

How to Participate in the Conference via ZOOM

These instructions address how to operate Zoom using a laptop or desktop computer. If you will be using a tablet or smartphone with the Zoom mobile app, some features may be different, or may be accessed differently. Instructions for Zoom on mobile devices may be found [here](#). We recommend you review this entire sheet before the conference, to minimize technical problems.

TECHNICAL SUPPORT: If you are unable to join the meeting or you cannot find your registration link for the day please contact **Tammy Guest at (541) 295-5103**. For assistance with your equipment, such as audio/video or internet connection, please contact your agency IT.

JOINING THE ZOOM SESSION; CEUs:

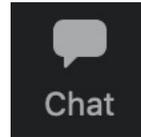
- The Zoom meeting will open 10 minutes prior to the first scheduled activity each day. Please log in using the link that was emailed to you. Each day has a separate link that must be used. Please don't share the link with others or use another person's link. You will not be able to receive CEUs if you are not logged in under your own name and using the link that was sent to you at registration.
- We are using the webinar function for Zoom this year. Attendees will not have the option to use cameras or to speak without being given permission. We encourage people to actively use the chat to connect!
- When logging in, give the same name (and e-mail if asked) as when you registered for the conference. This enables us to confirm your presence (especially crucial if you want CEUs).
- You may leave your Zoom meeting running throughout breaks to ensure you have no issues logging back in or you can use the same registration link in the afternoon that you did in the morning to log back in to the session. Please do not unmute yourself during breaks and lunch. If you desire, the Chat function among participants will be operational.

TROUBLESHOOTING AUDIO AND VIDEO:

- Basic instructions for joining a meeting may be found [here](#). Scroll down that page for instructions specific to different devices: Mac, Windows, or Linux computers; Android or iOS (iPhone/iPad); and using a Web browser instead of the Zoom app.

- If you are entirely unable to get audio to work on your device, you can join the audio of the Zoom call using your phone and the provided dial-in number(s). In that case, make sure the device you're using to watch video isn't connected to audio or that the audio and microphone on your device are both muted.
- Further video troubleshooting instructions for computers and mobile devices may be found here: [Zoom's video/camera help article](#)

- Click the Chat icon at the bottom of the screen to open the Chat window. Clicking it again closes the Chat window. Please use the Chat function for interacting with presenters and each other.



-  We will be using the Q&A feature for any questions you have for a presenter. Please ask questions here throughout the presentation and they will be answered by the presenter when they are able to. **Note that a presenter is unlikely to be able to answer all questions. Questions that are chosen to be answered will be chosen based on the most broadly applicable questions.**

- If you want to send a message via Chat, look at the bottom of the Chat window. Make sure To: is set to send your message where you want it to go (e.g., everyone in the meeting, hosts & panelists (OSECE staff) or, as an example, just Crystal McMahon.) Click below the To: line, type your message there, and press ENTER/RETURN on your keyboard to send it.
- If you are having further difficulties with your audio or other technical problems beyond joining the meeting please contact your agency IT department.

VIEW OF THE PRESENTER AND PRESENTATION:

- In the upper-right corner of your Zoom screen, you can move between two different view options: Speaker and Gallery. (The button indicates what you get when you click it: When you are in Speaker view, it says Gallery or shows the Gallery View icon; when you are in Gallery view, it says Speaker or shows the Speaker View icon. See image at right.)
- Closed captioning is available throughout the conference. To access this, please click the carrot next to the "Closed Caption" button and select "Show Subtitles."

Switch to Speaker View
(recommended)

