

## Instructions for Zoom Webinar Public Participation

GETTING STARTED USING THREE METHODS: **1.** Landline Phone-in, **2.** Smart Phone, or **3.** Computer/laptop

**Method 1:** You may call into this virtual public meeting by dialing in, using these numbers and following directions. Please note that your phone number will be recorded as a participant.

- You may not hear sound until the webinar begins.

Dial:

USA 602 333 2017

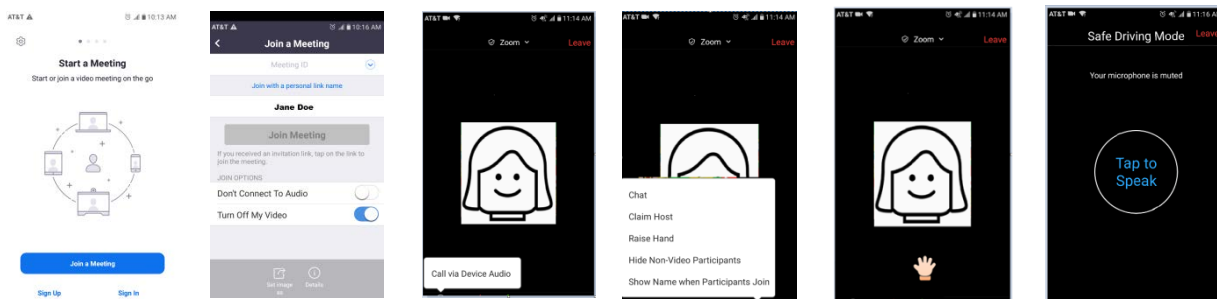
USA 888 204 5987 (US Toll Free)

Conference code: 165882

**Method 2:** To access and participate using your smart phone, download the **ZOOM** app prior to the meeting.

Webinar Meeting ID: **993 7346 2187**

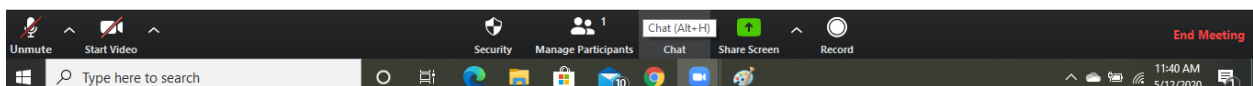
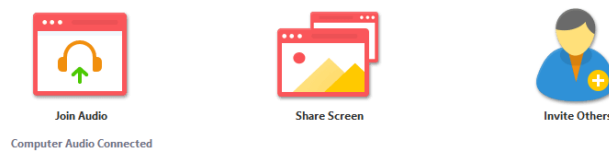
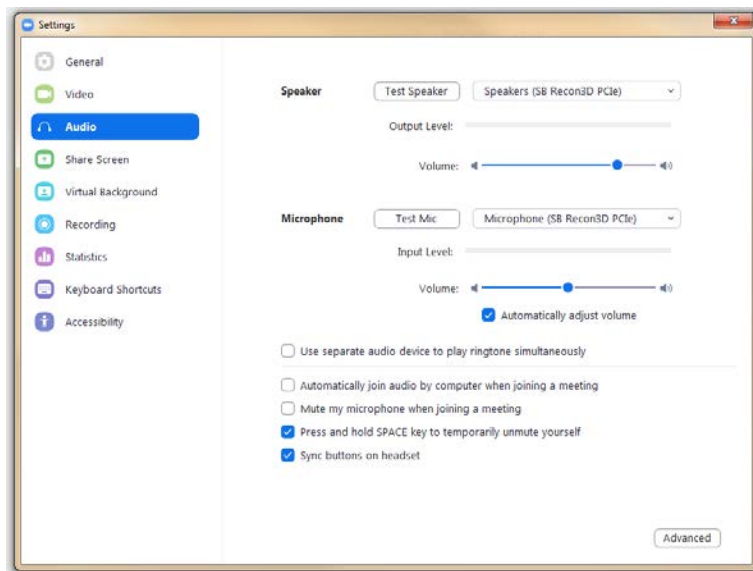
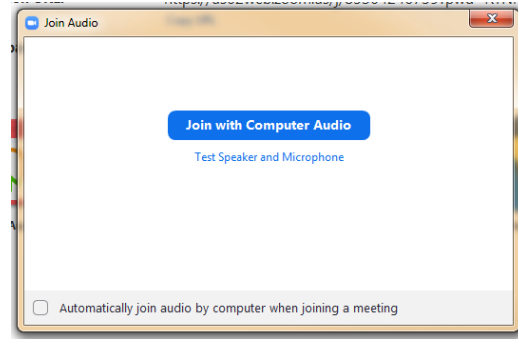
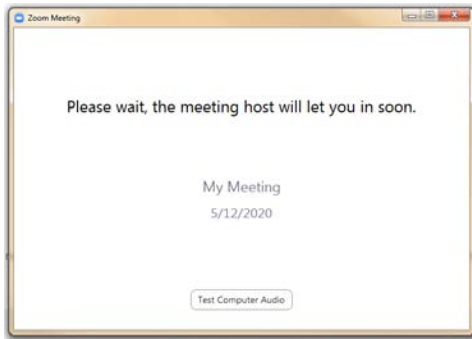
Enter the Webinar Meeting ID in the top line. The **“Join Meeting”** button will activate and you will enter the webinar on mute. By hovering on the bottom of the screen, you can access functions such as the **“Raise Hand”** action in addition to the **“Chat Box”**.



