

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

**How to Join the Webinar:**

**To view the webinar and participate in the Q&A and chat functions, join from a PC, Mac, iPad, iPhone or Android device please click this to URL to register:** [https://kearnswest.zoom.us/webinar/register/WN\\_oBsOpaAuTWWKxrM2UCcKOg](https://kearnswest.zoom.us/webinar/register/WN_oBsOpaAuTWWKxrM2UCcKOg)

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.
  - **NOTE** If you join from browser, the Q&A feature will look different. We recommend downloading the Zoom Webinar application to participate fully in the webinar.

## Manually Joining the Meeting

Locate the meeting ID/webinar ID from your registration email. It may appear at the end of the

### Webinar Registration Approved

Topic My Webinar

Time Sep 11, 2018 10:00 AM in Pacific Time (US and Canada)  
[Add to calendar](#)

Webinar ID 319-833-382



#### To Join the Webinar

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phone dial-in information, or it will be in the join link, just after ***https://zoom.us/w/***

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: [kevin.hoang@zoom.us](mailto:kevin.hoang@zoom.us)

Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

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[/w/319833382?tk=QvnVju44sn4BvDesYH\\_a1KqAOLurYUwnlYSSs8gtpOk.DQEAAAAAExBFjhZyTk0ZUxYcFRFS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/jw/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSSs8gtpOk.DQEAAAAAExBFjhZyTk0ZUxYcFRFS2Q3UVIMZ1VOMEdnAA)

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Or iPhone one-tap :

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Dial(for higher quality, dial a number based on your current location):

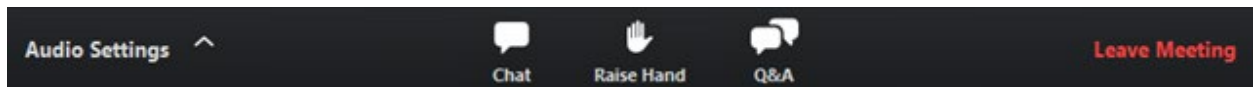
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1. Sign in to the Zoom Desktop Client or Mobile App.
2. Click or tap Join a Meeting.
3. Enter the webinar ID, and click Join or tap Join Meeting.
4. If prompted, enter your name and email address, then click Join Webinar or tap Join.



## Audio Settings

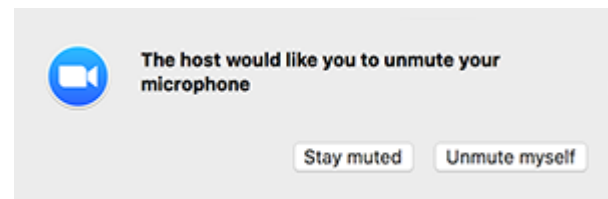


**Audio Settings** (only visible if the host hasn't granted you permission to talk): Change your [audio settings](#). You can also click the upward arrow (^) next to change your speaker.


**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**
  - S: [+1 669 900 9128](tel:+16699009128) or 877 853 5257 (Toll Free)


**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 click on the ^ arrow next to the Unmute/Mute button.

**Chat**  : Open [webinar chat](#), allowing you to send chat messages to the host, panelists, and attendees (if permitted).

**Raise Hand**  : [Raise your hand](#) in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

**Question & Answer** : Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question:

1. Type your question into the Q&A box. Click **Send**.  
**Note:** Check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

2. If the host replies via the Q&A, you will see a reply in the Q&A window.

The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

**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.
- To register your name and affiliation and help troubleshooting any issues, or to send a message to the host, 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.

