

## How to participate in Marion Township meetings electronically

These instructions are general in nature and specifics depend on the device you are using, the operating system, and the browser.

If you are using a device that can access the internet:

Start your browser, although Chrome is preferred, we tested the process with Microsoft Edge, Internet Explorer, and Firefox and were able to join the meeting with all four browsers.

Go to [mariontownship.com](http://mariontownship.com)

Under "Current News Items" click on Meetings

Then click on "Link to Meeting Information"

Then click on "Link to meeting" for the meeting you want to attend.

That should take you to the "go to meeting" website

If you have not used "go to meeting" previously, you may be asked to download the app. This will install a piece of software on your computer that allows you to participate in the meeting.

If you click on "Download the app" the download process should begin. This is one of the points where there is some variation depending on your hardware and software. Look on the screen for a selection to "allow download," "install," or "run." If you successfully run and install the software, the application should begin and you will be presented with some choices about your audio and video preferences. When you make your selections, you can join the meeting.

If the meeting has not started yet, you will be informed of that and can either wait or come back later.

During the meeting, buttons will appear at the bottom of the screen to change your audio and video choices. The button at the right is to leave the meeting.

You can change your name by clicking on the "people" icon on the top right to see list of attendees; you can edit your name by right clicking on whatever caller you are.