# Video/Web Conferencing Instructions

NREC will be holding the Commission Meeting via teleconference using the Zoom Program. We are providing the following instructions to assist you in successfully installing and connecting to the Zoom program so that you are able to join us during the Commission Meeting.

Before joining a video conference -
1. You will need a computer, tablet or smartphone with a speaker, or headphones. (see audio instructions below)
2. You will need to download a program or app depending on your device to join a zoom meeting. (See device specific instructions below).

To Join a video conference –
1. There are two ways to join a ZOOM Meeting
   a. Open Zoom on your device
   b. Click on the Zoom meeting link you wish to join.
2. Click on "Join a Meeting" or "Sign In".
   a. It is recommended that you set up a Zoom password for security purposes, but not required.
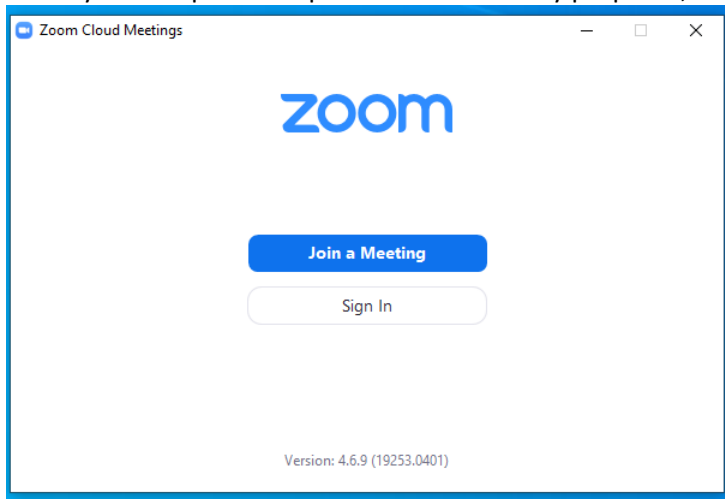
   b. **If you choose "Sign In"**
      ▪ The following box should appear and you will need to enter your email address and password.
         • If this is your first time using Zoom, you can enter your email address and password and click on "Sign up free" in the lower right hand corner.
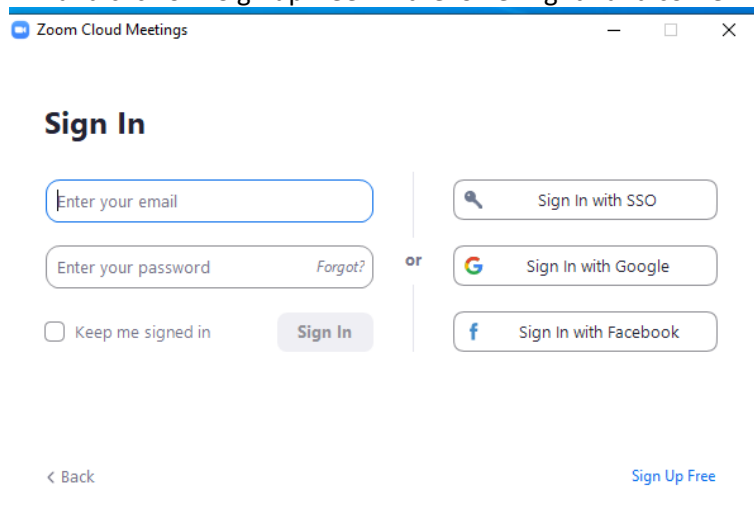
- Once you have signed in, you will click on the "Join" icon.
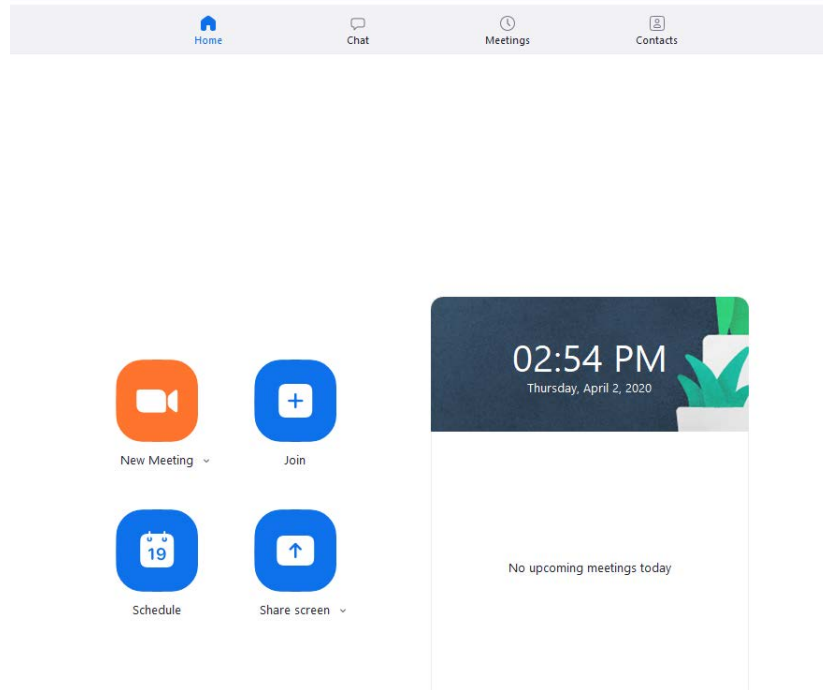
- Continue with the following instructions.

