



Remote Participation

1. Members of the public who wish to provide public comment on any specific agenda item during general public comment or a scheduled public hearing must call the number provided below between 6:00 and 6:30 p.m. on Tuesday March 24th. During that time, the moderator of the call will ask your name and the agenda item or if you wish to speak to an item not on the agenda. Once that information has been provided, your line will be muted.
2. When it is time to speak during the meeting, the moderator will unmute the line, state the person's name who will be speaking. The person has three minutes to speak. The line will be muted at the end of the three minutes.

WAYS TO PARTICIPATE:

To Join Zoom Meeting:

Computer:

<https://zoom.us/j/994153754>

One Tap Mobile:

To participate, dial the following phone number: **+1 669 900 6833 or +1 408 638 0968**

Then, there will be a prompt to enter the meeting ID followed by the pound (#) sign.

Meeting ID: **994 153 754#**

Please press # when asked for a participant ID.

Dial in by phone:

To participate, dial the following phone number: **+1 253 215 8762 or +1 301 715 8592**

Then, there will be a prompt to enter the meeting ID followed by the pound (#) sign.

Meeting ID: **994 153 754#**

Please press # when asked for a participant ID.

Stay on the line until the meeting moderator provides additional instructions.

By Electronic Mail:

Members of the public may also provide public comment or comment on a specific agenda item by sending an email to lwhite@ci.craig.co.us. The email must be received by 6:20 p.m. Tuesday March 24, 2020. If requested by the sender, the City Clerk will read the email into the record during public comment or public comment for the agenda item.



Good Group Handout

by Craig Freshley

Zoom Meeting Basics

March 16, 2020

Joining

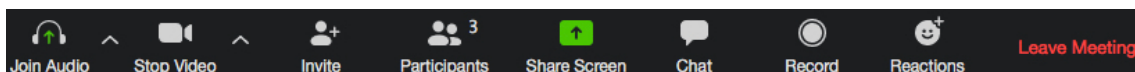
In advance of your meeting you will receive a link, a phone number, and a meeting ID. To join by video with a smartphone, tablet, or computer, click on the link and follow instructions. To join by phone, call the number and enter the meeting ID.

If you join by computer you will have the choice to do sound via *phone call* or *computer audio*. If you choose computer audio, make sure the sound on your computer is turned up.

In advance of your meeting, if you want to watch a little how-to video, read instructions, download the software, and even try a test meeting, you can do all that here: <https://tinyurl.com/y3p2v4db>. However, you don't have to do anything in advance if you don't want to. Just click the link and/or call the number provided.

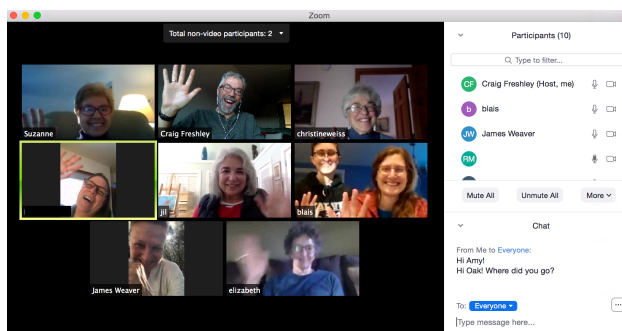
Navigating

Once joined you will see a Control Bar at the bottom of your Zoom Screen like this:



Don't hesitate to click on things, including the little arrows that expand menus, to see what options are available.

You might find it especially helpful to open Participants and Chat so your screen looks like this. See how Participants and Chat are open on the right side of the screen?



And if you are using a computer, in the top right of your screen you can choose *speaker view* or *gallery view*. Go ahead; try them.



If your Zoom Control Bar seems to disappear, drag your mouse to the bottom of your Zoom screen to make it come back.



If Zoom seems to disappear entirely from your screen at anytime, look for this icon and click on it.

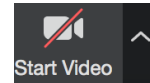
If you are sharing your screen and can't seem to get back to your Zoom Control Bar, find this thing and mouse over the green part. Your Zoom Control Bar will appear.



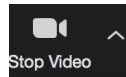
Tips

If you are nervous about how you will look on video, join a test meeting before your real meeting starts. No one will see you but you will get to see how you look to others on video. Adjust your camera (on a laptop, adjust opening and closing the lid) and/or adjust your seating so your face is in the center of the screen. Consider the background and lighting. Make yourself look good, or at least good enough! Join a test meeting here: <https://zoom.us/test>

If you don't see yourself on video, there's probably a red slash through the Start Video icon in your Zoom Control Bar, like this.



Click on it so it looks like this.



It's good practice to mute yourself when not speaking so others don't have to listen to any background noise that might in your space, like your dishwasher, kids, dogs, or even the sound of typing on your computer. Find the mute icon at the left end of your Zoom Control Bar. Be sure to unmute yourself when you want to speak.

Look for guidelines from the host about how to ask a question or make a comment. Some encourage questions via *Chat*. That's one of the icons in your Zoom Control Bar. Click on it to type something to *everyone* or to a particular person. And read what others have typed. Alternatively, some hosts ask that you *raise a hand*. To do that, or give other reactions, click on the *reactions* icon in your Zoom Control Bar.

For the best sound – both you talking and you hearing – it works well to use ear buds or a headset. Plug your ear buds or headset into your computer or phone.

If you have a bad internet connection, you might try using your computer for video but use your phone separately for audio.

We are being called to do things in new ways. Be courageous.

