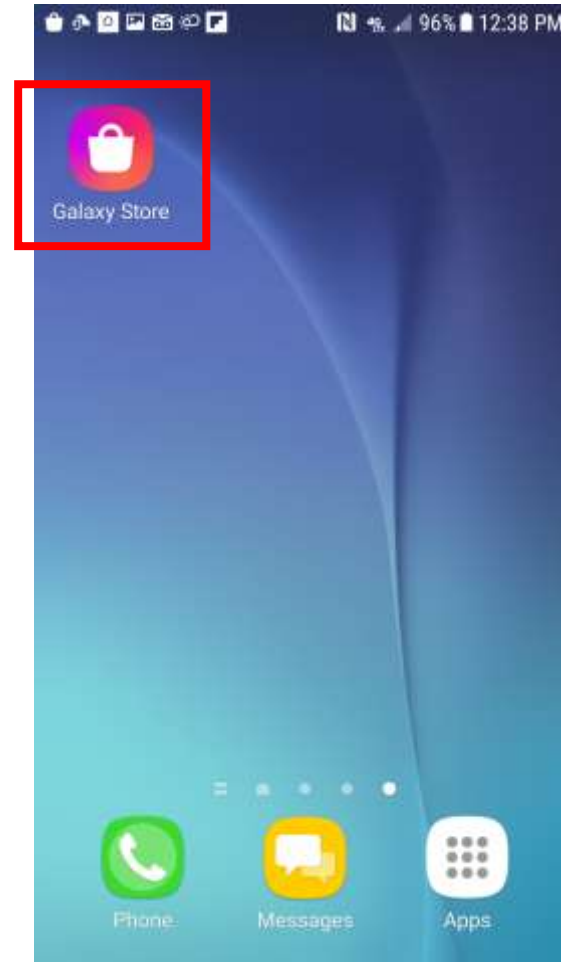




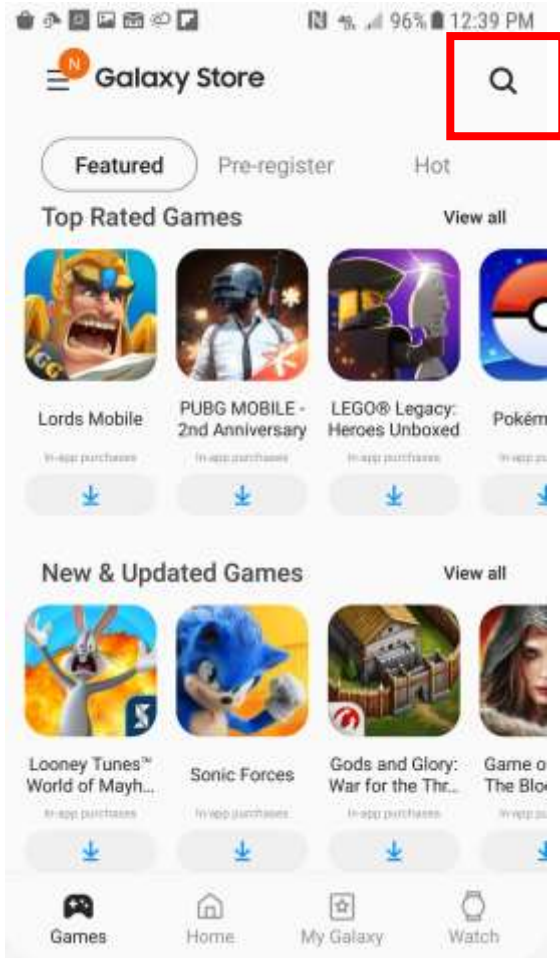
# Tobyhanna Township

Connect to the GoToMeeting App  
Using an Android Device

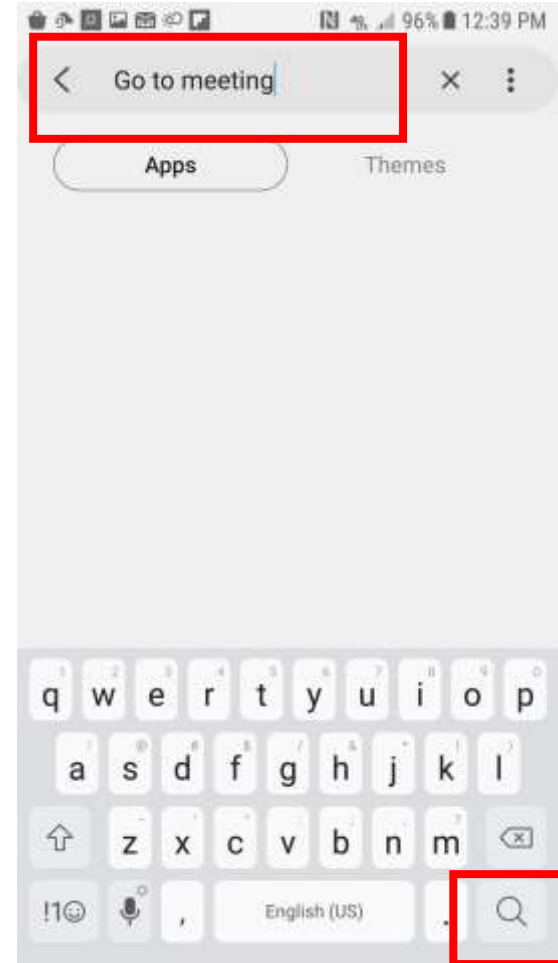
Step 1: Locate and click on your Galaxy Store App.



