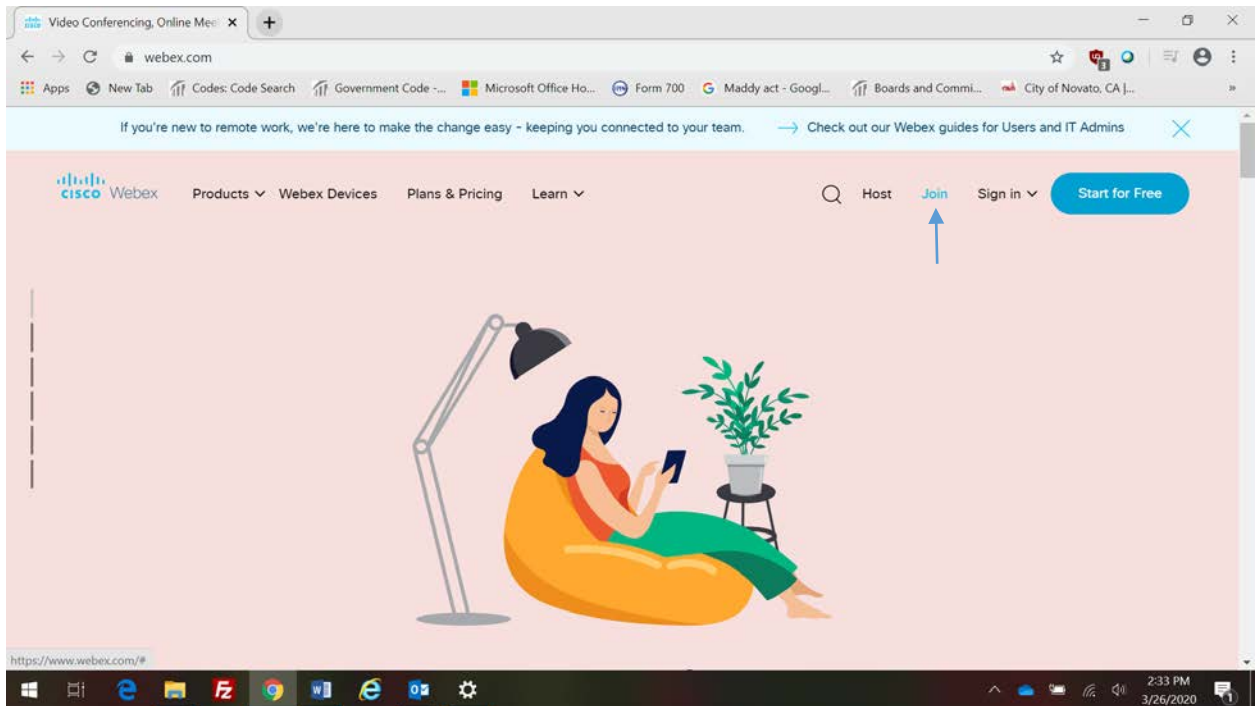


## STEP-BY-STEP PARTICIPATION

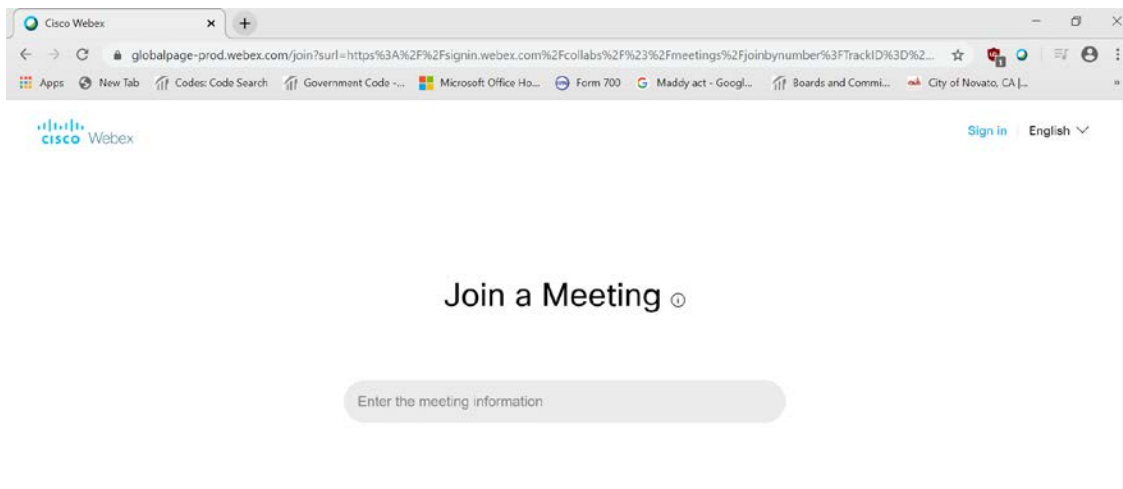
You may use any browser to utilize the Webex teleconference. However, the *Explorer* browser seems to work best for some participants depending on your personal network.

