Zoom Instructions for OCERS Board meeting participants

Before a videoconference:

You will need a computer, tablet, or smartphone with speaker or headphones to join the meeting online as a video conference. If you do not have access to a computer or cell phone you may still call into the meeting using your phone. Please see the section on how to "Join the teleconference" (audio only) for more information.

To join the videoconference:

1. At the start time of the meeting, go to https://zoom.us/join on any browser or open your Zoom application and click the link to "Join a Meeting". Enter the Meeting ID and Password for the meeting you want to attend.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

If you do not have sound (speakers) on your computer, or you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number shown on the meeting agenda.

2. Enter the Meeting ID number and password when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer. Participant controls in the lower left corner of the Zoom screen:
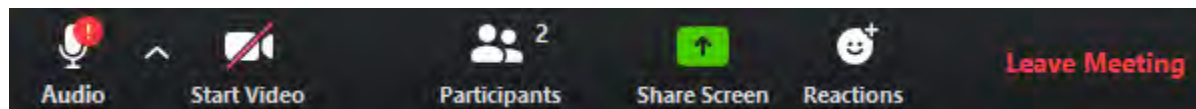
Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- View Participant list – opens a pop-out screen that includes a "**Raise Hand**" icon that you may use to raise a virtual hand.
- Change your screen name that is seen in the participant list and video window

On the top right hand corner of your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

To join the teleconference: (audio only – no computer required)

1. On your phone, dial the teleconferencing number shown on the meeting agenda.

2. Enter the Meeting ID number and password when prompted using your touch-tone (DTMF) keypad.

The following commands can be entered via DTMF keypad while in a Zoom meeting:

*6 - Toggle mute/unmute

***9 - Raise hand (to participate in public comment)**

To leave a call, simply hang up.

To submit Public Comment during the meeting:

To participate in the OCERS Board meeting general public comment section or submit a public comment for an individual item before the Board takes any action, please raise your hand, using Zoom's raise hand function online or by phone. Individuals who raise their hand will be called upon and given three minutes to speak.

- To raise your hand using the Zoom app or connecting online with your computer, tablet or smartphone: click the participants icon on your Zoom controls and click the "Raise Hand" box. To lower your hand, click the "Lower Hand" box.
- To raise your hand if you are calling in to a meeting (without access to a computer) press the *9 buttons on your keypad to toggle between raising or lowering your hand.