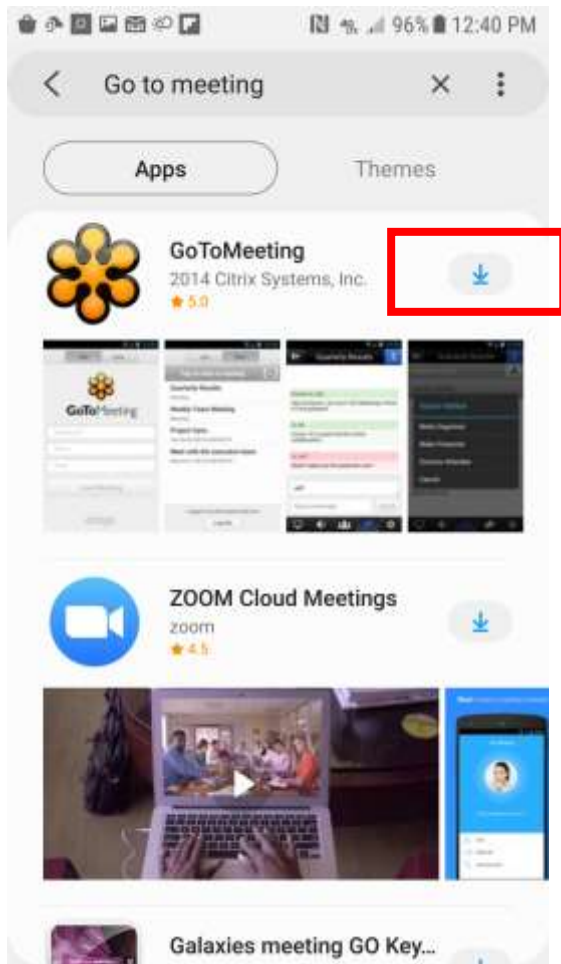
Step 2: Your screen should look something like this. Click on the magnifying glass in the upper right corner.



Step 3: Type "Go To Meeting" and press the magnifying glass on the keyboard.



Step 4: This is the app. Tap the download arrow.



