

Winding Creek Homeowners Association, Inc.

“Online” Meetings

How to Participate – More Details

As we continue to leverage the capabilities of our **Microsoft 365** tool suite, we have added a Microsoft Teams compatible Dial-In Phone Number as an option to participate in our online “virtual” **Winding Creek HOA Board Meetings** by phone.

By using this capability, meeting attendance, an audio recording and a textual transcription are automatically generated which includes ALL participants. This makes compliance with the State Law requirements for meeting documentation much more efficient.

“Online” is the preferred way to participate through the use of a desktop computer , a laptop or a tablet with an Internet connection, by clicking on the **Attend via an Internet Browser** [*** link ***](#) which is available within the electronic version of the **Meeting Notice and Agenda**.

By using this method, you will be able to see any documents, spreadsheets, reports, photos or other materials presented during the meeting.

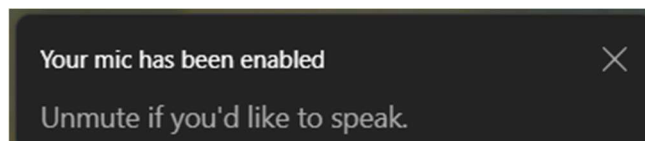
To **Raise Your Hand** (*if you wish to speak on the current agenda item*) click on



Raise

When the Meeting Organizer sees your Raised Hand, they will click on it when it is your turn to speak.

Next you will see this message

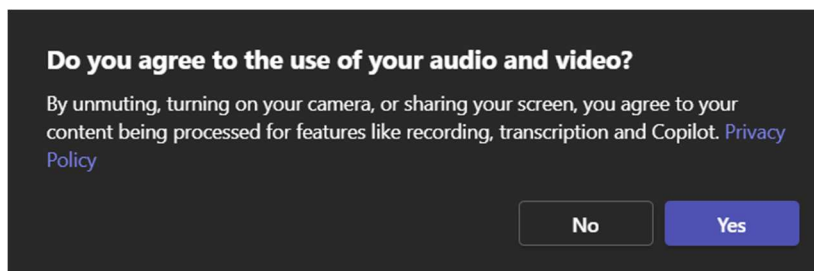


To **“Unmute”** your microphone, click on



Mic

Next you will be prompted to agree with the “Privacy Policy” by clicking on **Yes**



Now all meeting attendees will be able to hear what you have to say. You will have up to 3 minutes to speak and when you’re done, you will be placed back on Mute.

If you wish to speak on another agenda item, you will need to Raise Your Hand again at that time.

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If you choose to **“Dial in by phone”**, you will need to call the number and enter the Conference ID that is also listed within the Meeting Notice and Agenda as

Attend by Telephone

Dial-in number: 469-965-2602

Phone conference ID: 999 999 999 # *(this ID will change for each meeting)*

When you dial-in, you will hear the MS Teams “virtual assistant” say:

“Welcome to the Audio Conferencing Center.

Please enter a Conference ID followed by the # symbol.”

After entering the **Phone conference ID** and # you will hear:

“Press **1** to consent to be recorded and/or transcribed.

Press **2** to decline and stay muted.

You are now joining the meeting.

Please wait for the meeting organizer to admit you to the meeting.

Thank you for your patience.”

When the Meeting Organizer sees that you have **“Dialed in”**, they will Admit you to the meeting and you will hear once again:

“You are now joining the meeting.”

To **Raise Your Hand** (if you wish to speak on the current agenda item) press ***5** and you will hear:

“This meeting is being recorded . . . Hand Raised”

When the Meeting Organizer sees your Raised Hand, they will click on it when it is your turn to speak. You will hear:

“Hand Lowered, you are allowed to “Unmute”,
to **Unmute** your microphone press ***6**”

After pressing ***6**, all meeting attendees will be able to hear what you have to say.

You will have up to 3 minutes to speak and when you’re done, you will be placed back on Mute.

If you wish to speak on another agenda item, you will need to Raise Your Hand again at that time.