

Directions for Zoom

Functions and features for Committee/Board members & MPO Staff

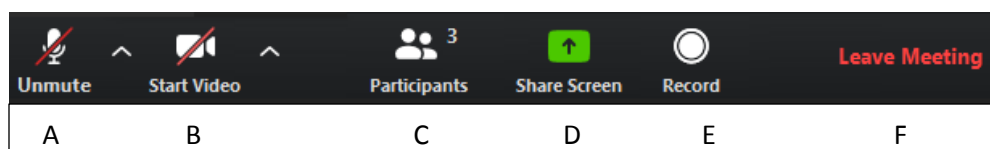
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Important first steps

- For all MPO meetings, registration is required.
- For seamless interaction in the meeting, download Zoom program <https://zoom.us/download>
- Please sign in using your full name (first and last) so that members can be accounted for.

Meeting attendees will see the following functions at the bottom of their viewing screen:



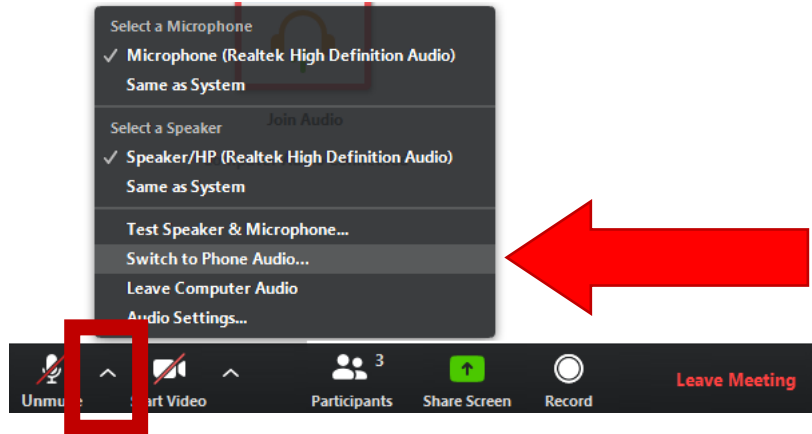
A. Microphone

When you join the meeting, your microphone will be automatically muted. When you are called on to speak you can unmute your microphone by clicking the **mute/unmute function**. You can also use the following keyboard shortcuts:

- Hold down the spacebar
- Windows users: Alt + A
- Mac users: Shift + Command + A
- Phone users: dial *6

Using your phone instead of your computer for microphone/audio

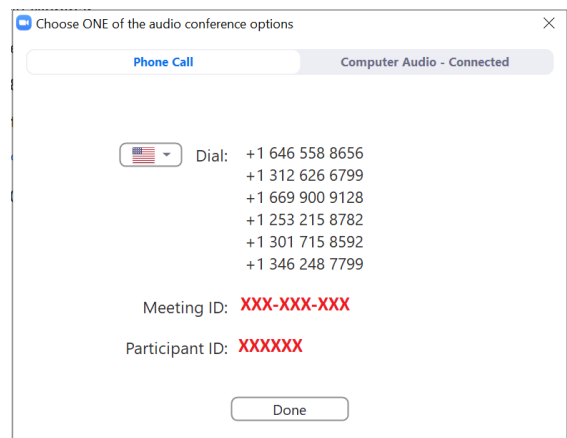
Click up arrow next to microphone icon.
 select 'Switch to Phone Audio'



This will pop up on your screen. →

1. Dial one of the numbers
2. When asked, type in Meeting ID and #
3. Then type Participant ID and #

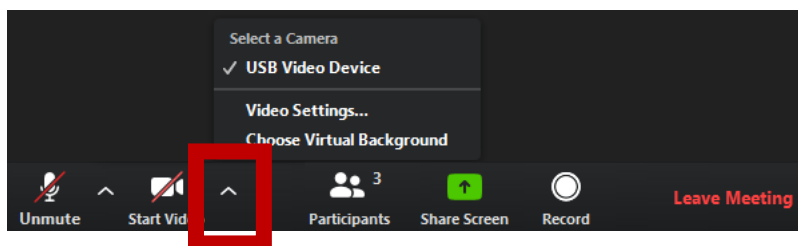
****Note:** if you do not add your Participant ID, you will be automatically set as an attendee and will not be able to speak. If you have forgotten to add your Participant ID, hang up and try again.



