

## Guidelines

ETS will control the mute functionality on the call.

Attendees can digitally raise their hand to ask a question during the question and answer phase of the meeting.

The moderator will announce the participant before unmuting their microphone. Please be attentive and ready when called upon.

Use a good quality headset to ensure the best audio quality.

Mute any external audio of the meeting to prevent a feedback loop.

Avoid areas with loud background noises.

Use the mobile app, desktop client, or web browser. Phone dial-ins will not be able to ask questions during the meeting.

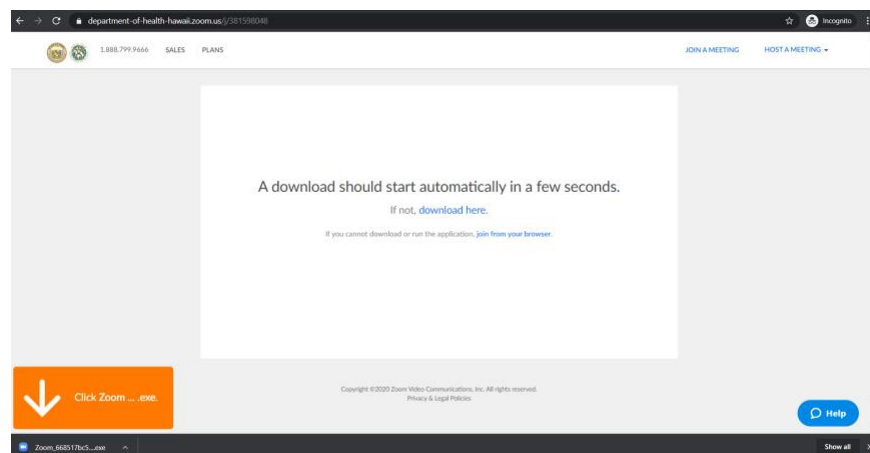
## Instructions

A link will be sent via e-mail from ETS link, and password. Click on the link or copy and paste it into the browser. The link will look something like <https://department-of-health-hawaii.zoom.us/j/541984894> (example)

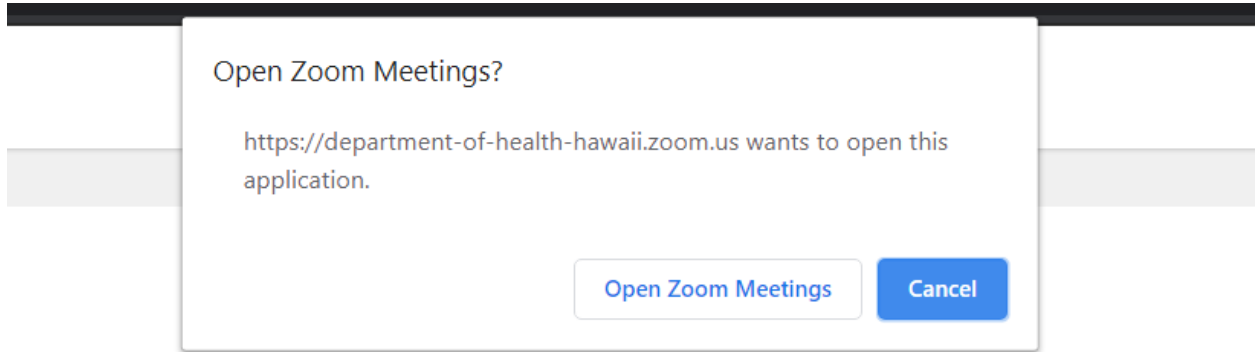
There are two ways to join the meeting. Download and install the Zoom client (recommended) or run the meeting through the browser.

## Joining the Meeting

Option 1 (Recommended): If joining for the first time on a computer, Zoom will automatically download the Zoom installer for your computer.