### Web

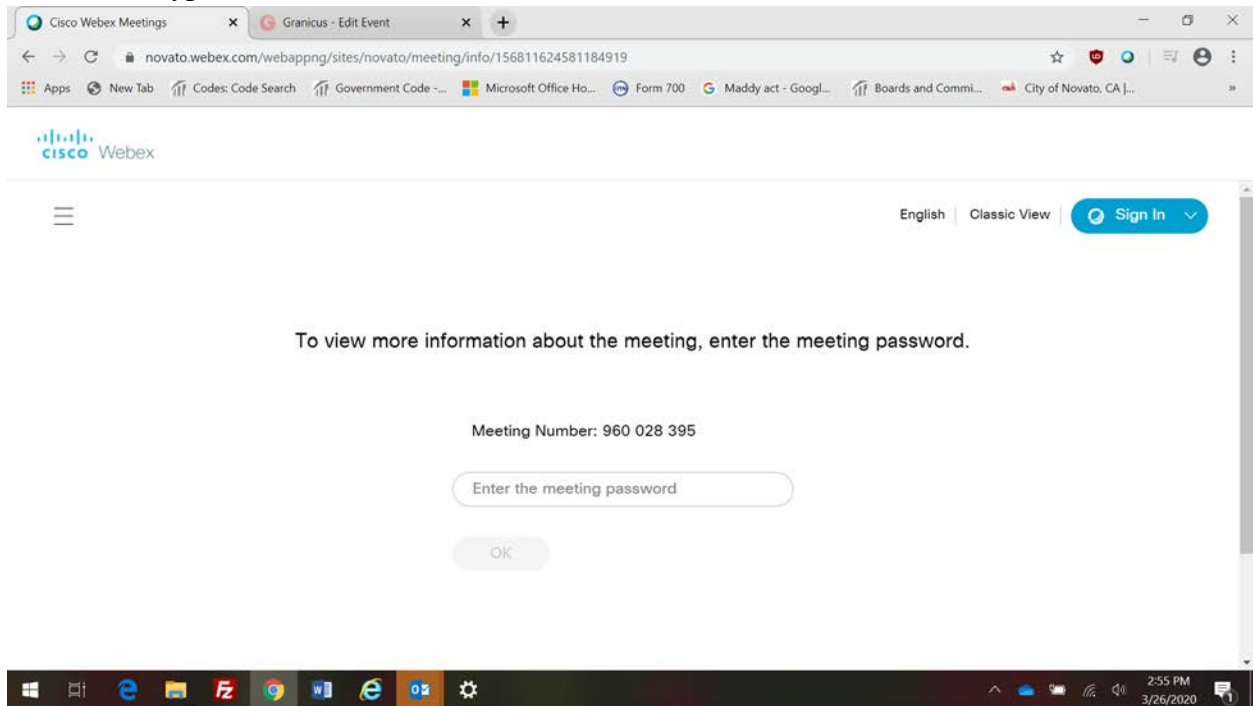
- A. Go to [www.webex.com](http://www.webex.com)
  1. Select "Join"



2. In the box to Enter the meeting information, type in only the access number that was provided on the agenda



### 3. Type in the Password



4. You must enter your first and last name and email address for the **Join Meeting** button to turn green
5. Click on the button for you to enter the meeting.
6. Select either audio and/or visual

B. During the Meeting (**Instruction on participation through Webex during the meeting are printed on the Agenda for each meeting. Please follow the instructions carefully**)

#### Phone

- A. Call the phone number (415) 655-0002 and then type in the access code number, which is provided on the agenda
- B. By calling via phone, you will **only** be able to listen during the meeting. You will **not** be able to speak or be called upon for public comment.

