

**Legislative Education Study Committee
Zoom Instructions**

GETTING STARTED

1. You will receive a Zoom invitation via email from Marissa Branch. **You are required to register for the meeting with your email, first and last name.** Please register at your earliest convenience. Pictured below is a sample screen of what the registration email looks like.

You are invited to a Zoom meeting.

When: Dec 8, 2020 03:00 PM Mountain Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/join/zoom/register/tZclfuqqjwrGNcVXXlJiDRG1xi9lkFch-NQ>

After registering, you will receive a confirmation email containing information about joining the meeting.

(SAMPLE SCREEN)

2. Click the link following “Register in advance for this meeting.” The link will take you to a page that looks like the sample screen below. Fill out registration, then click “register” button.

Meeting Registration



Topic My Meeting - Trial

Time Nov 30, 2020 01:00 PM in [Mountain Time \(US and Canada\)](#)

First Name*

Last Name*

Email Address*

Confirm Email Address*


* Required information

Register

(SAMPLE SCREEN)

3. Upon clicking “register,” you will be directed to a page that looks like the one below. **Note: you can add the meeting to your calendar from this page, this is highly suggested.** However, if you’re registering the day of the meeting, follow the link that states: “Please click this URL to join,” pictured on sample screen below.

Meeting Registration Approved

Topic	My Meeting - Trial
Time	Nov 30, 2020 01:00 PM in Mountain Time (US and Canada)  Add to calendar ▼
Meeting ID:	872 2569 9685

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

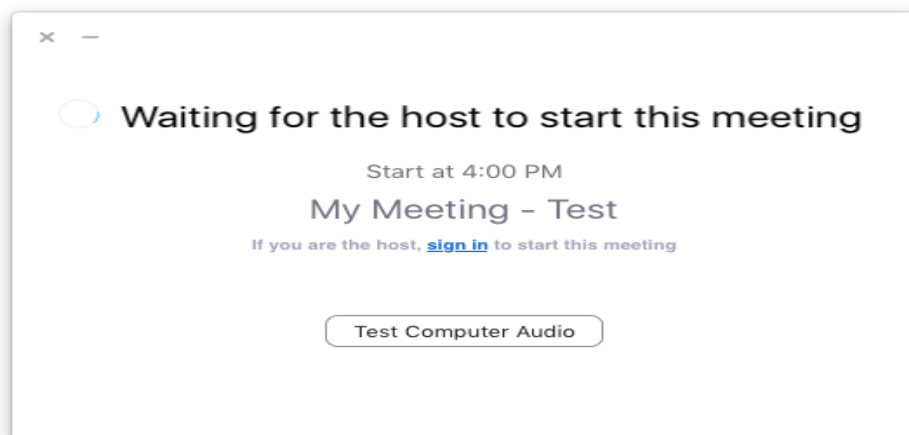
Please click this URL to join. <https://us02web.zoom.us/j/87225699685?tk=7qFR6sEvGacX4lrNmbSw3SKwbHV8W2ghO9yb9pbeIOA.DQIAAAAUtw6NZRZiVmRDNDljWFJPR2QzdDZqbzNwV21RAAAAAAAAAAAAA&pwd=aU1oSWZTNkx1ZFpISnpURzdmOVbZUT09>

To Cancel This Registration

You can [cancel](#) your registration at any time.

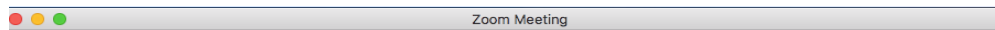
(SAMPLE SCREEN)

4. On the day of the meeting find the link in your calendar or email. click the link to join. **If you join the meeting before the host begins you will see a screen like the one pictured below.** Note: once the host starts the meeting, the page may take a moment to load before admitting you.



Don't have Zoom Client installed? [Download Now](#)

5. You will be directed to the waiting room, see sample screen below. **While you're in the waiting room you have the option to test your speakers and microphone.**



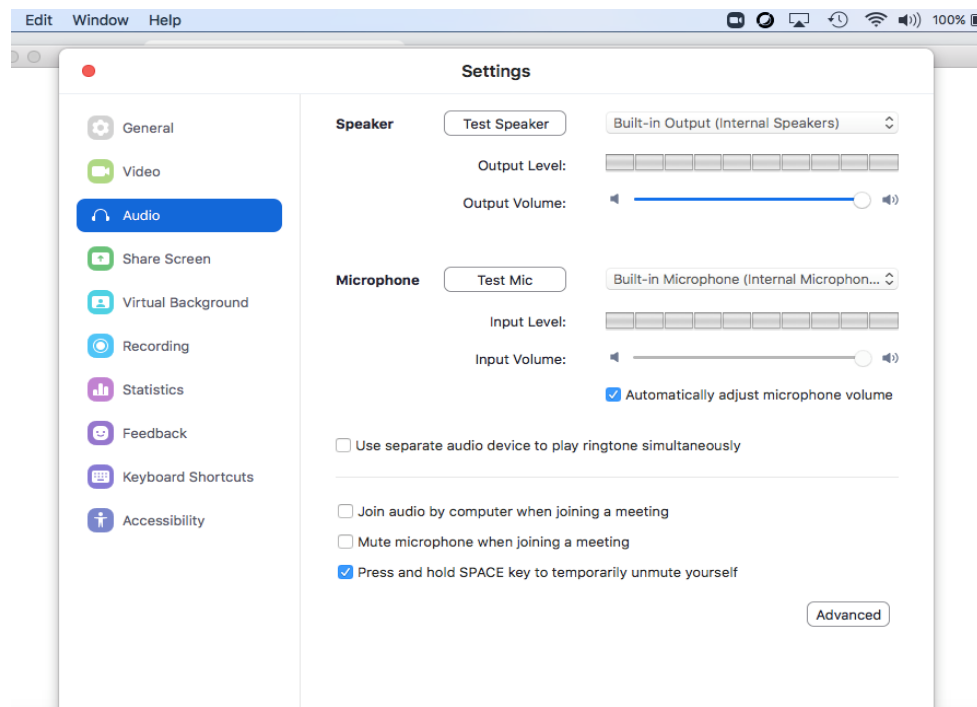
Please wait, the meeting host will let you in soon.

