



## TOWN OF RAYMOND

Raymond Town Hall  
4 Epping Street  
Raymond, NH 03077  
Telephone: (603) 895-7007  
[www.raymondnh.gov](http://www.raymondnh.gov)

### Raymond Board & Committee Meetings Go Virtual with Zoom Webinar

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, Raymond Boards are authorized to meet electronically.

We are encouraging residents who wish to speak during Public input or have questions under the Citizens questions portion of the agenda to submit them via email to [communication@raymondnh.gov](mailto:communication@raymondnh.gov) by **Monday, April 20, 2022 at 10:00AM**. For problems connecting, please call 603-895-6405 or email: [communication@raymondnh.gov](mailto:communication@raymondnh.gov).

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or you can use a plain old telephone. Attendees can only speak when recognized by the Chair. They cannot share their video or screen.

The web site for the meeting along with a Meeting ID and password (if required) will be on the meeting agenda posted at the town office and at <https://www.raymondnh.gov/meeting-minutes-agendas1>

#### To use a computer:

1. Go to: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
2. Follow the prompts to download, install the program and sign up for a free account
3. A microphone is required to speak to the board.
4. You can also connect audio via the telephone phone at this point, if your computer does not have speaker and microphone capabilities, to watch on the computer and hear audio on your phone.

#### To use a smartphone:

1. Head to the Google Play (Android) or App Store (Iphone) on your smartphone.
2. Search for and download the "Zoom Cloud Meetings" app. Follow the prompts to set up an account.

#### To use a telephone:

1. Call the telephone number provided in the meeting posting for the specific meeting
2. Enter the Meeting ID: XXX-XXX-XXXX provided followed by #.
3. If prompted for a Password enter it.

When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and use the "Raise Hand" (\*6) to let them know.

On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press \*9 to unmute or mute your audio.

To leave a meeting on a PC or smartphone, click "Leave meeting" in the bottom right. On a phone, simply hang up.

The virtual meeting will also be simulcast for viewing purposes only on Raymond Community Television Channel 22 and streamed live at: <https://raymondtv.viebit.com>