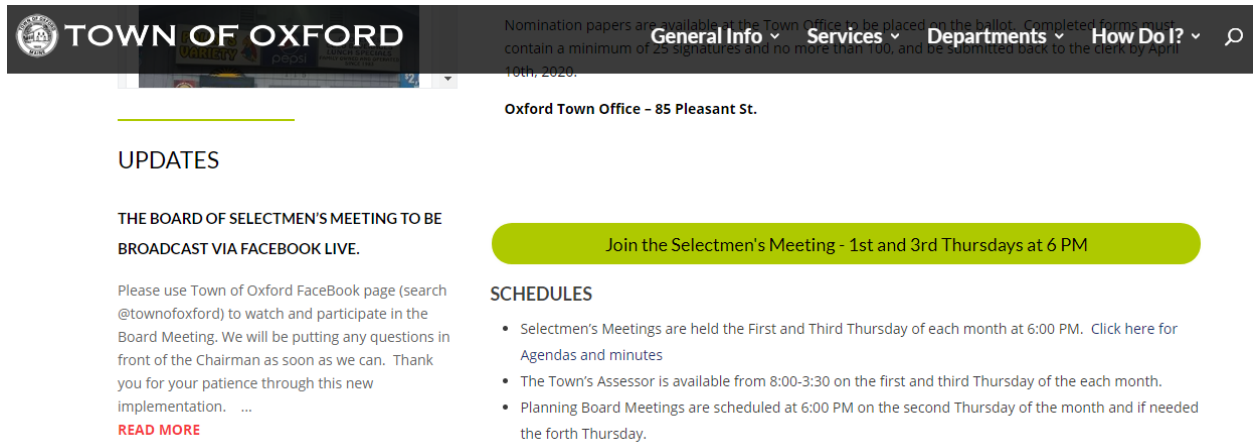


How to join a Town of Oxford virtual meeting

- **Go to oxfordmaine.org**



The screenshot shows the Town of Oxford website. At the top, there is a navigation bar with the town's logo and the name "TOWN OF OXFORD". To the right of the logo, there are several menu items: "General Info", "Services", "Departments", and "How Do I?". Below the navigation bar, there is a section titled "UPDATES" with a sub-heading "THE BOARD OF SELECTMEN'S MEETING TO BE BROADCAST VIA FACEBOOK LIVE." Below this, there is a paragraph of text and a "READ MORE" link. To the right of the "UPDATES" section, there is a green button that says "Join the Selectmen's Meeting - 1st and 3rd Thursdays at 6 PM". Below the button, there is a section titled "SCHEDULES" with a list of bullet points.

Nomination papers are available at the Town Office to be placed on the ballot. Completed forms must contain a minimum of 25 signatures and no more than 100, and be submitted back to the Clerk by 10th, 2020.

Oxford Town Office - 85 Pleasant St.

UPDATES

THE BOARD OF SELECTMEN'S MEETING TO BE BROADCAST VIA FACEBOOK LIVE.

Please use Town of Oxford FaceBook page (search @townofoxford) to watch and participate in the Board Meeting. We will be putting any questions in front of the Chairman as soon as we can. Thank you for your patience through this new implementation. ...

[READ MORE](#)

[Join the Selectmen's Meeting - 1st and 3rd Thursdays at 6 PM](#)

SCHEDULES

- Selectmen's Meetings are held the First and Third Thursday of each month at 6:00 PM. [Click here for Agendas and minutes](#)
- The Town's Assessor is available from 8:00-3:30 on the first and third Thursday of the each month.
- Planning Board Meetings are scheduled at 6:00 PM on the second Thursday of the month and if needed the forth Thursday.

