


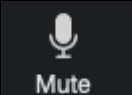


zoom




# MHSA Steering Committee Zoom Meetings

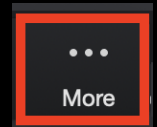
# General Instructions and Tips

- Please note that all meetings over Zoom will be recorded
- Please keep your video feed **TURNED OFF** to minimize disruptions in Zoom connectivity The image shows a dark grey rectangular button with a white video camera icon and the text "Stop Video" below it.
- Please keep your device/phone **MUTED** to minimize audio disruptions The image shows a dark grey rectangular button with a white microphone icon and the text "Mute" below it.
- 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
  - All questions/comments entered into the chat will go directly to the host and be read at the appropriate time

# 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.

*\*Note: All meetings over Zoom will be recorded*

# How to Mute / Unmute in Zoom

- To mute/unmute using Zoom app/software, please hit the mute/unmute button  Mute 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

*\*Note: All meetings over Zoom will be recorded*