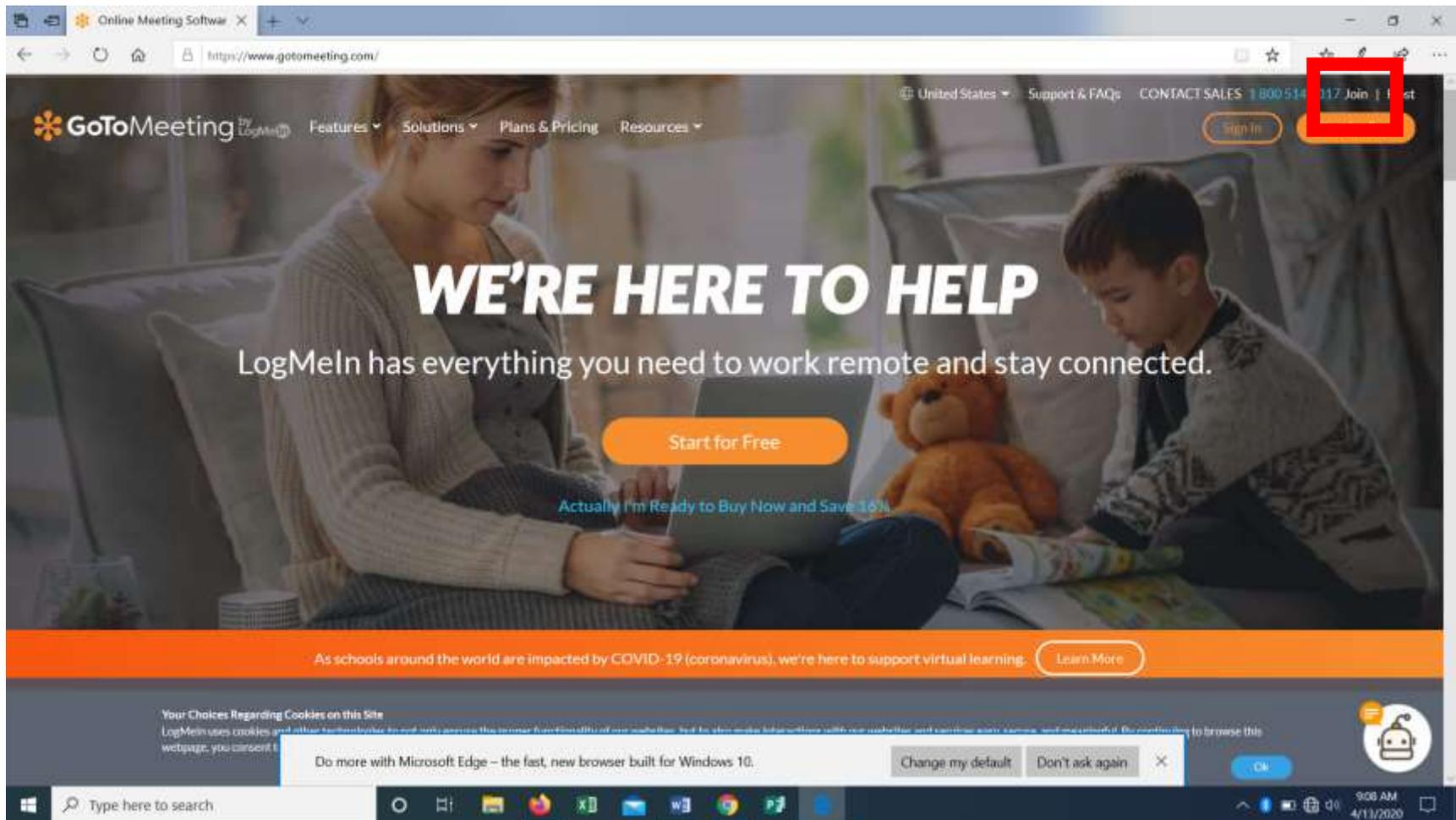


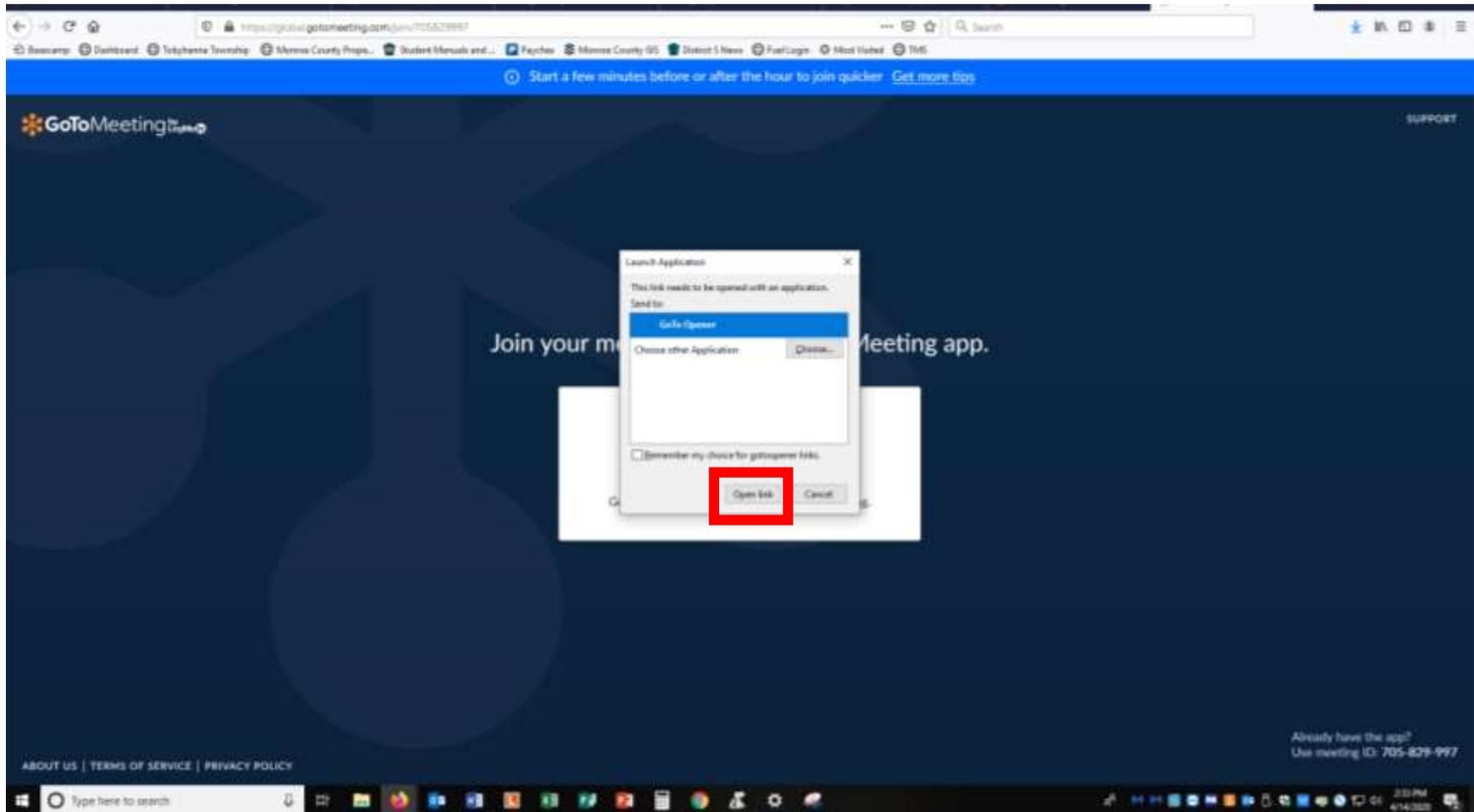
Step 1: Go to [www.gotomeeting.com](https://www.gotomeeting.com). Click “Join” in the upper right corner.



