

Bureau of Ocean Energy Management (BOEM) California Intergovernmental Renewable Energy Task Force *Attendee Zoom Webinar Instructions, Protocols, and Tips*

How to Join the Webinar:

To view the webinar and participate in the webinar functions, join from a PC, Mac, iPad, iPhone or Android device.

1. Before the meeting starts, download and install the Zoom Meetings app: <https://zoom.us/download>. This app is available for Windows, Apple, and Android devices.

Tip: Make sure you either join the audio by your phone or computer, but not both, to avoid any feedback. We suggest muting your computer and using your phone for audio.

Calling into the webinar will allow access to audio only. You will not be able to view or participate in the webinar.

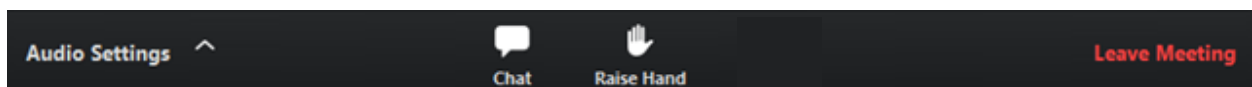
2. If you cannot download or run the Zoom Meetings application, click “Join from your browser” to access a browser-based version.
 - We recommend downloading the Zoom Webinar application to participate fully in the webinar.

Manually Joining the Meeting

Below the text of the calendar invite sent to you for the task force meeting, you will see a chart. Locate your unique Zoom meeting link next to your name in the chart.

1. Sign-in to the Zoom Desktop Client or Mobile App.
2. Click or tap Join a Meeting.
3. If prompted, enter your name and email address, then click Join Webinar or tap Join.



Audio Settings

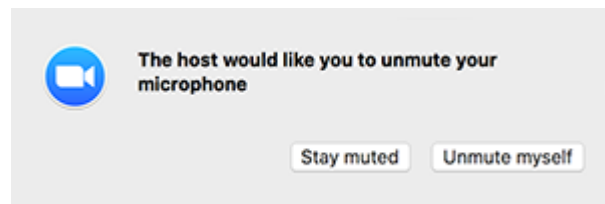


Audio Settings (only visible if the host hasn't granted you permission to talk): Change your audio settings. You can also click the upward arrow (^) next to change your speaker.

Join Audio - You can access audio through your computer speakers or headphones, or by phone using the directions below.

- **Audio Option 1** – Use computer audio
- **Audio Option 2: Call Me** enter your phone number for the webinar to call your phone.
- **Audio Option 3 – Call in to the webinar**
 - (Toll Free) 833 548 0276

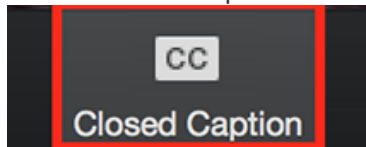
Unmute  / **Mute**  : If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.




Note: You can still access the audio settings by clicking on the ^ arrow next to the Unmute/Mute button.


Closed Caption

Closed Captioning is available for all attendees. To select closed captioning, simply click on the “Closed Caption” button on the bottom of your Zoom screen. The button is identified by a “CC” in a box shown in the photo below.



Other Zoom Webinar Features

Chat  : The [webinar chat](#) allows attendees to send chat messages **for technical support**.

Raise Hand  : [Raise your hand](#) in the webinar will indicate you would like to make a comment or ask a question during the meeting. The webinar host will use this feature to know if an attendee has a question and would like to speak out loud.

Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

Webinar Protocols and Tips:

- If you have a comment during public comment, please use the “raise your hand” function. This alerts the facilitator that you would like to speak.
- When it is your turn to speak, the host will unmute you and call on you to share your comment or question. After, click “lower your hand.”
- Say your name and affiliation before speaking.
- If you need help troubleshooting any issues, please use the webinar chat. To do so, click “chat” in the bottom menu. This will open the chat on the right-hand side of the screen. You can send chats to the public or private to the host only.