



## Zoom Meeting How-To-Guide

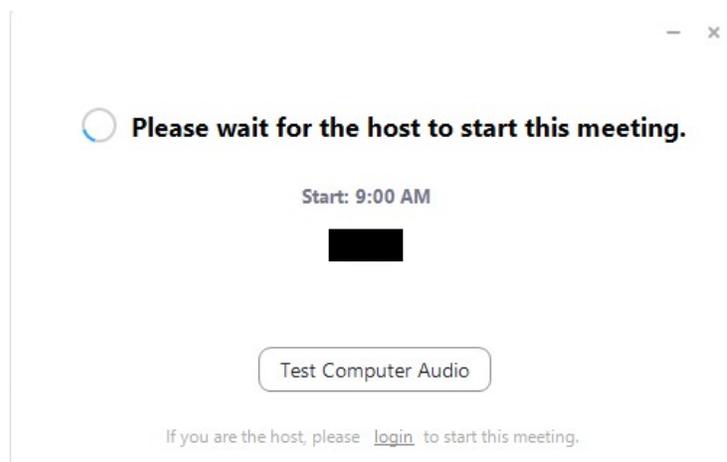
Please use the following steps for the Oceano Dunes HCP Draft EIR public meeting:

### How to register for the meeting:

1. In the registration email from your host, click on the registration link.
2. After you have inserted your information, your registration receipt will pop up, and you will receive an email once you are approved as a participant.
3. Please add the meeting to your calendar.

### How to participate in the Zoom meeting:

1. Close all unnecessary windows to strengthen your internet connection.
2. On your computer, follow the link from the invitation or your calendar and download Zoom a few minutes before the meeting.
  - a. Enter your name and join the meeting.
  - b. If you are early, you will be in the meeting "Waiting Room."



3. Though it asks for computer audio, you may choose a phone or computer audio.
  - a. **Phone:** Call in using the number on the window or any phone number in the invitation and adjust the sound to your preferred level. Once in the meeting, please dial in your Meeting ID and Password.

- b. **Computer Audio:** Make sure you are using a headset that is connected to the computer and adjust the sound to your preferred level. (Computer Audio works the



### **This meeting is being recorded**

By continuing to be in the meeting, you are consenting to be recorded.

**Continue**

Leave meeting

best)

4. **Recording Disclaimer:** Please be advised the meeting is being recorded for future use. The host will be sharing their screen at this point in the meeting.
5. **Interacting in the Meeting:** Bring your cursor to the bottom of the page and it will highlight the Zoom controls.
  - a. **Audio:** When you enter the meeting, all participants will be muted. If you called in and your call drops, you can click the Audio icon for the Meeting phone number. All participants will be muted unless otherwise directed by the host.
  - b. **Use Chat feature for Public Comment:** Participants who want to make public comment will be asked to submit their name through the chat feature. Similar to a speaker card, this will provide the correct spelling of your name and any agency or organization you represent (if any) for the comment. The chat is only visible to the host and moderator.