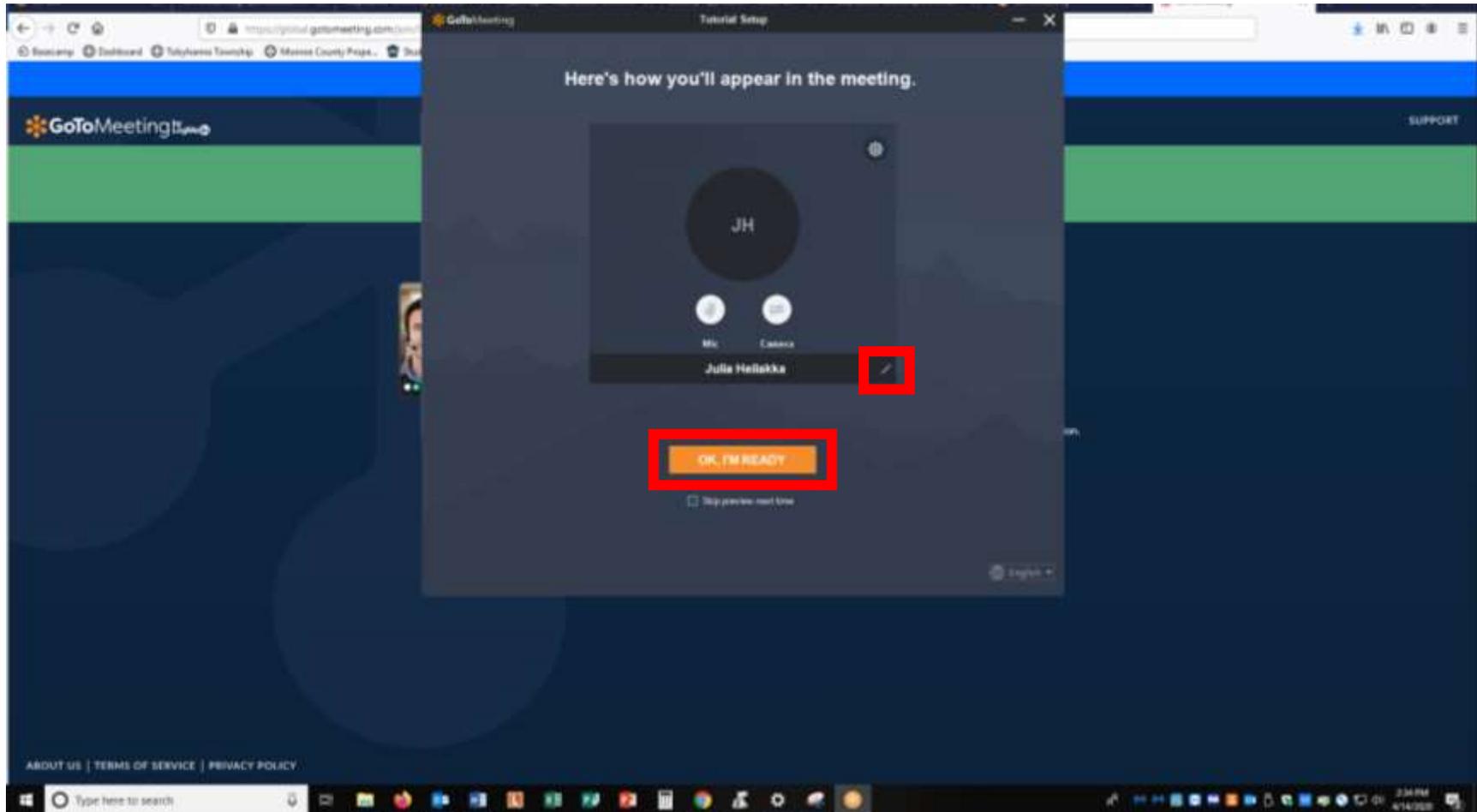
Step 2: Enter the Meeting ID 114084157 and Press “Join.”

The screenshot displays the GoToMeeting website's "Join a Meeting" interface. At the top, the GoToMeeting logo is visible alongside navigation links for "Features", "Solutions", "Plans & Pricing", and "Resources". On the right side of the header, there are links for "United States", "Support & FAQs", "CONTACT SALES 1 800 514 1317", and "Join | Host", along with "Sign In" and "Start for Free" buttons. The main content area is dark-themed and features the heading "Ready to meet on GoToMeeting?" followed by the instruction: "To connect to an online meeting, enter the GoToMeeting ID provided by the organizer." Below this, a search icon is present above a text input field containing the meeting ID "114084157". A "Join" button is positioned to the right of the input field. Both the input field and the "Join" button are enclosed in a red rectangular box. Underneath the input field, there are several links: "Attendee Quick Reference Guide", "Organizer User Guide", "Contact Help", and "Hold your own online meetings with a 14-day free trial". At the bottom of the page, a "Your Choices Regarding Cookies on this Site" banner is visible, with a "OK" button. The Windows taskbar at the very bottom shows a search bar with the text "Type here to search" and various application icons, including the Start menu, File Explorer, Edge, Word, and Chrome. The system tray on the right indicates the time as 9:09 AM on 4/13/2020.

