

Video/Web Conferencing Instructions

NREC will be holding the April 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.

To join the meeting:

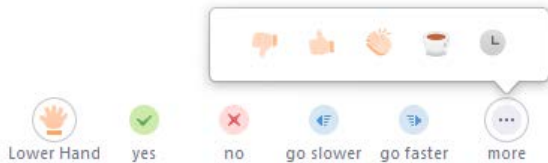
1. Simply click on the Zoom Meeting Link provided on the meeting Notice or Agenda.
2. The Zoom program will automatically appear on your screen and may download a quick program/app.
3. Click on “Join a Meeting” or if you already have an account, click on “Sign In”.
 - a. Meeting ID – should auto populate
 - b. Enter a display name-Please use your full name so the host/chair can easily identifying you in the meeting.
 - c. Click on the **JOIN** button.
 - d. Now you have successfully joined the meeting.
4. Please make sure that your microphone is muted. (see audio options below)
5. If you would like to comment or speak regarding an agenda item, please raise your hand and you will be called upon.

Once you have joined in the conference:

1. Attendee controls – essential for meeting



- a. Using the icons, the attendees can do the following from the Zoom screen:
 - **Mute/Unmute your microphone (far left)**
 - Participants - view Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand or “Lower Hand”.



- **Leave Meeting:** leave the meeting, while it continues for the other participants.
- 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

- Use your devices audio - When you joined the meeting, you can choose to join using the devices audio or you can test it first and join later.
- Call in using a telephone –
 - Utilize one of the following telephone numbers if within the United States:
 - +1 669 900 9128 US (San Jose)
 - +1 346 248 7799 US (Houston)
 - +1 301 715 8592 US
 - +1 312 626 6799 US (Chicago)
 - +1 646 558 8656 US (New York)
 - +1 253 215 8782 US
 - Meeting ID: as provided in the meeting invitation
 - Password: as provided in the meeting invitation (optional)
 - If outside the US - find your local number: <https://zoom.us/u/acavzQi6AL>

At anytime should you have difficulty connecting to the Zoom meeting or if you have never used Zoom before, please review the complete instruction guide located at: <https://nrec.nebraska.gov/pdf/commission/ZOOM%20Instructions-Attendees.pdf>

