



Town of Candia
74 High Street
Candia, New Hampshire 03034

Town Meetings – Virtual Information

The Town of Candia will be hosting Board and Committee meetings virtually with a platform called Zoom, whenever possible. This platform allows the public to join via computer audio or telephone to view and participate in the meeting.

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or telephone.

Joining a Zoom meeting

To join a Zoom meeting, you will need to know the **join link** or **Meeting ID**. To find the **join link** or **Meeting ID**, go to the “Agenda & Minutes” page of the town website (https://www.candianh.org/meeting_documents/) and open the **Agenda** or **Meeting Notice** of the meeting you wish to attend.

There are many ways to join a meeting, but the easiest way is to click the **join link** that is listed in the Agenda or Meeting Notice. You can also click **Join** in your Zoom client and enter the **Meeting ID**.

If joining from a computer for the first time: When entering a Zoom meeting for the first time from a computer, you will need to download a small application file. This process is easy to complete on all commonly used browsers.

If joining from a mobile device for the first time: If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad), you will need to download the “Zoom Cloud Meetings” app from the App/Play Store.

If joining via telephone: If you are unable to join from Zoom on a computer or mobile device, then you can join on the telephone instead. Call the number listed in the Agenda or Meeting Notice, usually (646) 568-8656, and follow the verbal instructions.

Zoom Help Center: <https://support.zoom.us/hc/en-us>

Public Comment: Members of the public will be muted until called upon. Once called upon, you may unmute yourselves by pressing the mic icon on the app or by pressing *6 on the telephone.

To alert the chair/host that you wish to speak:

- Desktop app: Click participants, then click “raise hand”
- Mobile app: Click the “...” then click “raise hand”
- Telephone: Press *9 to raise or lower your hand