

Western Oregon State Forests Habitat Conservation Plan

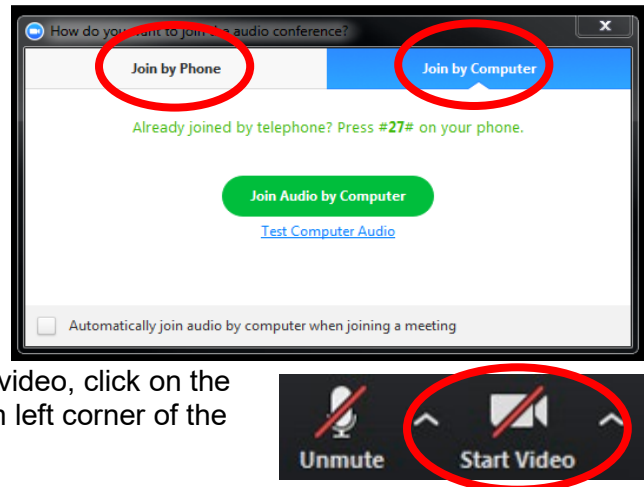
Webinar Instructions, Protocols, and Tips

Meeting Open to the Public

March 30, 2020

How to Join the Webinar:

- To view and participate in the webinar, go to: <https://odf.zoom.us/j/177258477> from your computer.
 - Before the meeting starts, download and install the Zoom Meetings app: <https://zoom.us/download>. This app is available for Windows, Apple, and Android devices.
 - When you are ready to join the webinar, click: <https://odf.zoom.us/j/177258477> or open the Zoom Meetings app. Click the “Join a Meeting” button. You should not create an account or sign in. The app will prompt you to enter a Meeting ID (177 258 477) and your screen name. Please enter your first and last name.
 - Click “join” to enter the meeting.
 - You can join the webinar audio via your computer (test that your microphone works) or by calling in separately via phone (recommended).
 - To show or hide yourself using video, click on the video camera icon in the bottom left corner of the screen.
- For quality audio, please call-in from your phone using the following call-in information:
Dial: 669-900-6833; **Meeting ID:** 177 258 477
 - To join the conference line using your phone, dial the conference number (773-231-9226). You will be prompted to enter the same Meeting ID (177 258 477), followed by #.
 - You will then be prompted to enter an optional participant ID (two-digit number followed by #). You can find your participant ID in the webinar window. The participant ID links your webinar screen name to your phone line in the list of webinar participants, but you will be able to join the webinar and phone line without it.

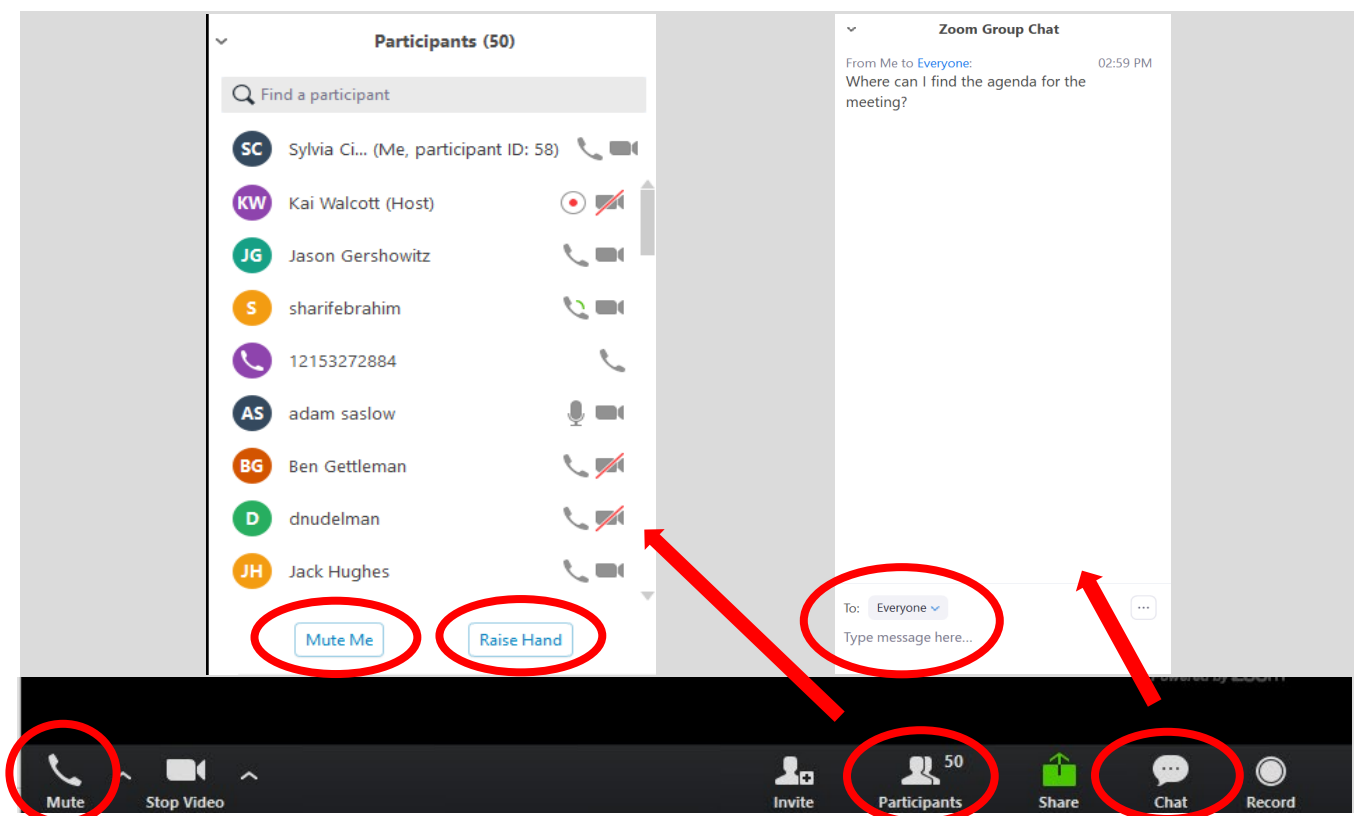


Tip: Make sure you either join the audio by your phone or computer, but not both, to avoid any feedback. We suggest muting your computer and using your phone for audio.

Calling into the webinar will allow access to audio only. You will not be able to view or participate in the webinar.

Webinar Protocols and Tips:

- Please keep your devices on mute when you are not speaking (on phone and webinar platform). This ensures the best possible audio quality for all participants. To do so, click “mute” in the bottom left corner of the screen. To unmute, click the microphone icon again.
- If you have a question or comment, please use the “raise your hand” function. This alerts the facilitator that you would like to speak. To do so, click “participants” in the bottom menu. This will open a list on the right-hand side of the meeting screen then click on the “raise your hand” button.
- When it is your turn to speak, the host will unmute you and call on you to share your comment or question. After, click “lower your hand.”
- Say your name and affiliation before speaking.
- To ask questions, for help troubleshooting any issues, or to send a message to the host, please use the webinar chat. To do so, click “chat” in the bottom menu. This will open the chat on the right-hand side of the screen. You can send public chats that everyone on the webinar can view or private chats.



Additional Resources:

Getting Started on a PC and Mac Guide:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

Getting Started Videos:

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe