Instructions for Testifying via Zoom
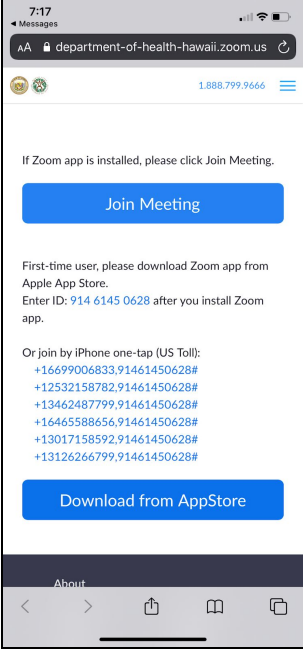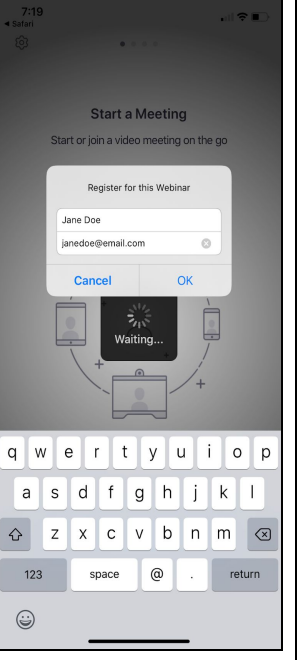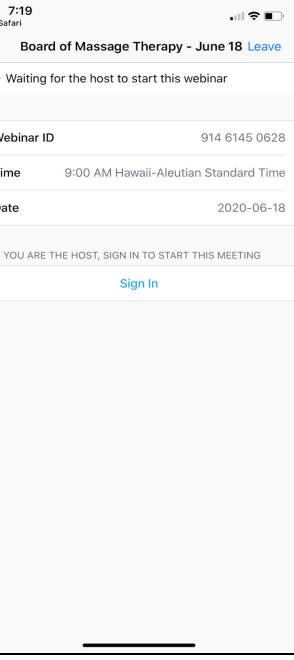
Step 1: Download Zoom (Android, IOS)

Step 2: Click on link to meeting provided by the board's agenda

|			
Click "Join Meeting"	Click "Open"	Enter name and email address	You will be admitted by the host

Step 3: Testify

Option A: Pre-notification of intent to testify - If you have previously notified the board of your intent to testify, the chair will call the registered name to testify at the appropriate time.

1. The name that you use to enter the meeting should be the name registered to testify.

2. You will be called upon by the chair.

3. The chair will elevate your Zoom privileges so that you are able to testify.

4. Unmute yourself and, if you wish, turn on your video (see figure: "Unmute Yourself"). You will not be able to unmute yourself or turn on your video until you are called by name to testify.

5. Present your testimony within the time permitted by the board.

6. At the end of your testimony, the chair will return you to observation-only status. Your microphone will be muted and video turned off

Unmute Yourself
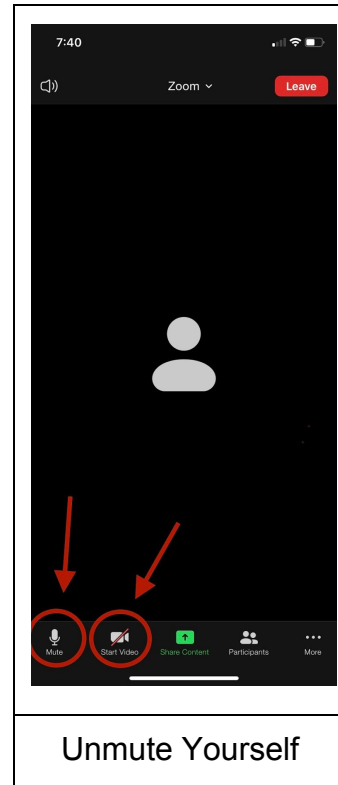
Option B: Raise hand in Zoom - If you have not registered to testify before the meeting, listen for the chair to call for public testimony.

1. Use the Zoom **"Raise Hand"** feature (see figure: "Raise Hand")

2. The chair will call on you based on the name that you used to enter the meeting.

3. The chair will elevate your Zoom privileges so you are able to testify.

4. **Unmute** yourself and, if you wish, turn on your video (see figure: "Unmute Yourself"). You will not be able to unmute yourself or turn on your video until you are called by name to testify.
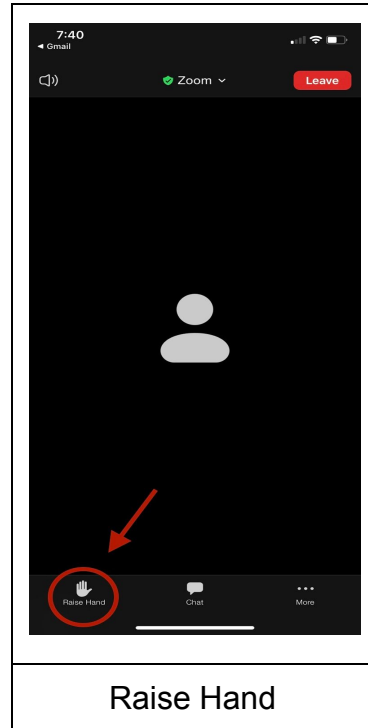
5. Present your testimony within the time permitted by the board.

6. Present your testimony within the time permitted by the board.

7. At the end of your testimony, the chair will return you to observation-only status. Your microphone will be muted and video turned off.

Raise Hand

Unmute yourself