Complete an audio check with your smart phone: Use the Audio Settings option at the bottom of your screen to complete a sound check. If you see presenters talking but do not hear audio, access and use the **Chat Box** tool to indicate you are not getting sound. **Remember that you will be muted when you enter the forum.** Raise your hand to be identified by the meeting host to become un-muted to speak. **If your question was answered prior to your chance to speak, lower your hand to be taken out of the queue.** If you prefer to ask questions through the chat box, they will be read out loud for the record and answered in order.

**Method 3:** To access and participate using your **desktop or laptop computer**, download the **ZOOM** app prior to the meeting, or use the link provided. In the upper right hand side of your screen click on “JOIN A MEETING” to enter the Webinar Meeting ID listed below. The following popup windows will activate to access the room and test your audio and video.

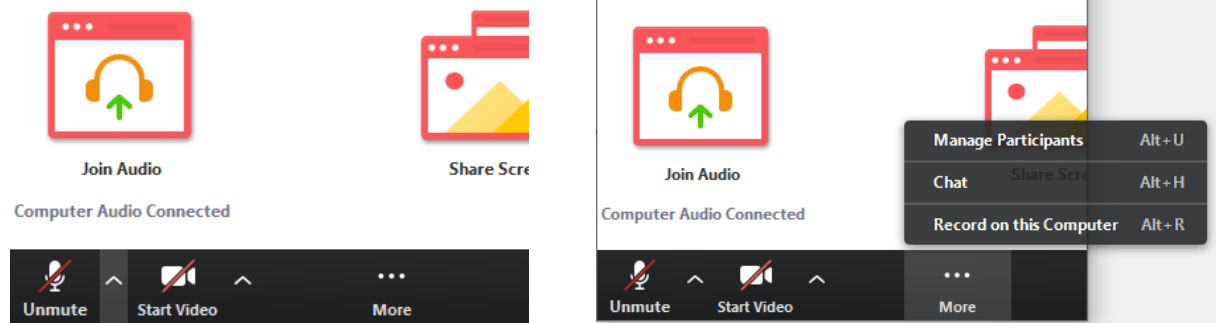
Webinar Meeting ID: **993 7346 2187**



The image above shows the bottom of your screen, where you can access the chat box. **This bar only appears when you hover your mouse over it.**

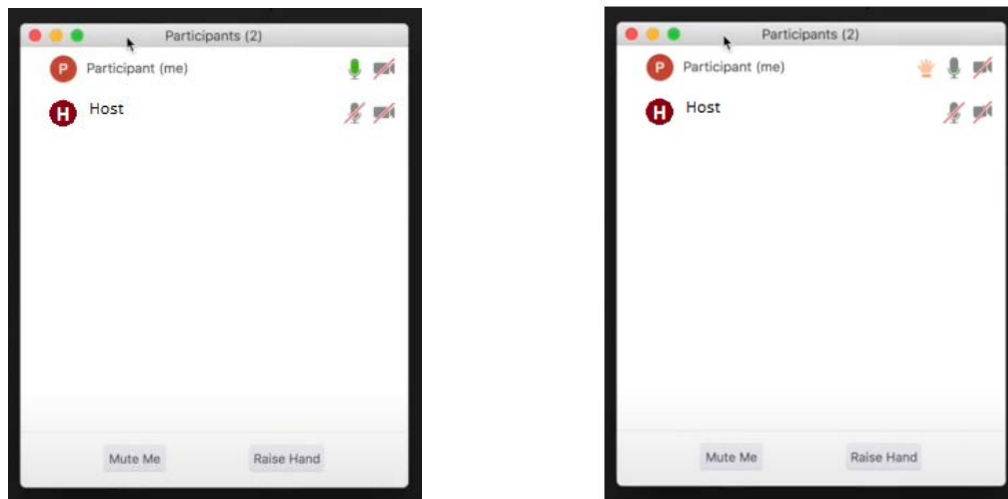
## HOW TO ASK QUESTIONS USING THE CHAT BOX

Click on the “More” ellipsis or Chat Icon to access the Chat Box. This will open the tool, where you can type in your comments or questions. Your questions will be responded to in the order in which they were received at the conclusion of each case.



## HOW TO ASK QUESTIONS USING THE RAISE HAND TOOL

To request permission to speak, please use the Raise Hand tool found under the Manage Participants icon at the bottom of your screen. Click the button on the bottom right side to raise and lower your hand.



## HELPFUL TIPS:

You can move “pop-up” windows such as the Chat Box by right clicking on them and dragging across your computer screen.