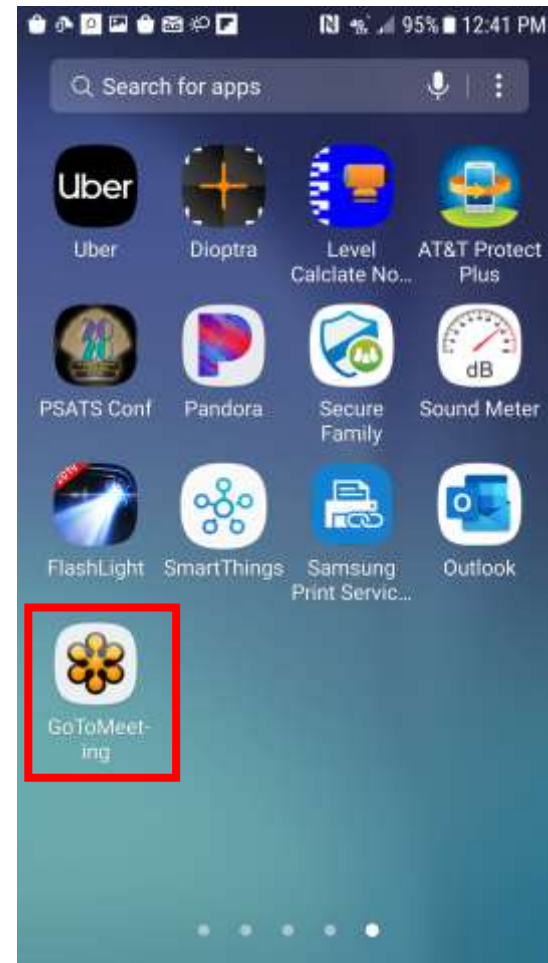
Step 5: You'll be prompted to give permissions.



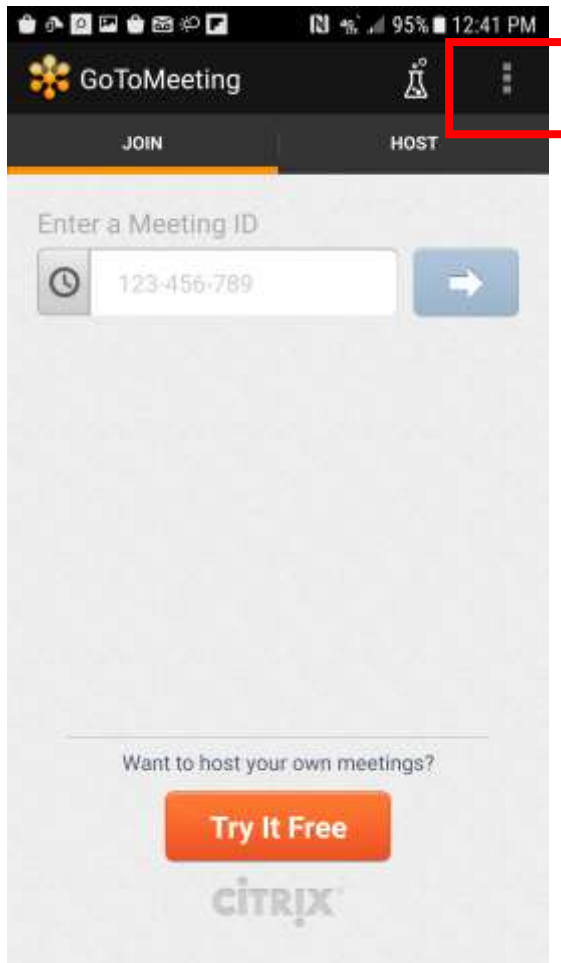
Step 6: The app will automatically be put into your “Apps.”