To Mute/Unmute: Dial *6
 To Raise Hand: Dial *9

B. Camera

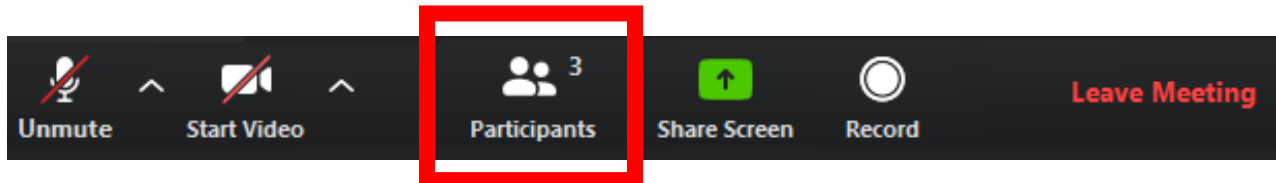
The **start video / stop video function** allows you to turn your webcam on or off. If possible, please leave your webcam on so that we can better simulate the feeling of an in-person meeting.



Video Controls: Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

C. Participants

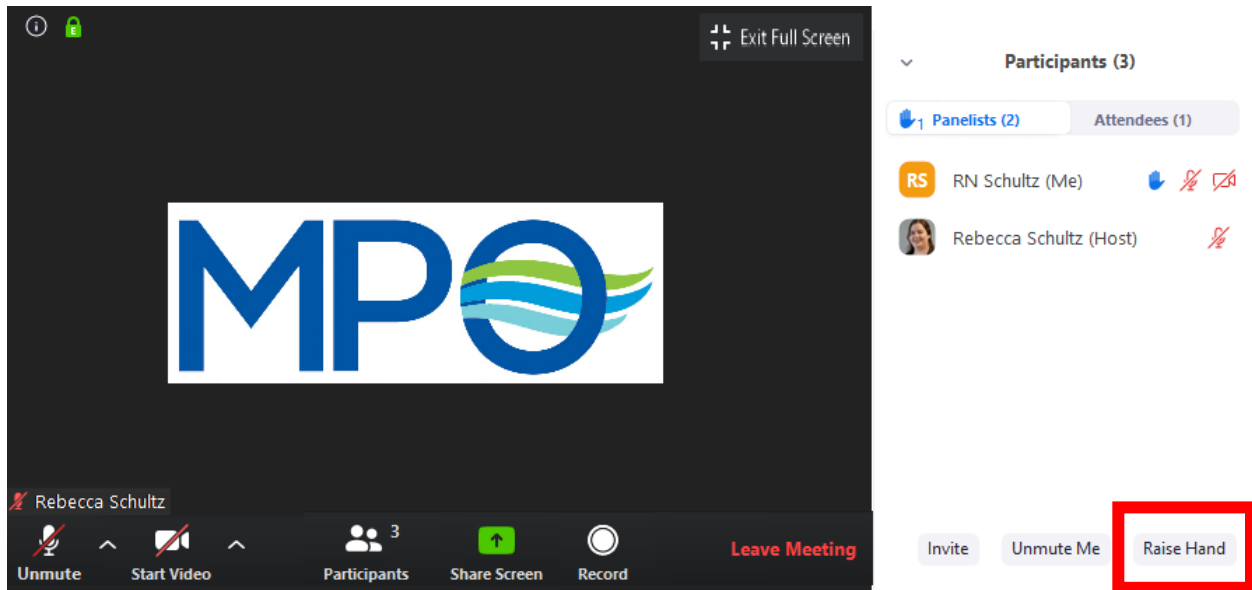
The **participants function** allows you to see who is currently in the meeting. The participants list also gives you access to these options:



Raise Hand

Raise Hand places the raise hand icon beside your name and simulates a hand raise. Use the raise hand function when you have a **question** or **comment** or would like to **make a motion/second a motion**. When you are recognized by the Chair, unmute your microphone to speak.

Phone users: dial *9



D. Share Screen

The **share screen function** allows you to share your desktop with the other participants. You will be able to select the desktop or application you want to share.

Note: this function will be reserved for presenters but made available just in case members need it as well.

E. Record

The record function allows the MPO staff to start or stop the recording of the meeting.

Note: 24 hours after the conclusion of the meeting, you can find the recording on the MPO website at <http://www.browardmpo.org/index.php/agendas-minutes>.

F. Leave Meeting

The **leave meeting** function allows you to leave the meeting while it continues for the other participants.

G. Comments/Questions regarding Zoom

Contact Rebecca Schultz, Boards Coordinator, at schultzr@browardmpo.org.