

## How to Attend Council Meetings Virtually

Due to the current global response to the COVID19 pandemic, council meetings will be held virtually for the time being. In order to support public engagement and attendance, we have worked to provide options for virtual meeting attendance. There are currently two options for attending East McKeesport Borough council meetings.

**Option 1** includes the ability to utilize any phone to dial-in to a conference line where you will be able to hear and interact with audio only.

**Option 2** includes the ability to utilize a computer or smart phone to enter the Microsoft Teams meeting room where you will have the ability to interact with both audio and/or video.

Please see the following instructions to access the meeting virtually:

1. **To access the council meeting from a standard phone:**
  - a. Dial the following telephone number: **1-267-831-4486**
  - b. Enter the following Conference ID: **418 525 786#**
  - c. When prompted state your full **first and last name**.
  - d. You will now be automatically placed into the meeting room.
  
2. **To access the council meeting from a computer or smartphone:**
  - a. Open a new tab in the **Google Chrome** web browser.
  - b. Click the following link: [East McKeesport Council Meeting - September 2020](#)
    - i. This link can also be found on the borough website (eastmckeesportboro.com) as well as our borough Facebook page.
  - c. Click the option to **“Join on the web instead”**.
  - d. Click **Allow** in the popup asking to allow use of the microphone and/or a camera.
  - e. You may now enable or disable your camera and/or microphone if you would like.
  - f. Click **“Devices”** and ensure the correct inputs/outputs are enabled.
  - g. Click **“Join now”** to enter the meeting room.

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### **East McKeesport Council Meeting - September 2020**

+1 267-831-4486 United States, Philadelphia (Toll)

Conference ID: 418 525 786#