



Information Bulletin

Guide to Accessing STEAC Meetings Via Zoom Webcast or Phone

Issued: June 2020

OVERVIEW

Participants may join a Statewide Training and Education Advisory Committee (STEAC) teleconference meeting by using the Zoom webcast or by phone. As there are limitations to participation by phone, participants are encouraged to access the meeting through the Zoom interface whenever possible. Public comments can be submitted to the Committee via audio or through the Zoom chat interface for those participating using the Zoom webcast. All participants are encouraged to allow enough time to sign into the meeting before its scheduled start time.

ACCESSING THE MEETING BY PHONE

If access to a computer, tablet, or smartphone is limited, then you may still participate in the STEAC meeting via the teleconference using the audio information provided in the Agenda.

Participants who choose to access the meeting by phone will only be able to provide verbal public comment(s) but will not be able to view the meeting slides or other presented meeting materials. Materials may be accessed on the STEAC website: <https://osfm.fire.ca.gov/boards-committees/statewide-training-education-advisory-committee-steac>. **Always remember to mute your phone unless speaking during public comment periods.**

ACCESSING THE MEETING BY ZOOM

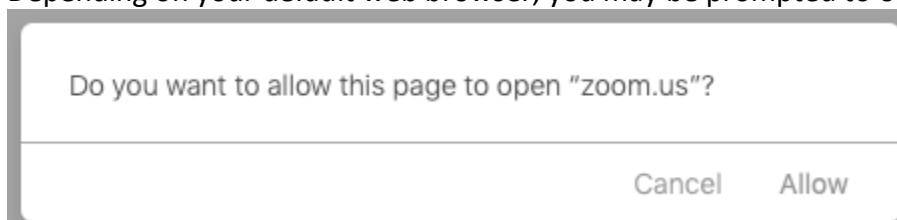
Participating via Zoom can be done through the Web Client, Zoom Desktop Client or through the Zoom Mobile App. The system will prompt for a name and e-mail address. It is not necessary to provide a name to participate in public comments.

Web Client or Zoom Desktop Client*:

The web client allows joining a Zoom meeting without downloading any plugins or software, however, the web client has limited features and functions best on best on Google Chrome, Mozilla Firefox and Chromium Edge. The Zoom Desktop Client requires a software download. Both options join the meeting in the same way.

Logging In

1. From your device, click the join link provided in the STEAC agenda.
2. Depending on your default web browser, you may be prompted to open Zoom.



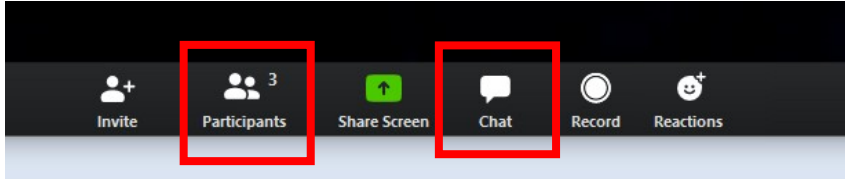


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Controls

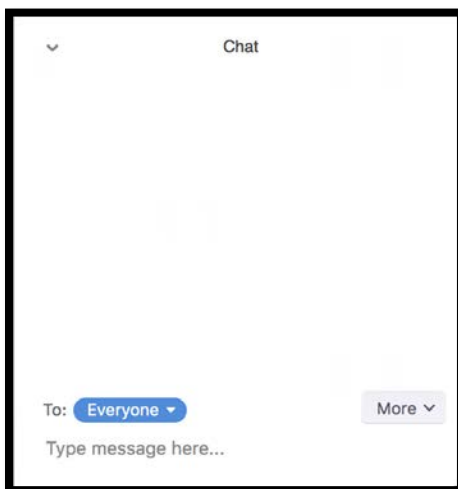
1. Upon entering the meeting, click on the **Participants** tab and the **Chat** tab on your Meeting Controls ribbon to enable them on the right side of your meeting screen.



2. Confirm that your microphone is on mute by using the microphone icon next to your name to eliminate any potential background noise and feedback may occur during the meeting.



3. For questions or if you would like to speak, please use the **Raise Hand** button and wait for your name to be called.
4. On your desktop computer/laptop, hold down the **Space Bar** to temporarily unmute your microphone to speak. Once you release the Space Bar, it will automatically mute your microphone.
5. The Chat is shown below the participants panel to send questions or messages to Everyone or Other Participants.





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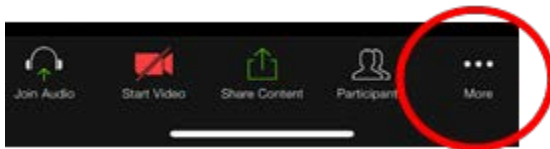
Zoom Mobile Application (Android, iOS and Linux):

Logging In

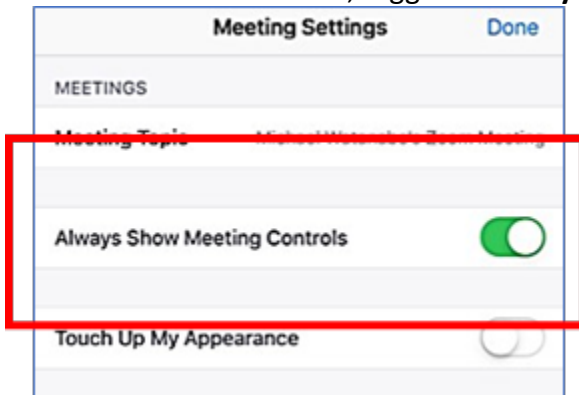
1. From your mobile device, click the join link provided in the STEAC agenda.
2. If the Zoom app is already installed, then you will enter directly into the meeting. If the Zoom mobile app has not yet been installed, download it from the App Store.