My Meeting - Test

Test Speaker and Microphone

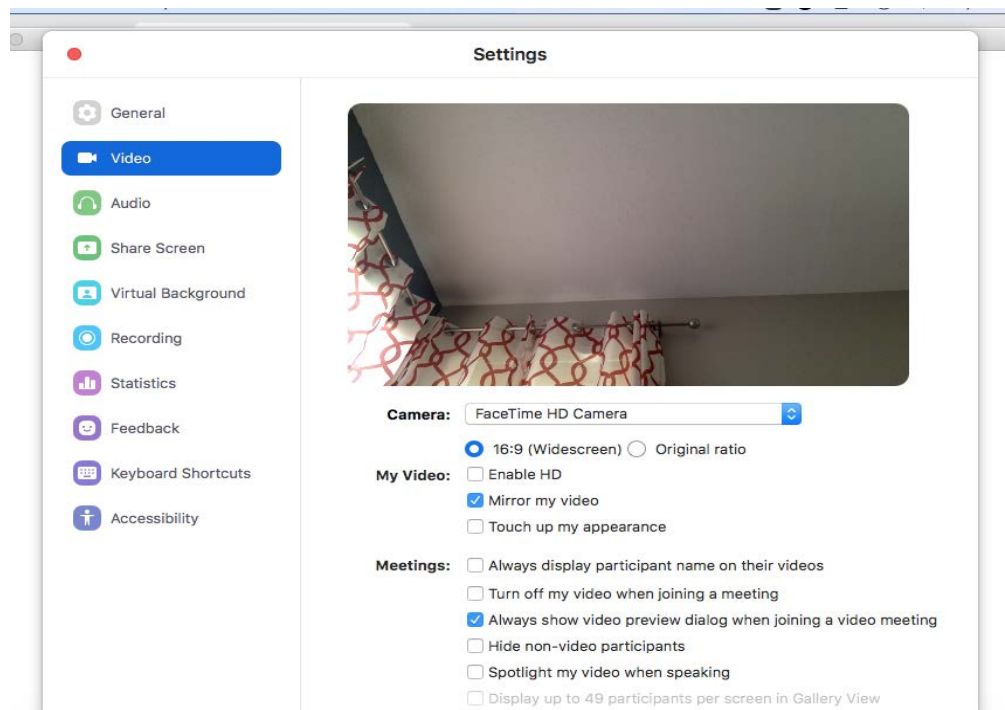
(SAMPLE SCREEN)

6. Click “Test Speaker and Microphone” while in the waiting room, you’ll be directed to a page that looks like the same screen below. Here you can adjust your audio settings and test them to make sure your audio is working properly.



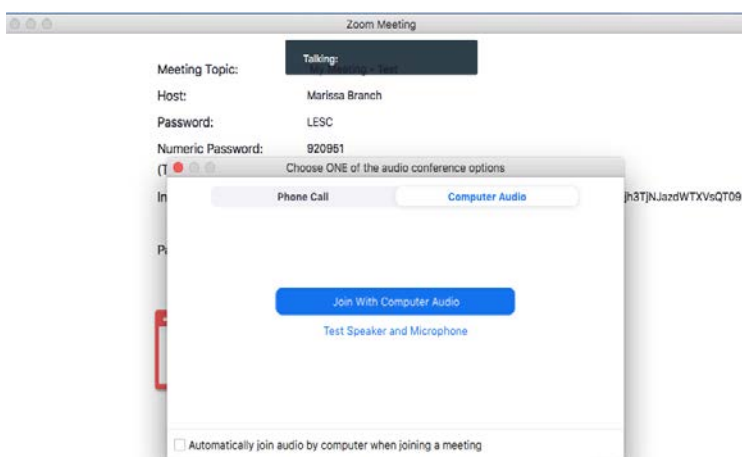
(SAMPLE SCREEN)

7. While in “Test Speaker and Microphone,” you can select ‘Video’ to adjust your video settings and test them to make sure everything is working - see sample screen below. **Note: If the host admits you while you’re adjusting your settings, you’ll have time to finish adjusting them once you’re in the meeting room.**

