==**Instructions for joining the LHC Board of Directors Meetings**==

<u>Web Access:</u>

Link to Meeting: **https://louisianahousingcorp.globalmeet.com/LHC**

Note: You will be asked to enter your email address, first name, and last name.

==**<u>Telephone Access</u>**==
==**Call: (605) 475-5613**==
==**GuestCode: 313574#**==

<u>Only if accessing via web</u>:
1. After selecting link, you will be brought to a screen asking "How would you like to join the meeting?" Options are "Continue in Browser" or "Open App".
   If Using Your Browser and NOT the App, Proceed as Follows:
2. Select "Continue in Browser".
   Note: Depending on the configuration of your device, a Plugin may need to be downloaded.
3. In "Welcome to Global Meet" screen, enter Email Address and select "Continue".
4. In next screen, complete "First Name" and "Last Name" fields, then select "Continue".
5. In "How would you like to talk in the meeting?" screen, select applicable option: "Use My Computer" or "Use My Phone".
   Note: If you do not have a speaker/mic on your device, "Use My Phone" option should be selected. This option gives the functionality of the software on your computer while using your phone to listen and speak.
6. If "Use My Phone" is selected,
   a. In "Call Me" window, enter the phone number you would like to use for audio (listening and speaking).
   b. You will receive an incoming call from an out of state number.
   c. Answer call and follow audio prompts by entering 1 then #.
   Note: If you choose the "Use My Computer" option and no microphone is listed, select "Don't Connect Audio" to join the meeting. Upon joining the meeting, in left side of screen, a microphone with an exclamation mark will be in red. Select the microphone and you will be asked "How would you like to talk in the meeting"? See step 6a-c for completing setting up audio.
7. After selecting applicable audio option, select "Connect Me".
8. The "Welcome to the Meeting" screen will now be visible.
9. All participants are visible in the "Guest" section.
10. Once the meeting begins, the host will mute all users; however, you are encouraged to mute your microphone upon entry into the meeting.
11. Upon conclusion of the meeting, to exit, select "Exit' button in the lower right of the screen.

<u>Public Comment</u>

There are two options to provide public comment for the LHC Board Meeting, prior to or during the meeting. Below are the processes for both options. Any public comments received will be read during the meeting.

- Prior to Meeting :
  Emails will be received up to 3:00 pm on Monday, June 8, 2020. All emails must be submitted to BBROOKS@LHC.LA.GOV and must include the Agenda Item number, your name, and a brief statement. If you wish to speak during the meeting, please indicate in your email. You will be addressed during the meeting.

- During the Meeting:
  Within the meeting software (both web and app based), on the left side of the screen is a "Chat" section under the "Guest" section. To provide comments, you must include the Agenda Item number, your name, and a brief statement. Please note that all comments submitted are visible to all participants.

If there are any questions regarding the above instructions, please contact Barry Brooks at (225) 763-8773. ==**You are encouraged to test your device prior to the meeting to ensure no connectivity problems.**==