help avoid unnecessary noise and feedback.
- If you are not a presenter, host, or board member please speak only at designated times after public comment is prompted.
- Please use headphones to listen to the meeting if possible. This will help avoid feedback and echoing.
- If you have any questions or comments during the meeting that are related to the presentations, please indicate in the text chat and we will do our best to respond, address the concern, or allow you the opportunity to speak.