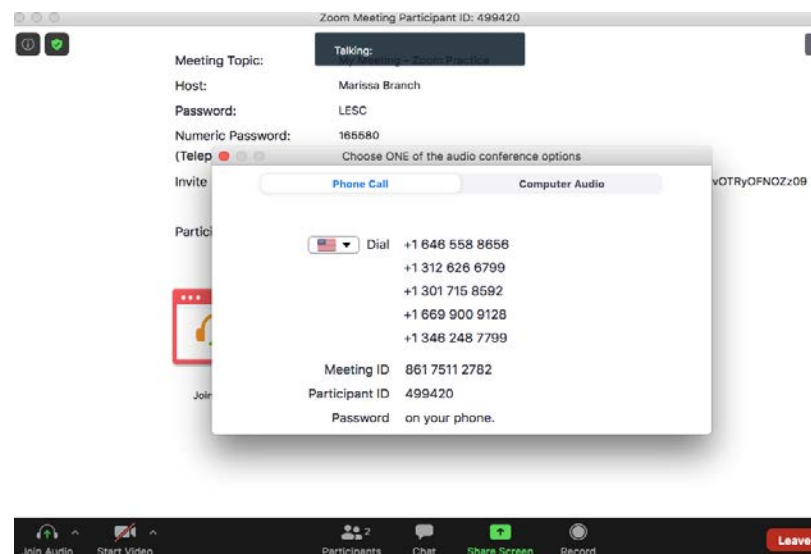


(SAMPLE SCREEN)

8. Once you are admitted into the meeting you will see a screen to the left that will allow you to join with your computer audio. If you need to call into the meeting, click the ‘Phone Call’ tab and it will direct you to the phone number and meeting ID – see sample screens below. **Note: If joining by phone only – see page 9 for instructions.**



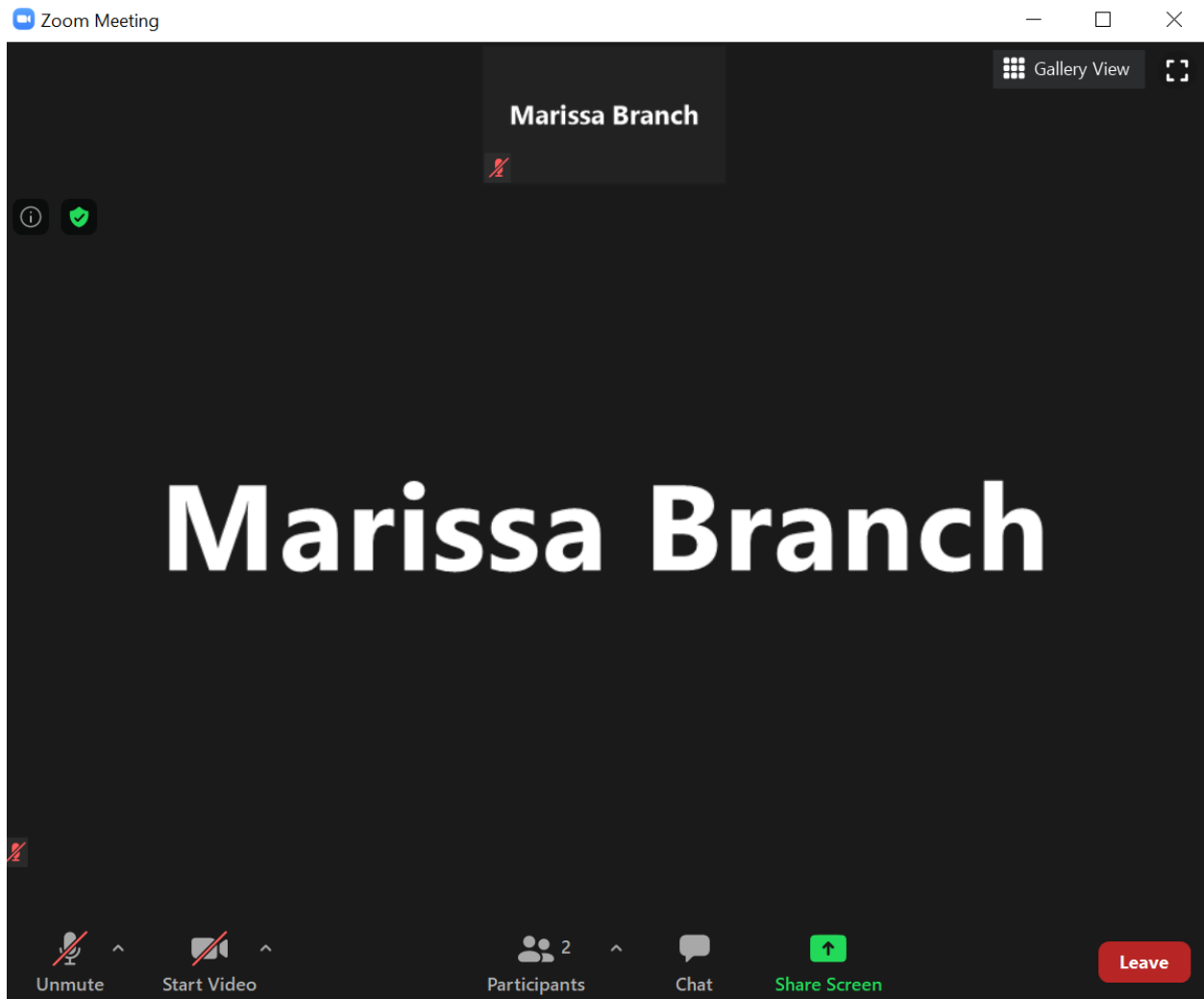
(SAMPLE SCREEN)



