

Zoom Guide for Calais Town Informational Meeting

Saturday, February 19, 2022 – 10:00 am

Overview

The Calais Public Informational Meeting is a forum for members of our community to discuss and ask questions about articles on the Calais Town Meeting Ballot. This will be a hybrid meeting with participants attending via Zoom or in person at the Calais Town Hall. The online session will be conducted using the Zoom webinar format. There are noticeable differences between a Zoom webinar and a Zoom meeting. This document will help familiarize you with the tools and functions available to attendees at a Zoom webinar.

Joining the webinar by invitation link.

If you are participating by phone, see “[Joining and Participating by Phone](#)” below.

To join the webinar from your computer, click the link below:

<https://us02web.zoom.us/j/82481416493?pwd=djlrZUdzR2Ftd2J3a0xTYXR1UVl0Zz09>

Webinar ID: 824 8141 6493

Passcode: 754728

When prompted, enter your name and email address and click on the “Join Webinar” button.

Waiting for the host to start the webinar

If the host has not yet started broadcasting the webinar, you will receive a message like the one below:

A screenshot of a Zoom webinar waiting screen. It features a large blue circle with a white outline on the left. To its right, the text "Please wait for the host to start this webinar." is displayed in a bold, dark blue font. Below this, the text "Start: 1:00 PM" and "My Webinar" are shown in a smaller, grey font. At the bottom center, there is a light blue button with the text "Test My Speaker" in a dark blue font.

Please wait for the host to start this webinar.

Start: 1:00 PM

My Webinar

Test My Speaker

Once the Informational meeting begins, you will enter the attendees’ room. You will be able to see and hear the Moderator, members of the Selectboard, guest speakers, and the webinar hosts. However, unlike Zoom meetings, attendees at a webinar are not able to see themselves or each other and will not be able to unmute themselves until they digitally raise their hands and are recognized by the Moderator. While it is unfortunate that we will not all be able to enjoy seeing each other as we would at a regular meeting, minimizing the number of participants who appear on the screen maximizes bandwidth and creates a better experience for attendees who have slower internet connections.

Webinar controls

The attendee controls appear at the bottom of your screen. You may need to hover, click or, tap on the lower portion of your screen to get them to appear.



Audio Settings: Change your audio settings. Click the up arrow (^) to change your audio preferences.

Chat: Please note that the Chat feature is not available in the webinar.

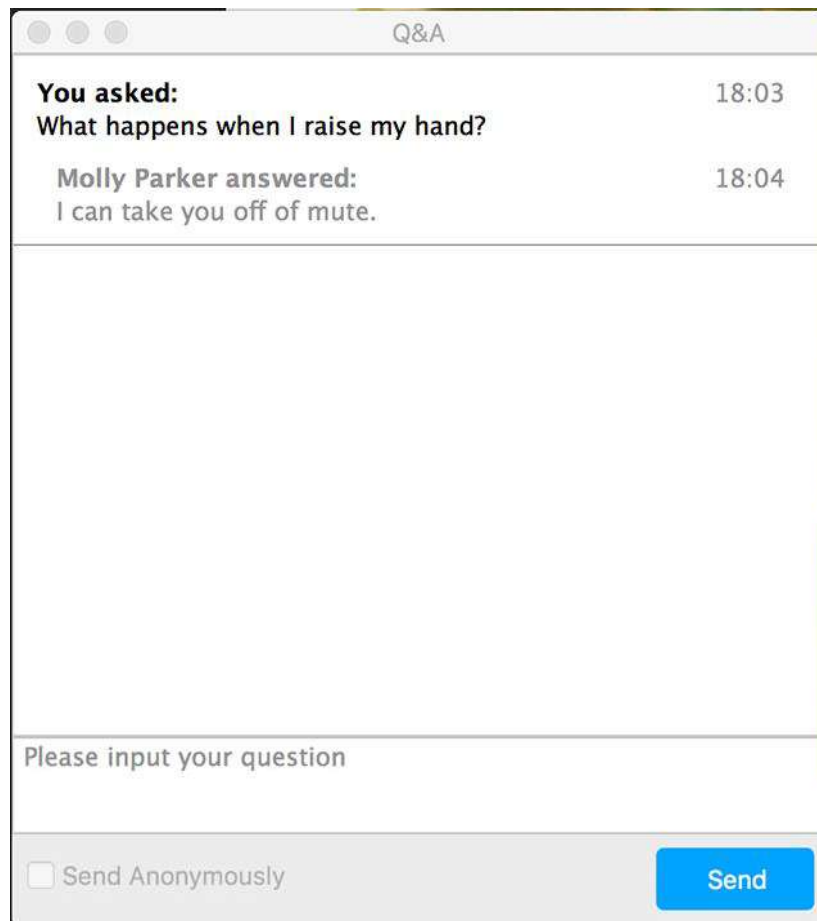
Raise Hand: Raise your hand in the webinar to indicate you want to ask a question out loud. If your question is answered before we call on you, click the button again to lower your hand.

