

CITY OF HARPER WOODS  
CITY COUNCIL MEETING  
MAY 18, 2020

PLEASE TAKE NOTICE that the meeting of the City of Harper Woods City Council scheduled for **May 18, 2020 starting at 5:00 p.m.** will be conducted virtually (online), due to health concerns surrounding the Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020-21.

**Public comment** will be handled by the "Raise Hand" method as instructed below within Participant Controls.

**ZOOM INSTRUCTIONS FOR PARTICIPANTS**

**Before a videoconference meeting:**

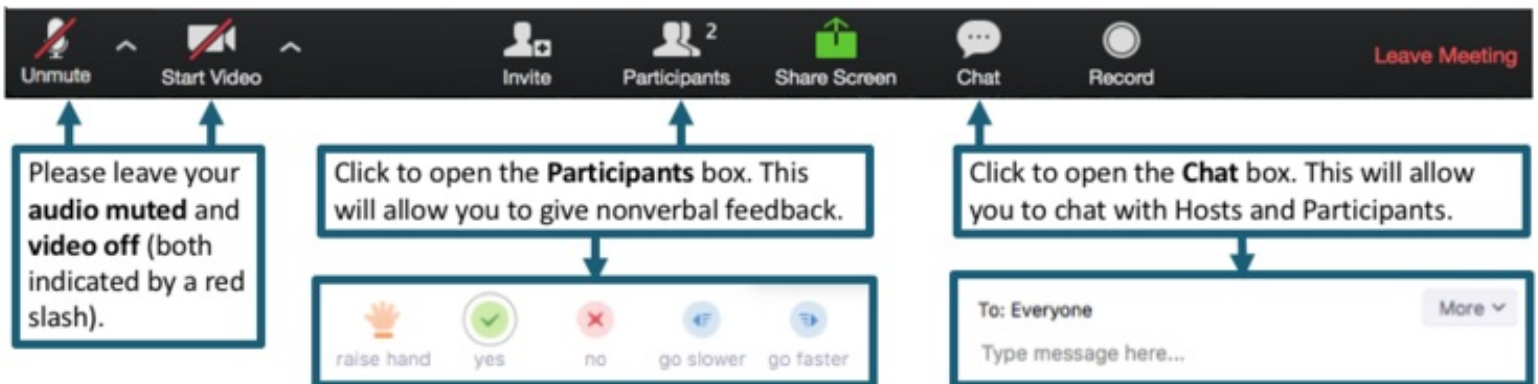
1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details and a link to videoconference is provided below. The details include a link to "JOIN via COMPUTER" and will also include the 9-digit Meeting ID and Password.

**To join the videoconference meeting:**

1. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the ZOOM application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to [www.join.zoom.us](http://www.join.zoom.us) on any browser and entering the Meeting ID provided below.

**Participant controls in the lower left corner of the ZOOM screen:**



Using the icons in the lower left corner of the ZOOM screen, you can:

- \* Mute/Unmute your microphone
- \* Turn on/off camera

- \* Invite other participants
- \* View participant list - opens a pop-out screen that includes a "raise hand" icon that you may use to raise a virtual hand during the Call to the Public portion of the meeting.
- \* Change your screen name that is seen in the participant list and video window.
- \* Share your screen.

Somewhere (usually upper right corner on your computer screen) on your ZOOM screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker View" shows the active speaker. "Gallery View" tiles all of the meeting participants.

## **MEETING INFORMATION:**

**The City of Harper Woods is inviting you to a scheduled ZOOM meeting.**

Topic: City Council meeting - May 18, 2020

Time: **5:00 p.m.**

Join ZOOM meeting:

<https://zoom.us/join>

MEETING ID: 826 7828 6380

PASSWORD: 305909

If you have further questions or concerns, please contact us at 313-343-2505 or email [lfrank@harperwoods.net](mailto:lfrank@harperwoods.net). A copy of this notice will be posted at City Hall, 19617 Harper Avenue, Harper Woods, Michigan.