Zoom Instructional Guide

Instructions for Attending Virtually CTC Meetings

- Locate the proper meeting page by first going to the [Meetings and Events | CTC (ca.gov)](#) and selecting the meeting type. (Commission, Committee, Workshop, etc.)
- Meetings are ordered on the page by date. Underneath the meeting header, find the Agenda for that meeting and open it.
- On the first page of any Agenda from any meeting you wish to attend, there will be a link that will provide you access to register for that meeting. **Each link is unique for each meeting. You cannot use the same link twice. The same link can not be used by multiple people.**
- **Below is an example of a link. This is not the actual link to be used.**

To participate on Day 1 of the meeting remotely:
Please click the link below to join the webinar:
https://zoom.us/j/98758530885?pwd=d0FWYzVzUFE1M1BoZ1JJRWhjL2huUT09

- A registration link may also be listed under the header for that meeting. **The below registration link is an example. It is not clickable and can not be used to access any meeting.**

- 05/17-18: Agenda (pdf)

- 05/17: Link to Join Day 1 Remotely (Zoom)

- 05/18: Link to Join Day 2 Remotely (Zoom)

- Click on the appropriate registration link from the relevant Agenda. A reminder that links are unique for each meeting. **None of the links in the instructional document are clickable. They are all examples.**

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Getting Started:

- **Click the Registration Link provided and register for the scheduled Zoom Webinar.**
  - o **Note:** Be sure to fill out all required fields marked with an asterisk before selecting "Register and Join"

Test Meeting

Date & Time   May 26, 2023 01:00 PM in Pacific Time (US and Canada)

Meeting Registration

First Name*

[First Name]

This field is required.

Last Name*

[Last Name]

Email Address*

[join@company.com]

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Meeting starts in 56:10   [Register and Join]

- Once successfully registered, a confirmation email will be sent to your registered email address.

- **To join the webinar, select the "Join Meeting" button, or link below.**
- **Note:** Each attendee is provided a unique link, do not share this link with others.

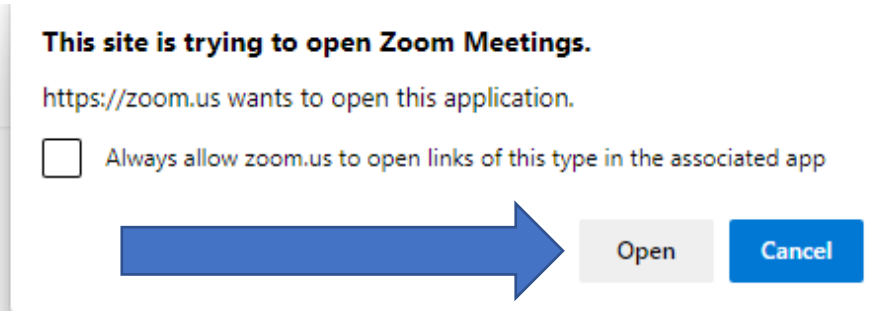## Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser:

https://zoom.us/w/98678081034?tk=t0ip96u3BxCYeDkBxuvFrfBiQWm41tHb2VVndpl2QzE.DQMAAAAW-awGChY1U2kwamZqSIF2MjhLT3JLeXF3NjdBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=eHdyOTlDcEh1SEhCMUdaWWkxM0htZz09

To keep this meeting secure, do not share this link publicly.

- After selecting "Join Meeting", you will be redirected to the following page. Select "Open" to join the meeting. If you don't see that pop up, select "Launch Meeting" below.

This site is trying to open Zoom Meetings.

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app
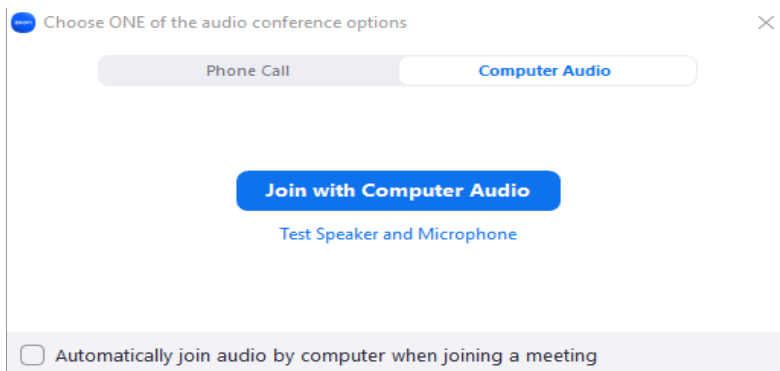
Open   Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our Terms of Service and Privacy Statement

Launch Meeting

Note: In order to listen and participate, an audio option must be selected.

Choose ONE of the audio conference options   ✕

Phone Call   **Computer Audio**

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

Participating in the Webinar

- Once you have successfully joined the webinar, you will automatically be placed on mute by the meeting organizer.
- On the bottom of your screen you will see your Zoom control panel. There you will find the hand raise feature as well as the Q&A tab.

- Should you have any questions or comments please send them through the "Q&A" tab, or use the hand raise feature and you will be called upon to comment.