(SAMPLE SCREEN)

Basic Zoom Functions in Meeting

9. In the meeting room the 'control panel' is located at the bottom of the screen. See list of controls below.
- Mute button – you can mute and unmute yourself during the meeting. Please remain muted while panelists are presenting.
 - Start/Stop Video –you can either start or stop your video. See sample screen below for instance when camera is turned off.
 - Participants – you can see all the participants who are in attendance at the meeting.
 - Chat – you can send chats to all participants in the group or private messages with someone attending the meeting.
 - Share Screen – only one person can share their screen at a time. **If you are not a presenter, or if it isn't your turn to present, please do not share your screen.**

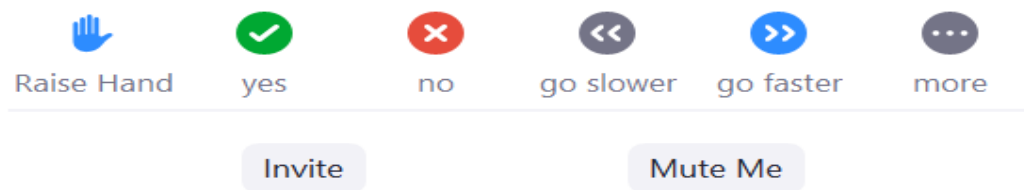


(SAMPLE SCREEN)

Providing Non-Verbal Feedback

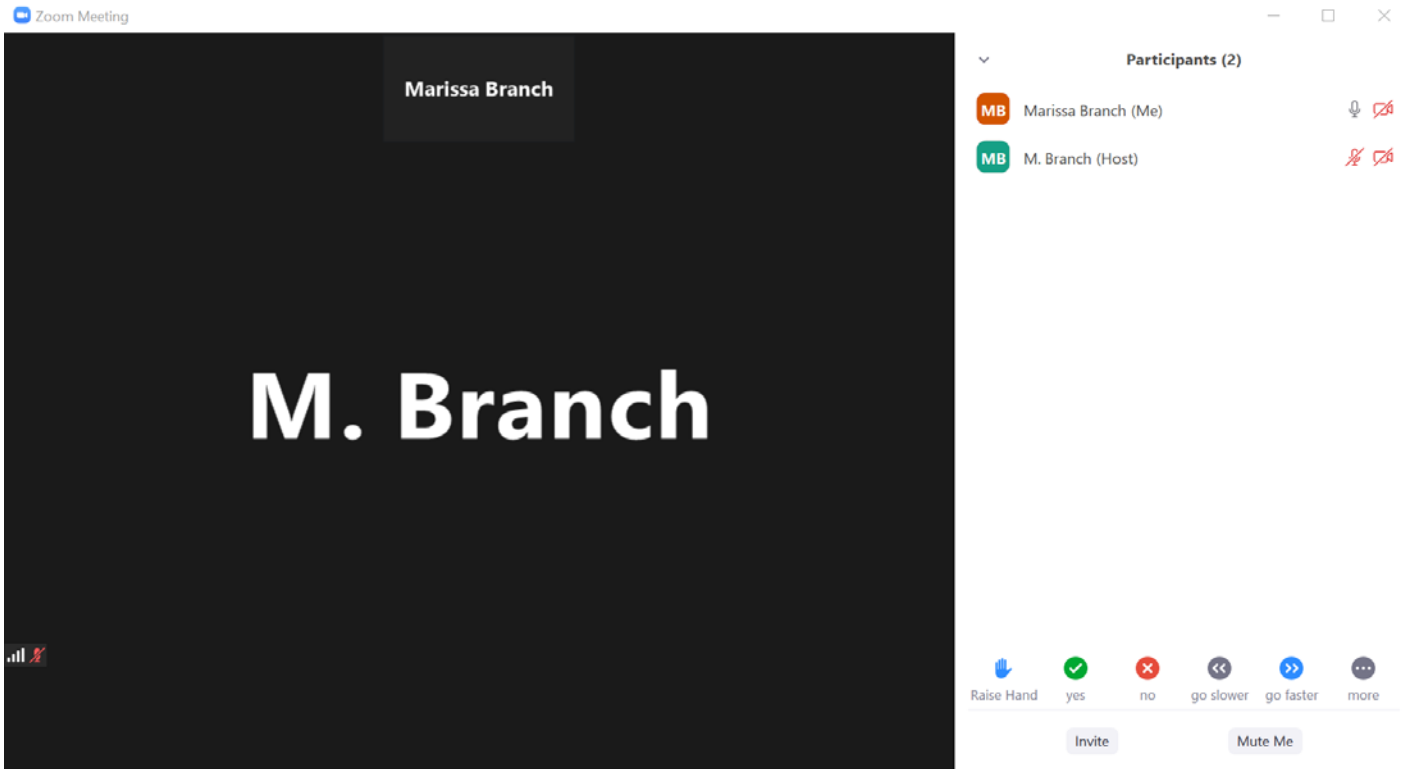
10. If you click “participants” and scroll to the bottom of the participants list, you will see some non-verbal feedback functions you can use during the meeting. **Note: Only the host can see these functions – an icon will appear beside your name in the participant list.**

- Raise Hand – you can use this icon to raise your hand during the meeting.
- Yes – you are agreeing or saying yes.
- No – you are disagreeing or saying no.
- Go Slower – asking the presenter to slow down.
- Go Faster – asking the presenter to go faster.
- More – more options such as clapping, thumbs up/down, coffee break, or a clock.
- To remove the icon(s) hover your cursor over it and click it.



