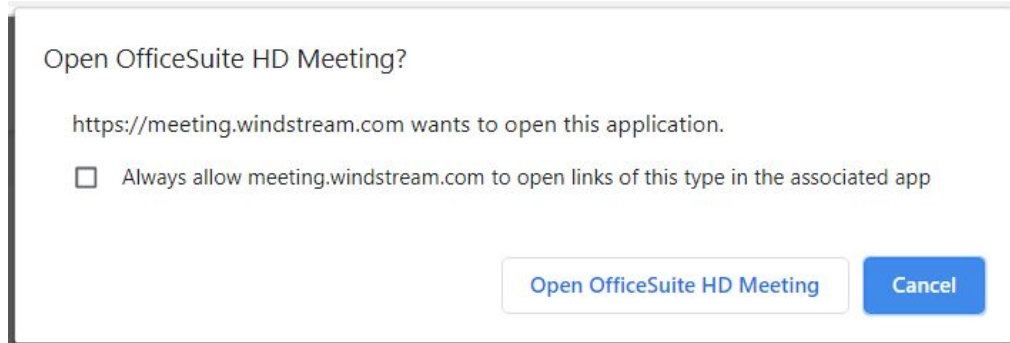
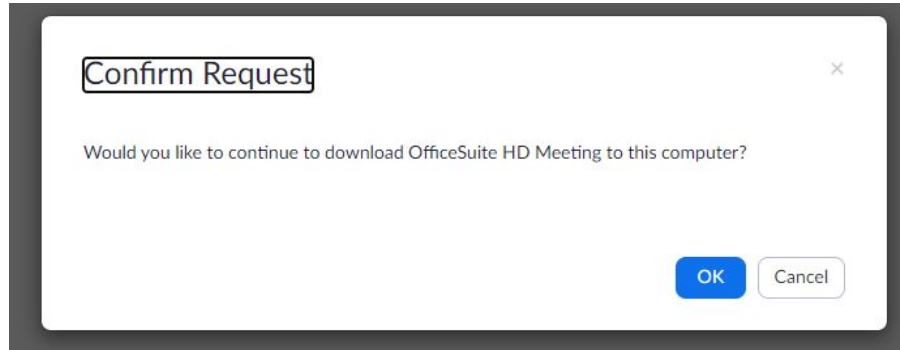


How to access a CMCMUA Remote Board Meeting

- Navigate to the following URL: <https://meeting.windstream.com/j/11117009967>
- Select **Cancel** when prompted to open the Office Suite HD Meeting application.



- Select **Cancel** when prompted to download the OfficeSuite HD Meeting application.



- Select the option to **start from your browser**



If nothing prompts from browser, [download & run OfficeSuite](#).

If you cannot download or run the application, [start from your browser](#).

- You will be prompted to enter your name to join the meeting. Once entered select the **Join** button to enter the meeting.

Please enter your name to join the meeting

Your Name

- The meeting host will now be notified that you are present and will admit you into the CMCMUA Remote Board Meeting.
- All attendees will be muted upon entrance to the CMCMUA Remote Board Meeting.
- Members of the public wishing to address the Board of Commissioners and/or Authority staff members during the public comment periods must signal the meeting host by raising their hand. Instructions on how to use this feature can be found below.
 - Navigate to the Participants icon in the bottom of the HD meeting.



- Select the **Participants** icon in the bottom of the meeting to show the active participants.
- Select the **Raise Hand** button on the bottom right of the meeting window.



- Once selected the host will unmute the participant.