

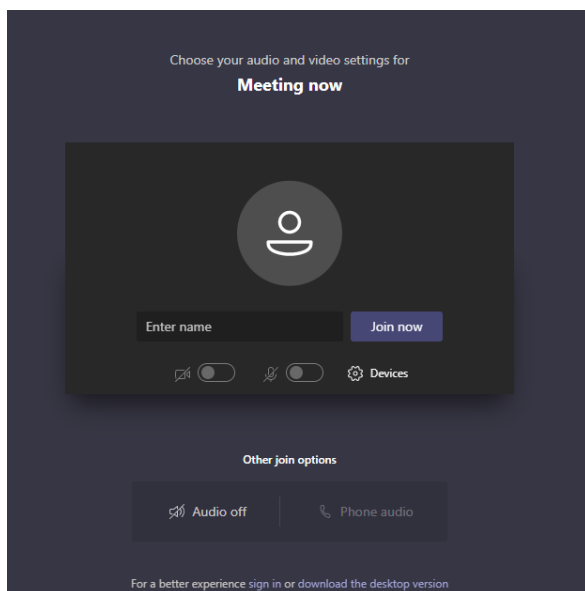
Please note: A computer with a camera and microphone is recommended for the meeting.

In order to participate in the Town of Columbine Valley Board of Trustees meeting on 4/21/2020, you must visit www.Columbinevalley.org and click on the link at the top of the home page. This will take you to the Microsoft Teams meeting and give you two options on how you would like to participate.

The two methods are:

Use your current web browser:

Please note, the web browser Safari for Mac is not compatible with Teams. If you are using a Mac, either download the Teams app or change your browser to Google Chrome. If you select the browser option, you will be directed to the meeting and asked to enter your name so that you can be identified in the meeting. The chat feature is not available if using the Browser method, but if your computer has a camera and microphone you will be able to participate.



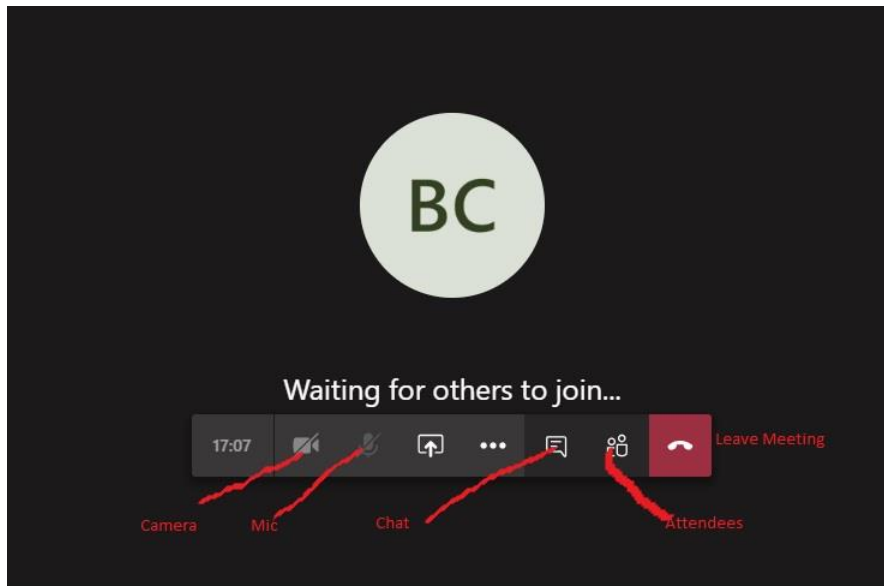
Click the Join Now button and you will receive a message stating that somebody will let you into the meeting shortly. Please mute your microphone unless you are speaking.

Download the Application:

A small program will load, and you will be directed to sign up for an account. Please fill in the required fields and then join the meeting. The Teams App gives you additional features such as the Chat feature if your computer is not equipped with a camera or microphone.

Regardless of your choice, once you are brought into the meeting you can see up to 4 video feeds at a time. Whoever is speaking will be visible if they are equipped with a camera. If they are not equipped with a camera, you will see the circle around their name pulse so that you know who is speaking. If you move your mouse within the video portion you will see icons pop up that will allow you to enable and

disable your camera and microphone. You will also be able to view a list of meeting participants and if you are using the app you will be able to view and participate in the Chat feature.



Please keep in mind that this is a directed meeting just as it would be if it were in person. The Mayor will conduct the meeting and participants are not to disrupt the meeting unless called upon to speak.