#### e-mail

You may email the City Council, or Commission members at any time regarding your comments on the agenda items. E-mail received at least 2 hours before the meeting will be distributed to the Council or Commission prior to the meeting. Other e-mail will be distributed as soon as possible. Please note that for a public

hearing, e-mail received AFTER the close of the public hearing will not be a part of the Public Hearing record. E-mail should be sent to the desired decision makers at the addresses set forth below:

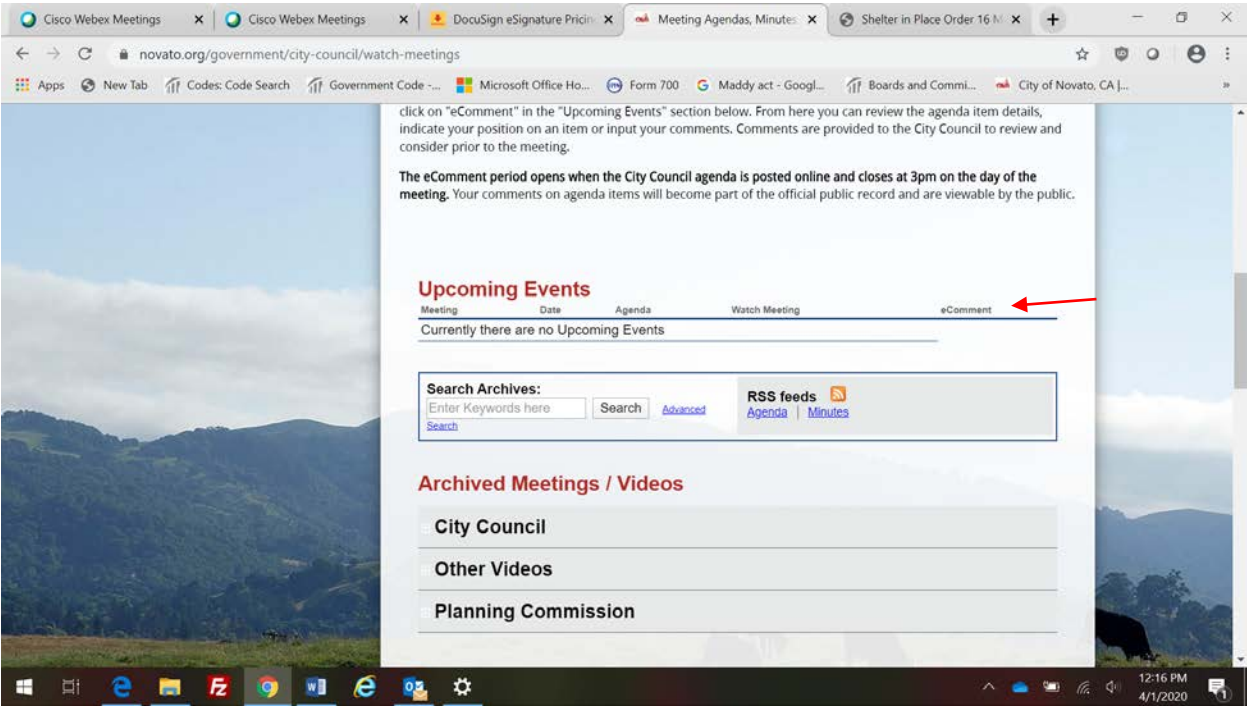
City Council – [novatocouncil@novato.org](mailto:novatocouncil@novato.org)

Planning Commission – [smarshall@novato.org](mailto:smarshall@novato.org)

Design Review Commission - [hgrunt@novato.org](mailto:hgrunt@novato.org)

**eComment- CITY COUNCIL MEETINGS ONLY**

1. The City has an eComment platform that may used for public comments relating to City Council meetings only. eComment may be accessed by going to [Watch Meetings](#) and to the left under Upcoming Events, you will see eComment.



2. Instructions to use eComment is mentioned above **Upcoming Events**.
3. All eComments received prior to the start of a City Council meeting will be distributed to the City Council prior to the meeting.