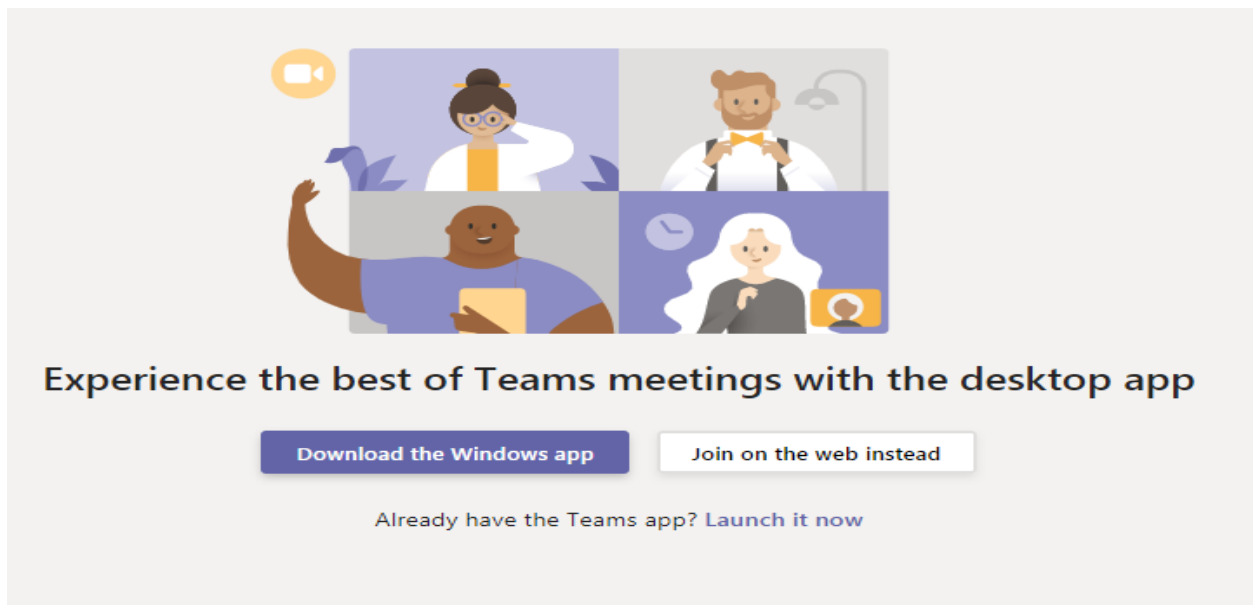
If you don't have a computer, and would rather call in and listen with a phone, you can!

Look for our conference calls number, it will be right on the website with the other meeting information. Call the number and follow the prompts. The conference ID will also be posted on the website.

To access the meeting online with a computer, follow the instructions below.

- **Click the “Join Selectmen’s Meeting” button on the [oxfordmaine.org](https://www.oxfordmaine.org) homepage.**

Clicking that button pictured will bring you to the page below.

A promotional banner for the Microsoft Teams desktop app. At the top, there is an illustration of a video conference grid with four participants: a woman in a white lab coat, a man in a white shirt and yellow bowtie, a man in a blue shirt holding a tablet, and a woman with long white hair. To the left of the grid is a speech bubble icon. Below the illustration, the text reads "Experience the best of Teams meetings with the desktop app". Underneath this text are two buttons: a blue button labeled "Download the Windows app" and a white button labeled "Join on the web instead". At the bottom of the banner, it says "Already have the Teams app? [Launch it now](#)".