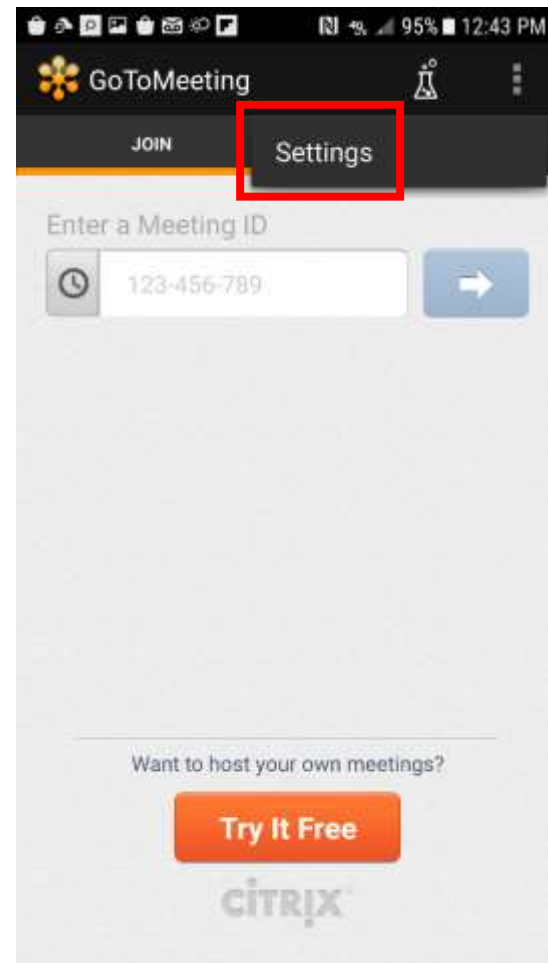
Step 7: Open the app.



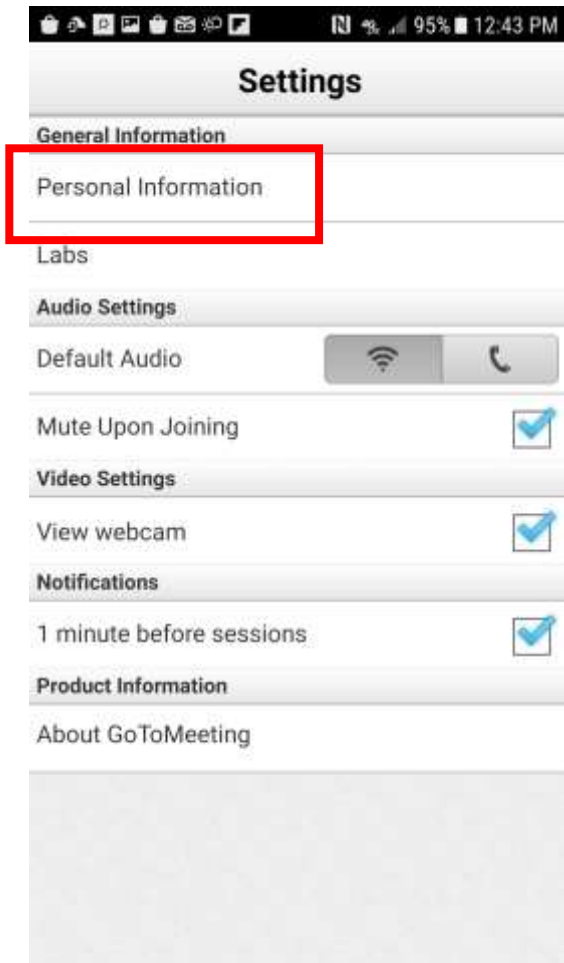
Step 8: Press the three buttons in the upper right corner.



