





zoom



MHSA Steering Committee Zoom Meetings

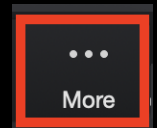
General Instructions and Tips

- Please note that all meetings over Zoom will be recorded
- Please keep your video feed **TURNED OFF** to minimize disruptions in Zoom connectivity  **Stop Video**
- Please keep your device/phone **MUTED** to minimize audio disruptions  **Mute**
- Questions can be asked via the **CHAT** function or **“RAISE HAND”** feature in Zoom
 - Staff will read the question aloud or call on meeting participants who raised their hand in Zoom
 - When entering a question/comment in chat, make sure your question is directed to **“Everyone”**

How to Raise Your Hand in Zoom

- To raise your hand using the Zoom app/software, please hit “Raise Hand” –  will be shown next to your name


(On some devices, you may need to hit the three dots to find this function)



- To raise your hand using a telephone, please press *9
- The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself.

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How to Mute / Unmute in Zoom

- To mute/unmute using Zoom app/software, please hit the mute/unmute button The image shows two microphone icons side-by-side. The left icon is grey and labeled 'Mute'. The right icon is red with a diagonal slash through it and labeled 'Unmute'.
- To mute/unmute using a telephone, please press *6
- The host may mute all participants as needed to control audio feedback, and then ask individuals to unmute as needed (you will be prompted with an unmute request)
- Participants who are on both a device and a telephone may need to mute/unmute both, and also watch out for feedback

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