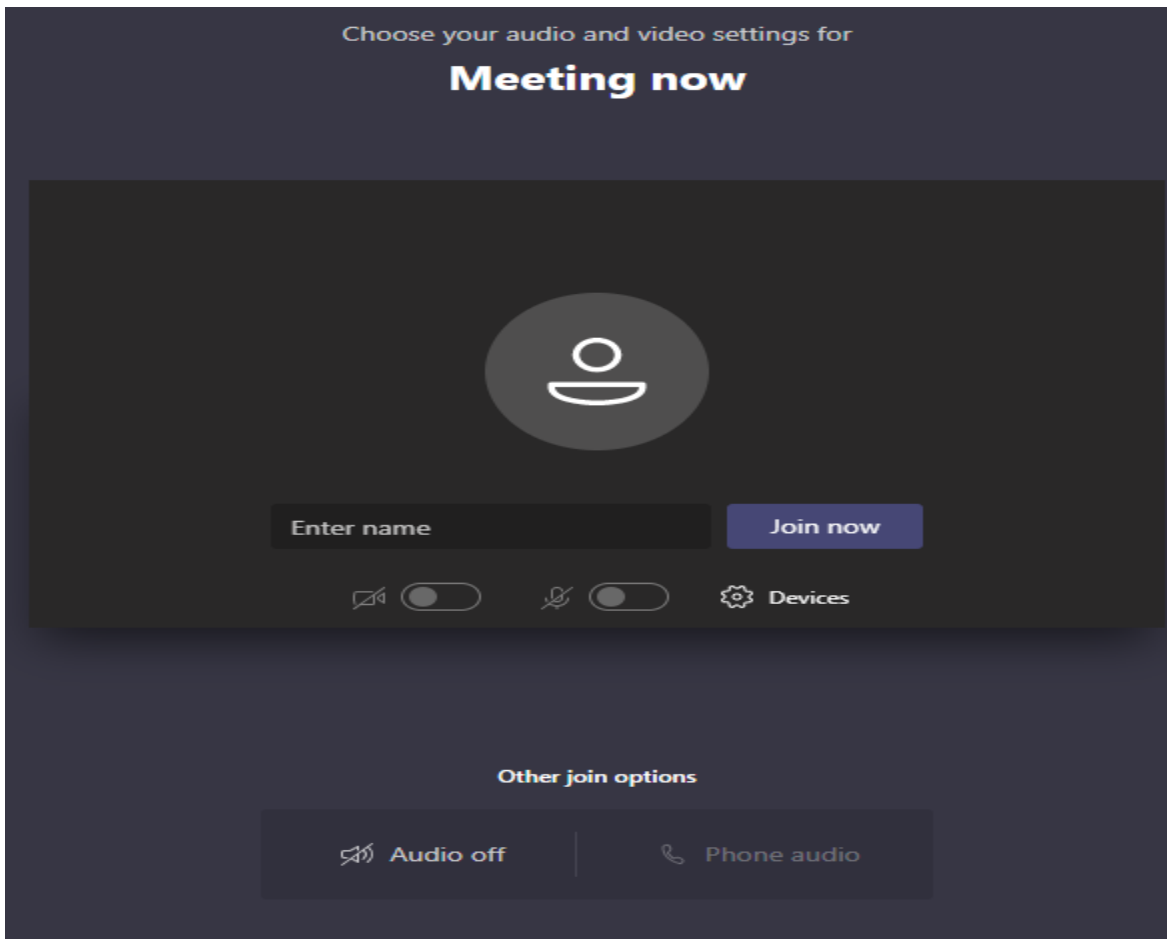
Experience the best of Teams meetings with the desktop app

[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? [Launch it now](#)

- **Click “Join on the web instead”**

This page will now open.



There is no need for you to have a camera or microphone! You only need speakers and a keyboard if you wish to type comments.

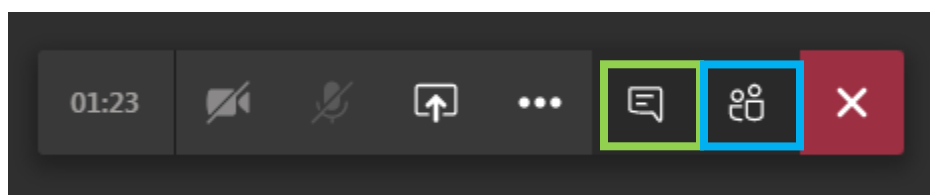


- **Put your full name in the “Enter Name” box.**
- **Click “Join Now”**

Someone in the meeting should let you in soon

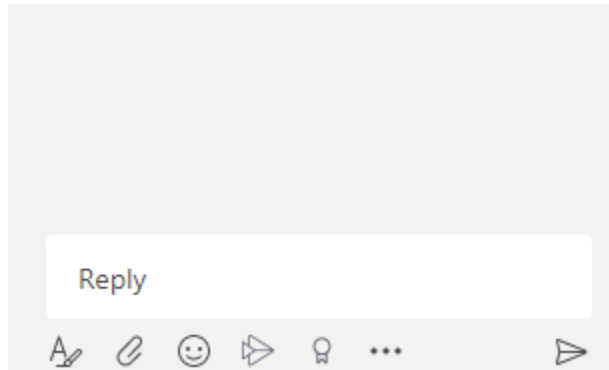


Once clicking join now, this screen will pop up. When the meeting starts, an administrator will let you in. Patiently wait for the meeting to begin.



Once the meeting starts, and an admin lets you in, you will see video of the selectmen and initials of the other attendees. There will also be the navigation bar (shown above).

Clicking the *chat bubble* will open the chat, where everyone can type comments.



Clicking the *people button* will show all attendees currently in the meeting.