(SAMPLE SCREEN)

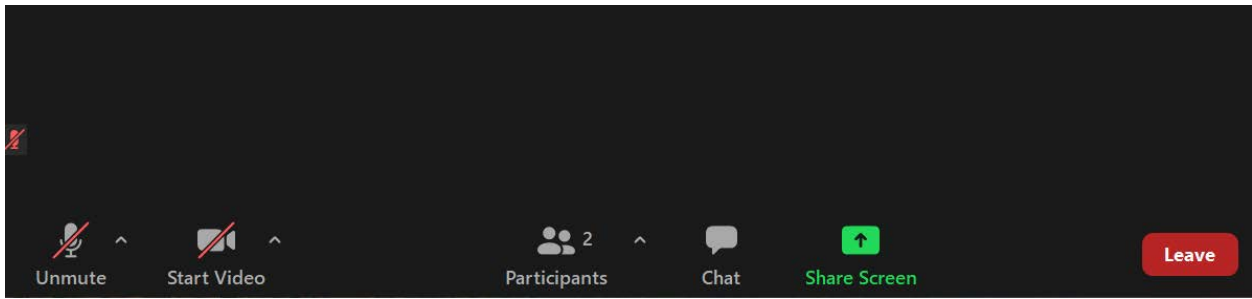
- See sample below of how functions look on screen during meeting.



(SAMPLE SCREEN)

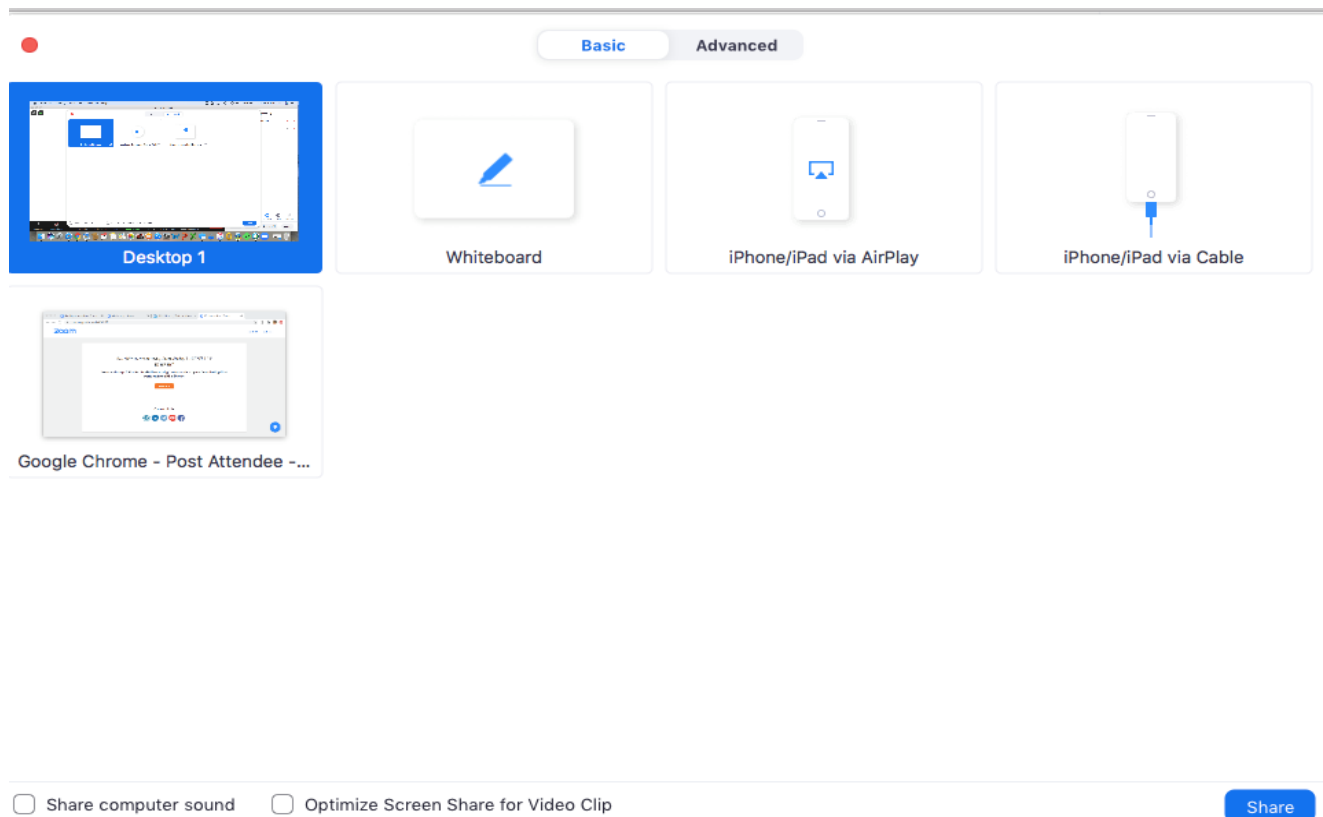
Sharing your Screen – Presenters

11. Locate then click green ‘Share Screen’ icon at the bottom of the screen – see sample below.



(example photo)