Controls

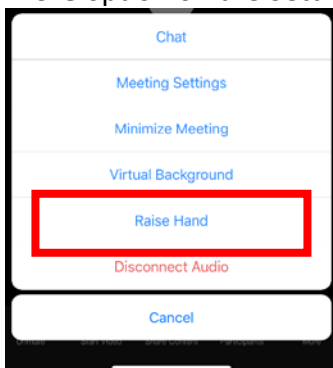
1. Upon entering the meeting, tap on the screen to show the Meeting Controls ribbon at the bottom of your device.
2. Click More then select Meeting Settings



3. Under the General section, toggle on **Always Show Meeting Controls**



4. Confirm that your microphone is on mute to eliminate any potential background noise and feedback may occur during the meeting.
5. If you have a question or would like to speak, please use the **Raise Hand** button at the **More** option on the Settings ribbon and wait for your name to be called.

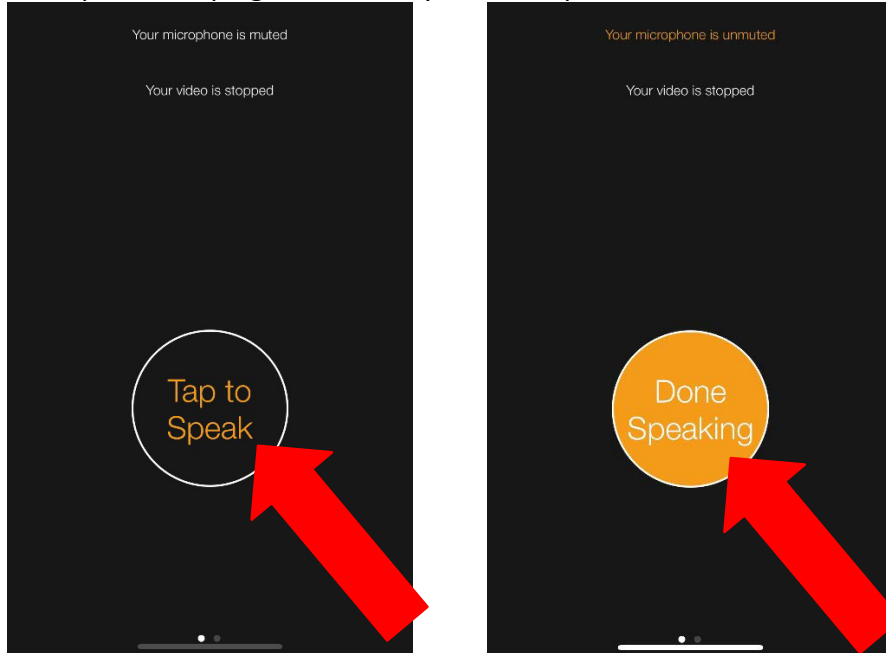




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6. To speak, swipe to the left screen and tap the **Tap to Speak** button to unmute your microphone. Tap again to mute your microphone when finished.



How to participate during the Public Comment periods via Chat:

The chat feature is designed to facilitate comments and feedback. Written public comments will be read by staff when the chair asks for public comment. The meeting organizer will share all comments with STEAC.

Zoom Desktop

1. While in a meeting, click **Chat** in the meeting controls.
2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.
3. When new chat messages are sent to you or everyone, a preview of the message will appear, and Chat will flash orange in your host controls.

Zoom Mobile Application

1. While in a meeting, tap the screen to make the screen to make the controls appear.
2. Click on **Participants**.





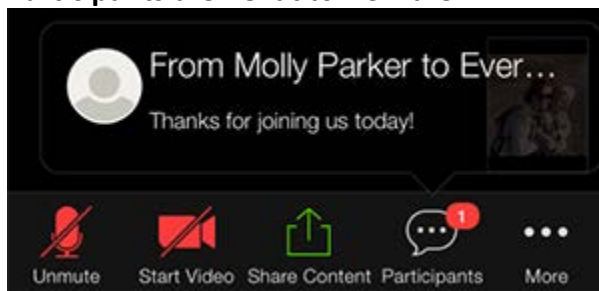
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3. At the bottom of the participants list, click on **Chat**.



4. You can type your chat message and click **Send** or if you want to change who it is being sent to, click the arrow next to Send to: and choose a different person or group of people.
5. Incoming chats will be displayed at the bottom of your screen and you can click on **Participants** then **Chat** to view them.



Additional Resources

Visit the Zoom website for additional support information at: <https://support.zoom.us>.

Join a test meeting to familiarize yourself with Zoom at: <https://zoom.us/test>.