

ZOOM MEETING ATTENDEE INSTRUCTIONS

****To access the webinar, you must first register****

Please log into the webinar before 1:00 pm in order to work out any technical difficulties.

1. **Click** on the link to register for the online meeting.

<https://zoom.us/meeting/register/4b461aba7c848227cde7dc3c8da9331e>

2. **Enter your** first name, last name and email address and click-on **register**.
3. Once you register, you will receive a confirmation email with computer software requirements to participate on the webinar. Click on the link in the email. It will ask you to download, run, or open the Zoom program.
4. You have two options on how to participate, via your computer or via your telephone:

JOIN VIA YOUR COMPUTER:

Whether you have a PC, Mac, Linux, iOS or Android, click the following link:

<https://zoom.us/j/108377458?pwd=5x27JwRAeFywIumekTziMw>

Password: **advocate**

Audio Options:

TO USE YOUR TELEPHONE FOR AUDIO:

When the Webinar begins, you will be prompted to select your audio options. To use your phone for audio, you must select "Use Telephone" after joining the webinar call in using the Access Code and Participant ID numbers below.

United States: +1 (646) 558-8656 **OR** +1 (408) 638-0968.

Access Code: 108 377 458

Participant ID: Enter your participant ID. DO NOT press # instead.

-- OR --

TO USE YOUR COMPUTER'S AUDIO: **This option is not recommended.**

Select the option to use your computer's microphone and speakers. We frequently experience audio issues with this option so, if you must use this option, headphones/headset are required.

JOIN THE MEETING ONLY VIA TELEPHONE:

You may join the Webinar by phone and not by computer. Call one of the numbers below and use the Meeting ID to join the Webinar.

United States: +1 (646) 558-8656 (US Toll) **OR** +1 (408) 638-0968 (US Toll).

Meeting ID: 108 377 458

Participant ID: You do not have an ID, so press # instead.

5. Make sure your microphone is **muted** at all times.
6. If you want to speak, please raise your hand and the host will give you permission to speak. Please wait for the Admin to acknowledge you before speaking, there is a short delay. (Make sure you unmute your microphone.)
7. You may also ask questions or provide comments via the question box on the right side of the screen located in the communication tool box.
8. If you participate via webinar/teleconference please send a follow up email to Advocate@dgs.ca.gov to ensure that your attendance was recorded.

*****Please log in prior to 12:30pm the day of the scheduled webinar to work out any issues. If you are unable to resolve the issue(s), email Advocate@dgs.ca.gov and we will do our best to assist you.*****