- You will be directed to a screen like the sample screen below.
- Select the first option ‘Desktop 1’ to share content the quickest and easiest. (Select other options if applicable.)
- Click the ‘Share’ button at the bottom right of screen.
- Your presentation should appear and will be visible to meeting participants. **Please have your presentation content ready to share to avoid delay.**

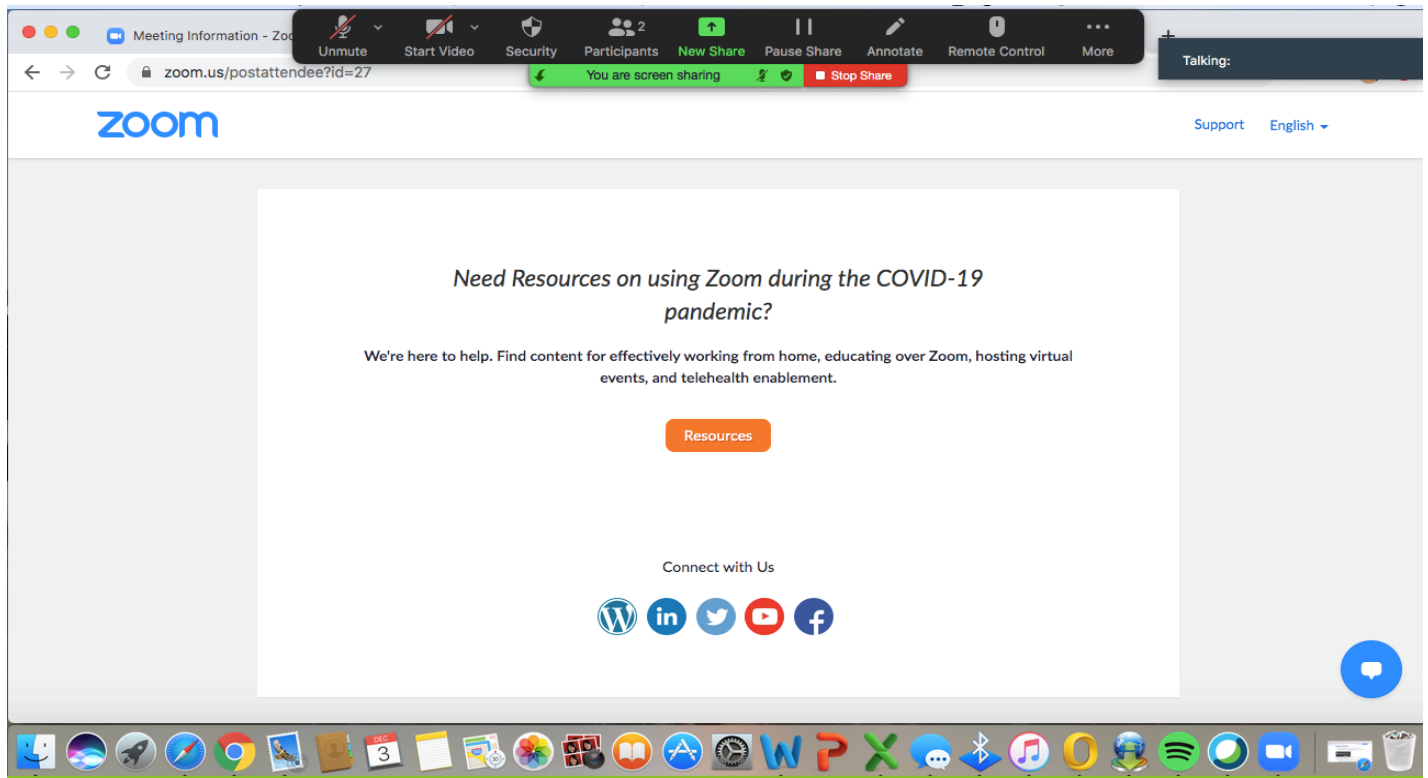


(SAMPLE SCREEN)

Screen Sharing Instructions Continued 🙋🙋🙋

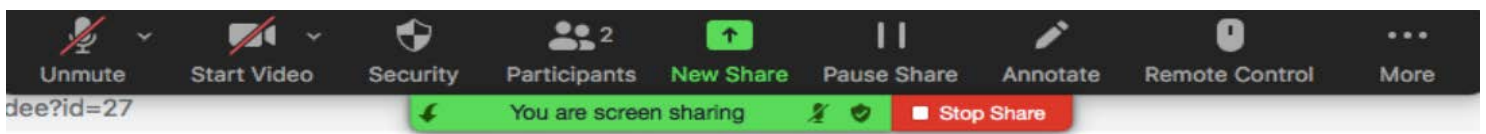
Sharing your Screen – Presenters Continued

12. While sharing your screen you cannot see the participants, however, the participants can see your shared screen and hear you speaking. See the following same screens of what a shared screen looks like.



(SAMPLE SCREEN)

See below for a closer look at the 'share screen' panel.