c. **If you choose "Join Meeting"**
   o Enter the 9-digit Meeting ID that is provided by the invitation or the host of the meeting.
   o Enter a display name. This name is simply to identify you in the meeting.
   o Remember my name for future meetings will only appear if you did not "Sign In"
   o Do not connect to audio – if you are unsure, select this box and you can change later if desired. See audio options below.
   o Turn off my video – See video options below.
   o Click on the "Join" button.
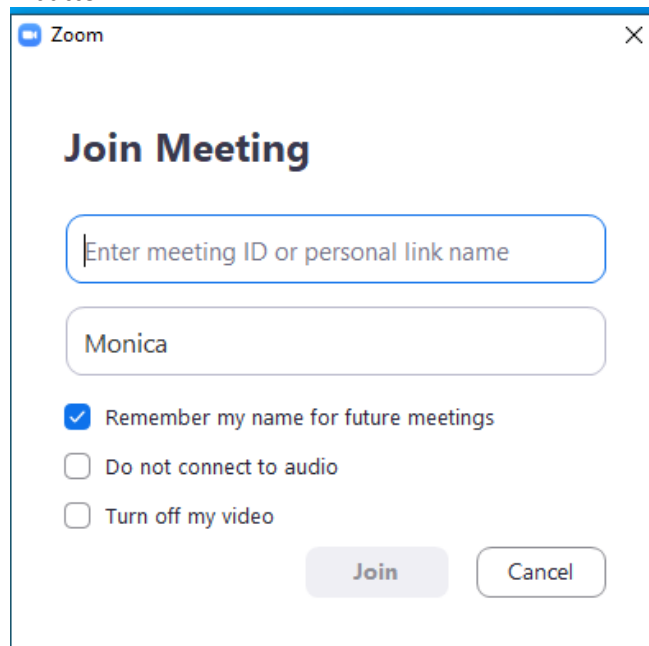
d. **Now you have successfully joined the meeting.**

## Once you have joined in the conference -

1. Attendee controls
   a. Detailed information is located on the ZOOM website at:
      https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

   b. Using the icons, the attendees can do the following from the Zoom screen:
      • Mute/Unmute your microphone (far left)
      • Turn on/off camera ("Start/Stop Video")
      • Invite other participants
      • Participants - view Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
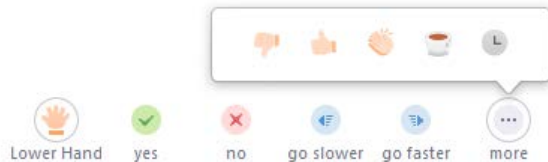

   c. Share Screen: if the hosts allows, you will be able to select the desktop or application you want to share.
   d. Chat: Access the chat window to chat with the participants
   e. Record: Attendees do not have access to start a cloud recording.
   f. Leave Meeting: leave the meeting, while it continues for the other participants.
   g. On 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.

