

# ZOOM MEETING ATTENDEE INSTRUCTIONS

Please log into the webinar before the meeting in order to work out any technical difficulties. If you are unable to resolve the issue(s), email [Advocate@dgs.ca.gov](mailto:Advocate@dgs.ca.gov) and we will do our best to assist you.

You have two options for how to participate:

## 1. COMPUTER

- a. Click the following link: <https://zoom.us/j/659568345>
- b. Select "Run" or "Start" based on the prompt your computer gives you.
- c. Enter your email and your name in the registration prompt.

### Audio Options

When the Webinar begins, Zoom will prompt you to select your audio options.

#### Telephone Audio: Recommended option

To use your phone for audio, you must select "Use Telephone" and call in using one of the phone numbers and the Access Code below. Use the Participant ID number Zoom gives you.

United States: +1 (646) 876-9923 **OR** +1 (408) 638-0968 **OR** +1 (669) 900-6833

Meeting ID: 659 568 345

Participant ID: Enter the participant ID ZOOM gives you, then press #.

– OR –

#### Computer Audio: This option is not recommended.

Select the option to use your computer's microphone and speakers. We frequently experience audio issues with this option so, if you must use this option, headphones/headset are required.

## 2. TELEPHONE

You may join the Webinar by phone and not by computer. Call one of the numbers below and use the Meeting ID to join the Webinar.

United States: +1 (646) 876-9923 **OR** +1 (408) 638-0968 **OR** +1 (669) 900-6833

Meeting ID: 659 568 345

Participant ID: You do not have an ID, so press # instead.

- Make sure your microphone is **muted** at all times.
- Unmute your microphone to speak. Mute your microphone after you are done speaking.
- You may also ask questions or provide comments via the question box on the right side of the screen located in the communication tool box.
- If you participate via webinar/teleconference please send a follow up email to [advocate@dgs.ca.gov](mailto:advocate@dgs.ca.gov) to ensure that your attendance was recorded.