How to Participate in a DRCOG Zoom Meeting

There are two ways to join:

By device, such as a computer, tablet or smartphone

By phone

Before the meeting:

Ensure that your device will meet system requirements and download the Zoom application.

Joining the meeting:

- We recommend joining 15 minutes or so before the scheduled start of the meeting to make sure everything is up and running before the meeting is called to order.
- If you are using a device, click on the Zoom meeting link that was provided. You can use your computer or a telephone for audio. Click "Join Audio" and follow the instructions to set up your audio.
- If you are joining by phone, you can do so by dialing the phone number provided on the DRCOG webpage for the event. When prompted, enter the webinar ID and the passcode.

Participating in the meeting:

For questions and comments during agenda topics, or to speak during the public comment period:

- On your device, raise your hand by clicking the hand/arrow icon in the control panel.
- If you are joining only by phone, press *9 to raise your hand and *6 to unmute yourself.
- Once it is your turn, press the mute/unmute button to unmute yourself.
- After your remarks, please mute yourself.

Raise Hand

Mute
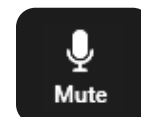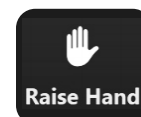
Asking a question of the meeting organizer:

For technical issues and/or logistics questions, locate the "Q&A" box icon the control panel.

Q&A

- Type in your question for the meeting organizer and hit send. This will only be seen by staff, not all of the meeting participants.
- Staff will get back to you, please be patient as they may also be facilitating the webinar.