Audio Options

o   Call in using a telephone.
o   Use your devices audio

NOTE: When you were joining the meeting you had an option on the screen "Do not connect to audio". If you selected this option follow the instructions below to determine if you want to connect by telephone or by the using the device's audio.
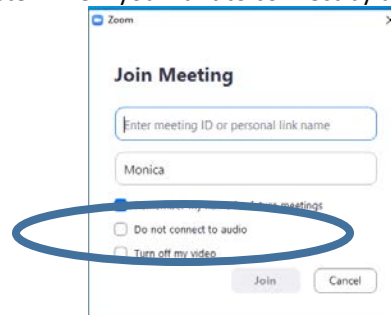
1. Telephone
   a. You can join via telephone while remaining on the video conference.
      i. On your phone, dial one of the teleconferencing number:
2. Call in using a telephone –
   a. Utilize one of the following telephone numbers if within the United States:
      i. +1 669 900 9128 US (San Jose)
      ii. +1 346 248 7799 US (Houston)
      iii. +1 301 715 8592 US
      iv. +1 312 626 6799 US (Chicago)
      v. +1 646 558 8656 US (New York)
      vi. +1 253 215 8782 US
   b. Enter the Meeting ID number (provided in the invitation) when prompted using your touch tone (DTMF) keypad
   c. Enter the Password if provided in the invitation (this is optional)
   d. 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.
   e. If outside the US - find your local number: https://zoom.us/u/acavzQi6AL

3. Device
    a. When you join a meeting, you can choose to join using the devices audio or you can test it first and join later.
    b. To test your audio, navigate to the **Settings** tab in the main dialog box or on the meeting menu bar and click on the **Audio** tab to test your audio setting.
    c. Or click on the **Join Audio** icon and click on "Test Computer Audio". Once you are satisfied that your audio works, click on "Join audio by computer."

Meeting Etiquette

During the Commission Meeting participants will be asked to turn off their audio only.

1. To Mute your audio on your device
   a. In the tool bar, navigate to the Microphone icon and simply click on it.

    b. Once muted, there will be a line through the icon and it will appear red.

2. If you are using a telephone to connect to the audio, please make sure you are aware of the location of the mute button prior to joining the meeting.

Raising Your Hand

1. As a member of the public, if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.
2. If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.
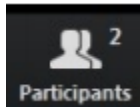
3. A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.

4. If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.
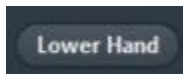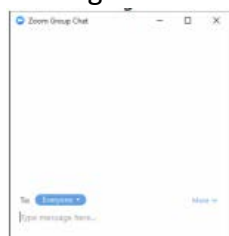

Using Chat

1. You can use the 'Chat' facility to send text chat to all participants or privately to specific participants.
2. Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.

3. A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.

Additional Helpful Information
- For additional information, please visit ZOOM's website.
  - Zoom Help Center – Getting Started – https://support.zoom.us/hc/en-us/categories/200101697

System Requirement Information:
- System Requirements for PC, MAC and Linux -
  https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac
- System Requirements for Mobile Devices -
  https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-and-Android

Installation Information:
- Installation of Desktop Client for PC, MAC and Linux -
  https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client
- Installation for Mobile Devices –
  a. Android - https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android
  b. IOS - https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS
  c. Blackberry - https://support.zoom.us/hc/en-us/articles/204762615-Getting-Started-with-BlackBerry