

## **Microsoft Teams Remote Meeting Access Information**

**View the meeting (Via Microsoft Teams) - [ZSFGJCC07102020](#)**

NOTE: Depending on your broadband/WIFI connection, there may be a 30-second to 2-minute delay when viewing the meeting live.

**PUBLIC COMMENT CALL-IN: (415) 655-0003/ Access Code: 133 187 1949**

After entering the access code, press # twice to listen to the meeting  
(*There is no delay when listening to the meeting using this number.*)

### **Information Regarding Providing Public Comment**

- Each individual may comment 1 time per agenda item.
- Each individual may speak for up to 2 minutes; after which time the line is automatically silenced.
- To make public comment on a specific agenda item, dial in using the information above, when the item is called.
- Dial \*3 to be added to the public comment queue for this item.
- When it is your time to speak, you will hear “Your line has been unmuted.”
- Ensure you are in a quiet location.
- Before you speak, mute the sound of any equipment around you including televisions, radios, and computers. It is especially important that you **mute your computer** so there is no echo sound when you speak.
- When the Commission Secretary states, “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, your 2 minute allotment will begin.
- After you speak, you will go back to listening mode. You may stay on the line to provide public comment on another item.