

**PARTICIPATION INSTRUCTIONS
RICHLANDS TOWN COUNCIL MEETING
FEBRUARY 8, 2022**

Video Stream

YouTube: <https://www.youtube.com/channel/UCt-GbGS-Ck9p9WDSa-DMvlQ>

Public Access Channel: Spectrum Channel 188

Conference Call (Participation)

By phone: Dial (757) 841-1397 when connected you will be asked to enter a PIN number. At that time enter the number 5144894 followed by the # sign. You will be asked to say your name and you will be in the conference call.

By computer: Go to the web address www.freeconferencecall.com and click the Join tab in the upper right corner of the page. It will ask for the meeting ID. Type in **town-of-richlands** and enter. It will download the app. Launch the app and enter your name and join the meeting. Once you have entered the conference call your microphone will be muted. When it is your turn to speak, please state your name and address for the record. **(Attached is a pdf for the website with notations)**

All streams and the conference call will go live 10minutes before the meeting.

Please call **276-329-6069** to notify Town Hall of any interruption in the telephonic or video broadcast during the meeting.