(SAMPLE SCREEN)

- Once presentation is finished, select the red 'Stop Share' icon. Continue with your presentation or if done presenting, the chair will open the discussion up for questions.
- **Please remain muted while the members are asking questions** to avoid feedback and to ensure all participants, including yourself, can hear the question.
- **Guidelines for presenters can be found on page 11.**

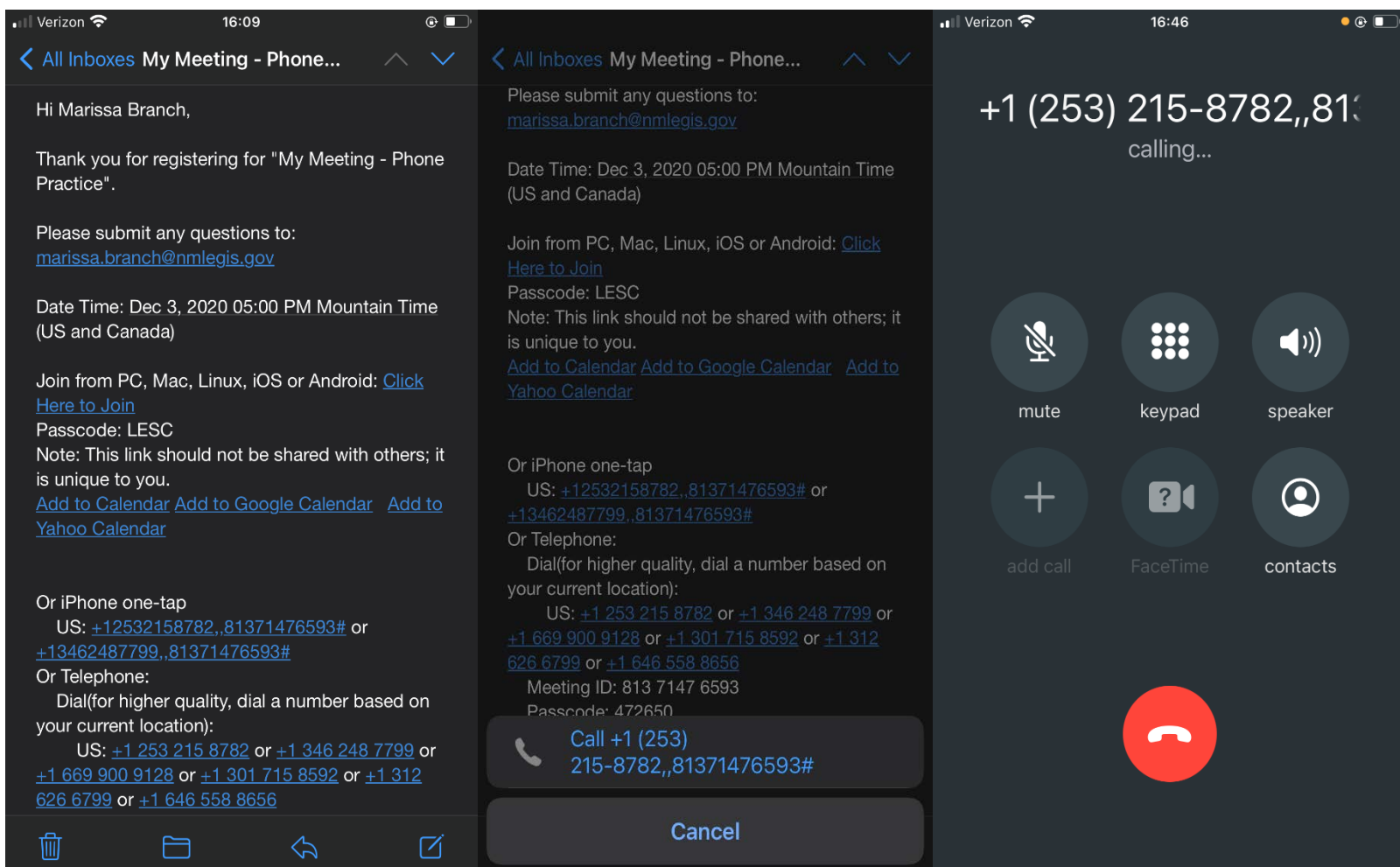
Joining the Meeting by Phone Call Only

Note: if you're calling into the meeting you will need to identify yourself either by stating who you are or by sending an email to Marissa Branch to notify host.

13. You are required to register for the meeting if you're calling in. After registering you will receive an email with all meeting information. See sample screen below.
14. Dial one of the U.S. telephone numbers provided on the email.
15. At prompt enter the meeting ID followed by the pound (#) sign.
16. If the meeting has not started and you join before the host, you will be prompted to enter the 'host key' or press the pound (#) sign to wait as a participant.
17. Follow prompt to enter your unique 'participant ID'. **Note: this only applies if you have joined via computer or mobile device. Press the pound (#) sign to skip.**
18. If prompted, enter the 'meeting passcode,' followed by the pound (#) sign. This passcode will be included in the meeting invite provided by the host. See sample screens below.

Phone Controls

- Dial *6 to mute and unmute yourself
- Dial *9 to raise your hand.