Unmute/Mute (under Audio Settings): You will receive a notification when the Host or Moderator recognizes that you raised your hand. You can then unmute and talk during the webinar. All participants will be able to hear you, but they will not be able to see you. Your name will appear on the screen so everyone will know who is speaking.

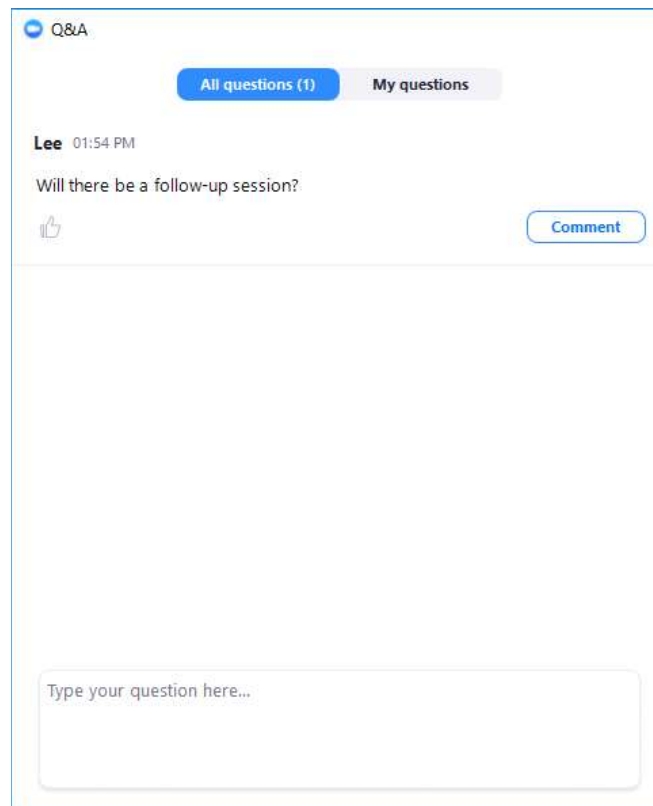
Question & Answer: Clicking on this icon opens the Q&A window, allowing you to ask questions by typing them in.

To ask a question:

1. Type your question into the Q&A box. Click **Send**.

A window titled 'Q&A' with a light grey background. It shows a list of questions and answers. The first entry is 'You asked: What happens when I raise my hand?' with a timestamp of '18:03'. The second entry is 'Molly Parker answered: I can take you off of mute.' with a timestamp of '18:04'. Below the list is a text input field with the placeholder text 'Please input your question'. At the bottom left is a checkbox labeled 'Send Anonymously', and at the bottom right is a blue button labeled 'Send'.

Attendees can also click on the “Like” icon when other attendees ask questions. This helps the Moderator identify popular questions, especially in a webinar with many attendees. If someone else asks a question you want to ask, simply "Like" the question rather than asking again. To like a question, click on the thumbs up icon. The number beside the icon is the total number of likes the question has received.



Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar while it is still in progress.

Joining and participating in the webinar by phone

To join the webinar by phone, dial the number listed below and enter the meeting ID and passcode.

1 (929) 205-6099

Webinar ID: 824 8141 6493

Passcode: 754728

If you want to ask a question, you can digitally “raise your hand” by pressing ***9** on your phone’s keypad.

Once you are recognized by the moderator, you will be prompted to unmute yourself by pressing ***6** on your phone’s keypad.

Additional information for attendees

Additional information on participating in a Zoom webinar as an attendee may be found at:

<https://support.zoom.us/hc/en-us/articles/115004954946>