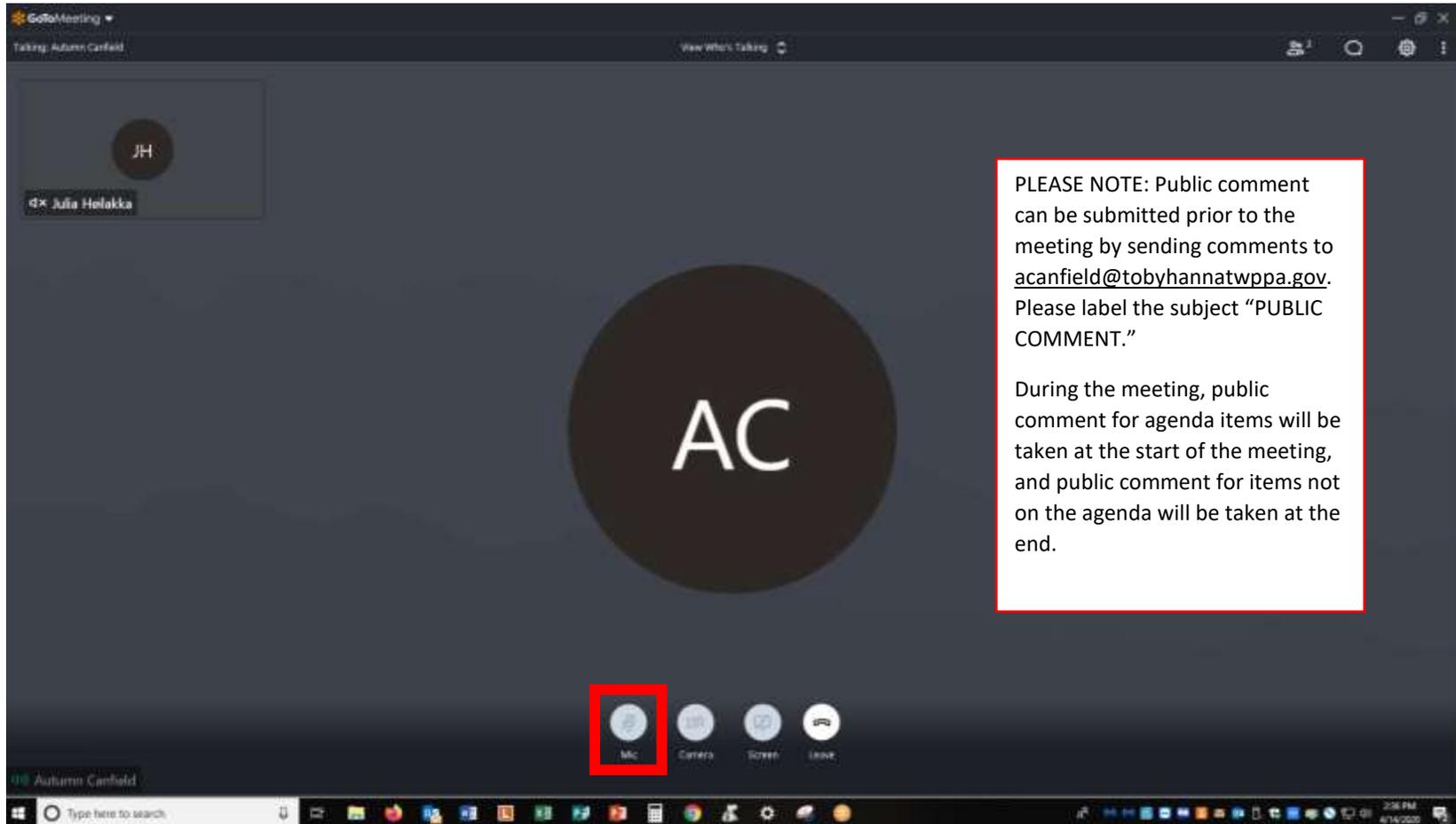
Step 3: A Launch Application Box will pop up. Make sure GoTo Opener is highlighted and click “Open link.”



Step 4: The program will download, and then this screen will appear. If you need to edit your name, click the grey pencil. Remember, we need your full first and last name if you want to make any public comment. Click “OKAY, I’M READY” when done.



Step 5: You have joined the meeting! You are automatically muted when you join. If you need to make a public comment, click the “Mic” button to unmute yourself. If you aren’t speaking, please stay muted to help reduce background noise.



PLEASE NOTE: Public comment can be submitted prior to the meeting by sending comments to [acanfield@tobyhannatwppa.gov](mailto:acanfield@tobyhannatwppa.gov). Please label the subject "PUBLIC COMMENT."

During the meeting, public comment for agenda items will be taken at the start of the meeting, and public comment for items not on the agenda will be taken at the end.

If you have problems with the website, you can always call into the meeting:

Phone: 1 (669) 224-3412

Meeting ID: 114-084-157