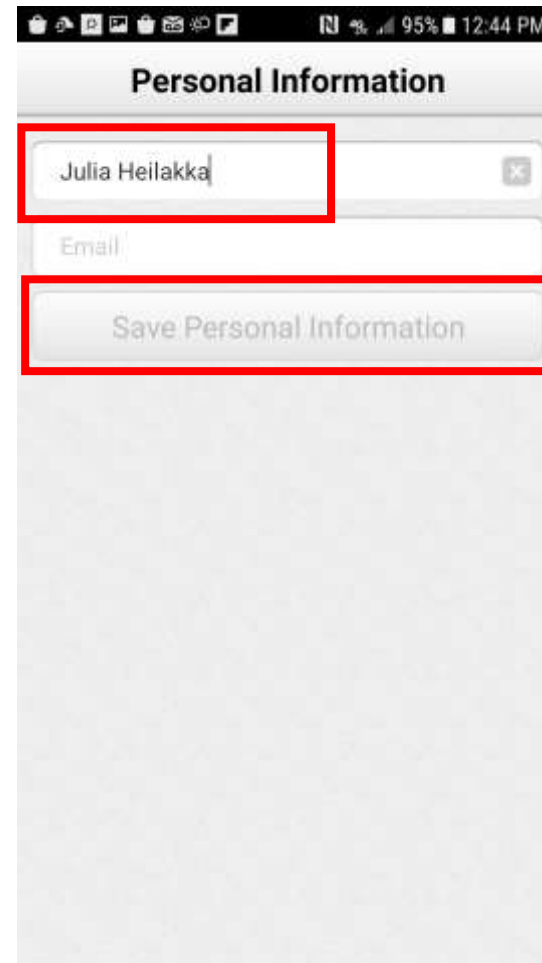
Step 9: Click "Settings."



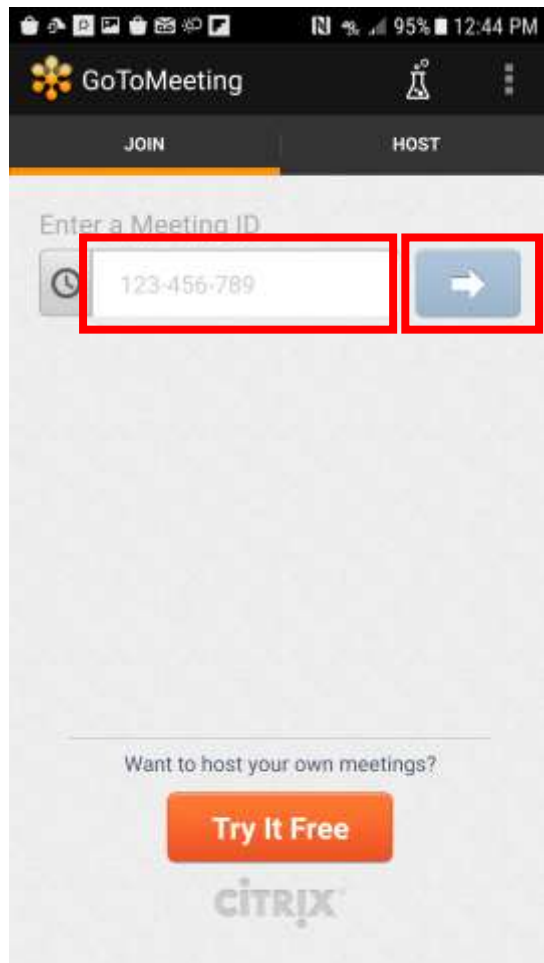
Step 10: Click “Personal Information.”



Step 11: Enter your name. We need your full first and last name if you want to make any public comment. Click “Save Personal Information.”



Step 12: Enter the meeting ID (located on the agenda, which is available on the township website or Facebook page) and press the arrow.



You will start the meeting muted.

**To reduce background noise, please stay muted unless you need to make 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.

PLEASE NOTE: Public comment can be submitted prior to the meeting by:

1. Emailing comments to [cbutler@tobyhannatwppa.gov](mailto:cbutler@tobyhannatwppa.gov). Please label the subject "PUBLIC COMMENT."
2. Sending a letter to the Government Center ATTN: PUBLIC COMMENT FOR [Meeting] - 105 Government Center Way, Pocono Pines, PA 18350.