Joining the meeting from the Zoom App

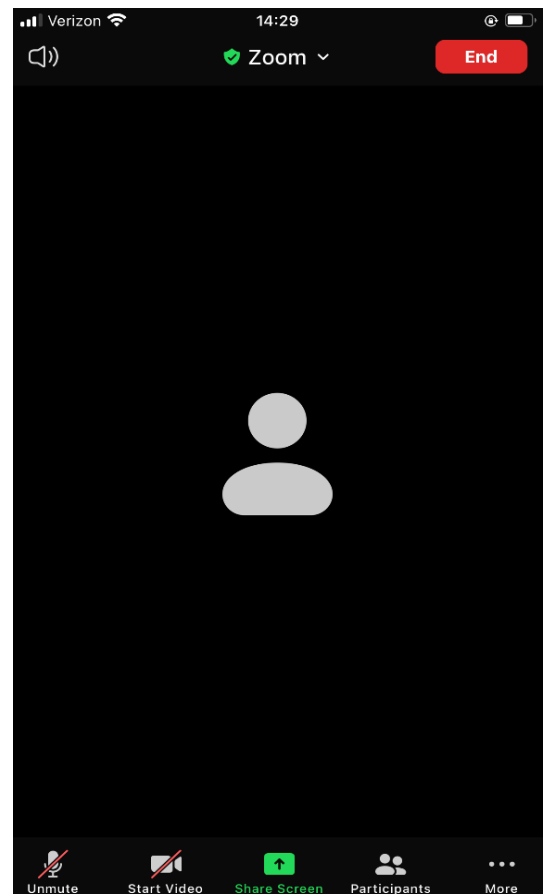
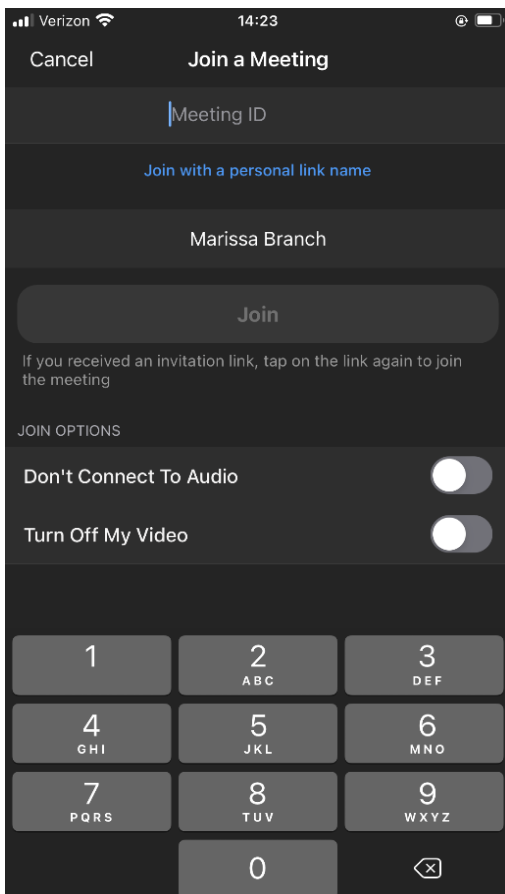
19. You are required to register for the meeting if you're joining from the Zoom app. After registering you'll receive an email with the meeting information. See sample screens below.
20. On the day of the meeting you can join two ways from your device.
- Tap **'Join a meeting'** if you want to join without signing in.
 - Sign-in to Zoom then tap **'Join'**.



21. Enter the meeting ID number and your display name – see 'Join Meeting' sample screen below on the left.
- If you are joining the meeting by signing in, you have the option to change your name if you don't want your default name to appear.
 - If you do not sign-in, you are still required to enter a display name.
 - To turn on audio, click the 'Don't Connect to Audio' button (default is set to off)
 - To turn on video, click the 'Turn Off My Video' button (default is set to off)
 - **Basic Zoom functions can be found on pages 5 and 6.**

(Join Meeting)

(Meeting Room)



GUIDELINES FOR PRESENTERS TO THE LEGISLATIVE EDUCATION STUDY COMMITTEE (LESC)

To help you make an effective presentation to the LESC, we offer the following basic guidelines:

- As you begin, address the Chair and the members of the committee. When you respond to questions, address the Chair first and then, by name, the committee member who asked the question (there will be nameplates).
- Make your remarks as concise as possible and stay within the outline staff has provided and the time limit that you have been given.
- Avoid repeating points made by previous speakers, if applicable.

If you wish to present written material (handouts) or PowerPoint to the committee, please note the following points:

- **Use a white background.**
- **Add page numbers to multi-page documents.**
- Include the source of any information included and your contact information.
- Please provide written materials and PowerPoint by email at least **one day** prior to the start of the meeting. If that is not possible, please communicate with LESC staff when information will be provided. This allows our staff enough time to properly distribute to members.
- You will be sent an invite to Zoom to join our virtual meeting. When it is your time to present, the chair will introduce you and you can begin to share your screen.

ADDITIONAL INFORMATION:

If you are experiencing technical issues please call or text Marissa Branch at (505) 986-4591 or you can email her at marissa.branch@nmlegis.gov

[If you have deleted or misplaced your invitation to the virtual meeting please send Marissa Branch an email at \[marissa.branch@nmlegis.gov\]\(mailto:marissa.branch@nmlegis.gov\) to request another invite. Please note if you previously registered for the meeting you will not have to re-register to get into the meeting.](#)