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One Room - Virtual Meeting Instructions

There are multiple ways to connect to the same virtual meeting room.

Join us by phone

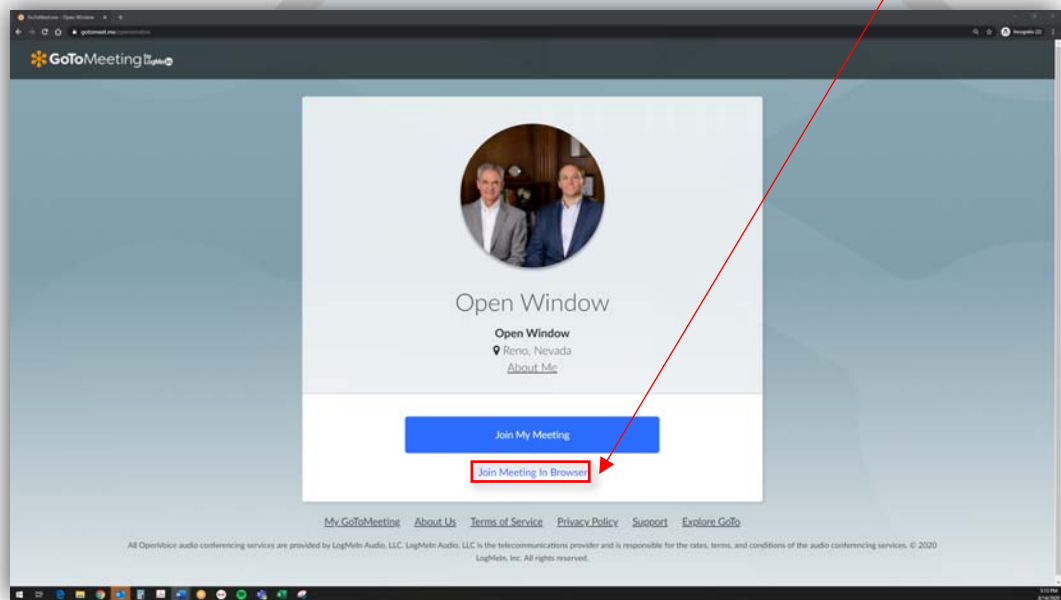
- Join us at **(571) 317-3122 with access code 297-971-645#**
- Or, one party can join us here and we can call another party at your preferred phone number.

Join us on your computer, tablet or smartphone

- Go to: www.gotomeet.me/openwindow

This secure website connects to the same audio as the phone line above (and you can see our computer screen and webcams or choose to share yours).

1. To avoid downloading or installing a program click **“Join Meeting in Browser”**

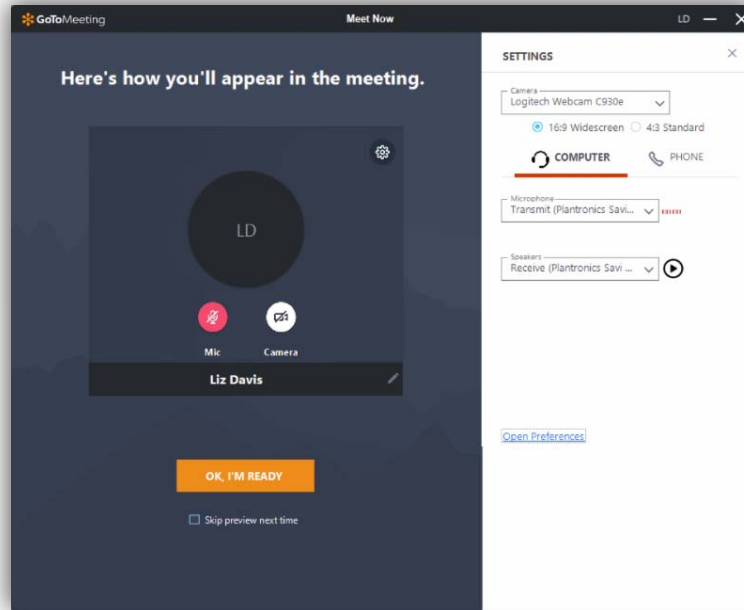


2. Choose your audio

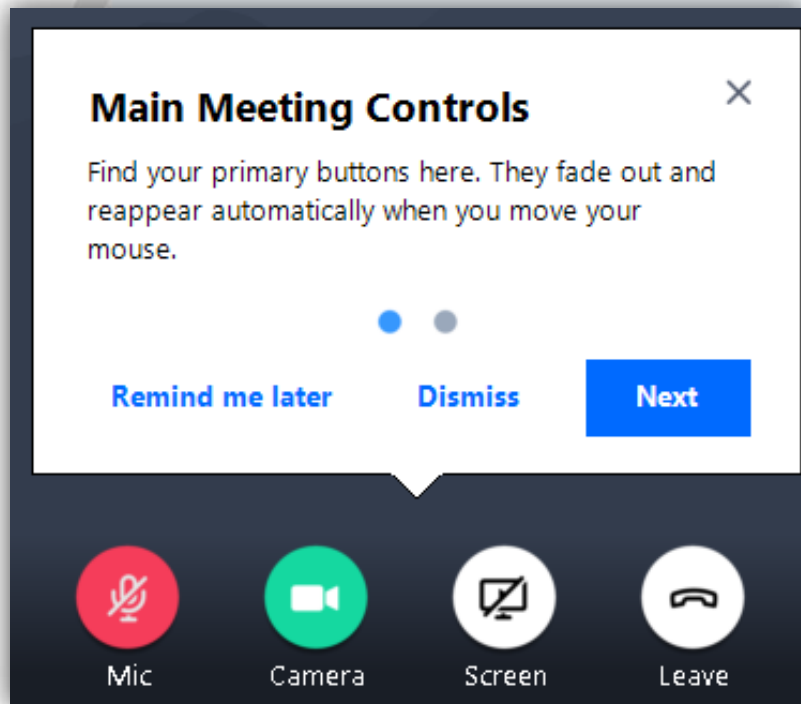
- I. Computer/tablet/smartphone – use your mic, speakers, or a headset.
- II. Phone - use any phone to dial into the secure conference line:
(571) 317-3122 with access code 297-971-645#

Meeting Controls

- When you first join online, you'll be prompted to choose an audio method and if you'd like to share your camera (or not). You can choose how you'll appear in the meeting.



- During the virtual meeting, adjust your audio (and camera) with the icons at the bottom of your screen. All icons glow green when you are unmuted/shared and red when you are muted/unshared.



- **To exit the meeting, click Leave.**