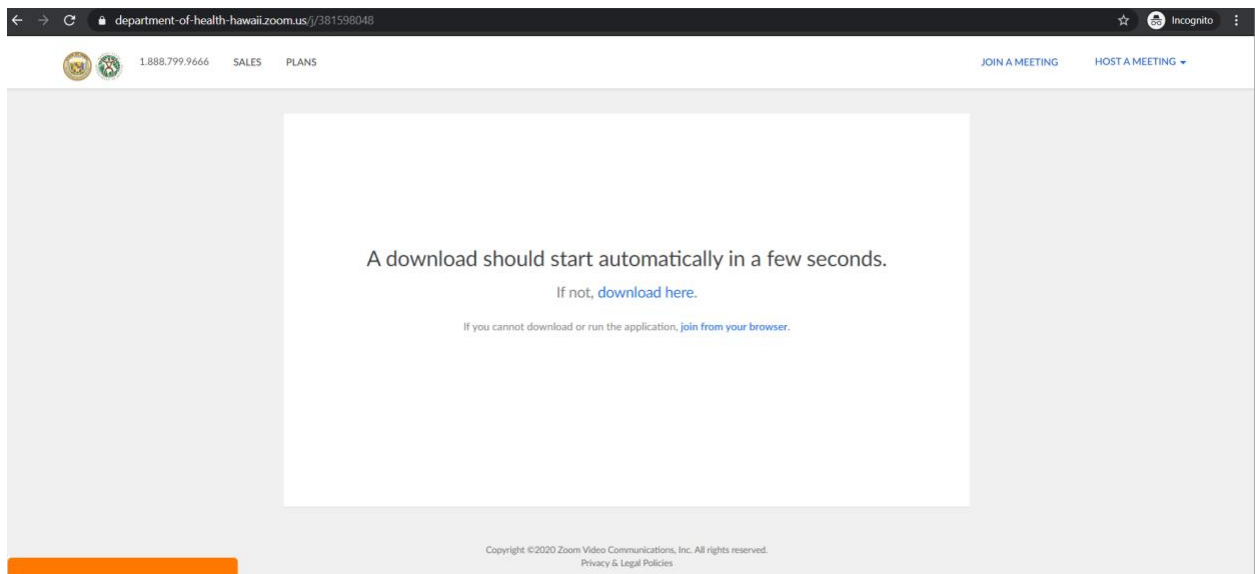


Participants will be added to the meeting after installing the client. You only have to install the client once. Future meeting links will prompt you to open the meeting in the client. Click on **Open Zoom Meetings**.

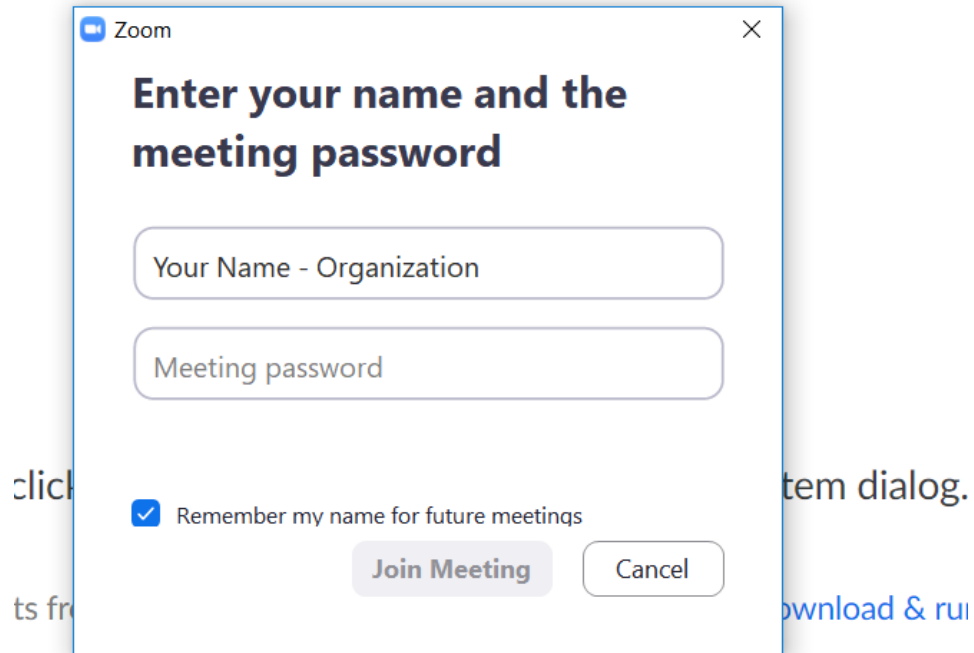


Launching...

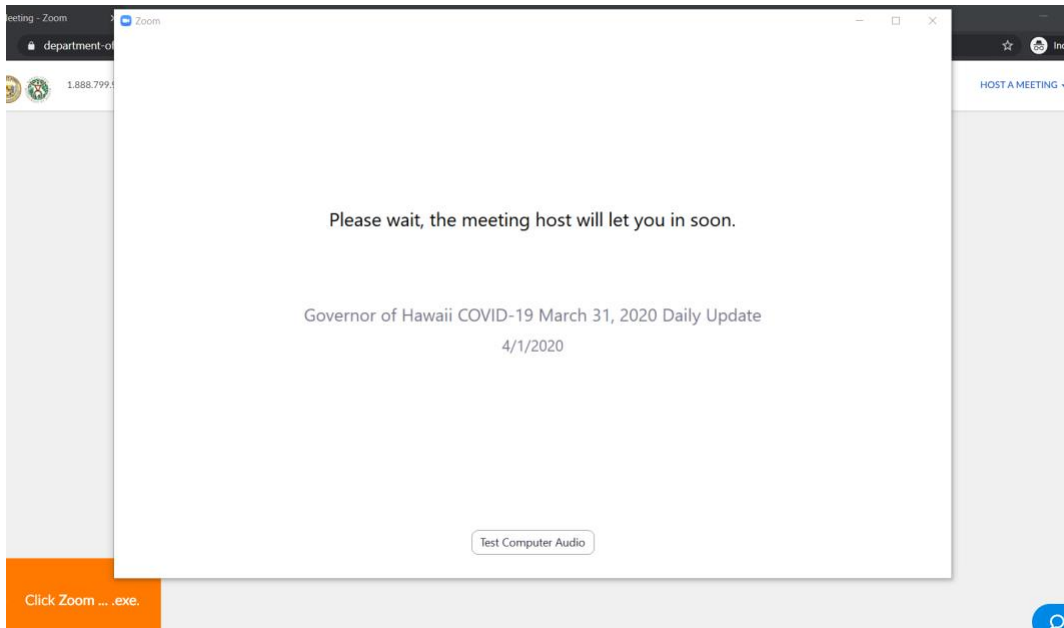
Option 2: To join through the web browser and not the Zoom client, click on **join from your browser**



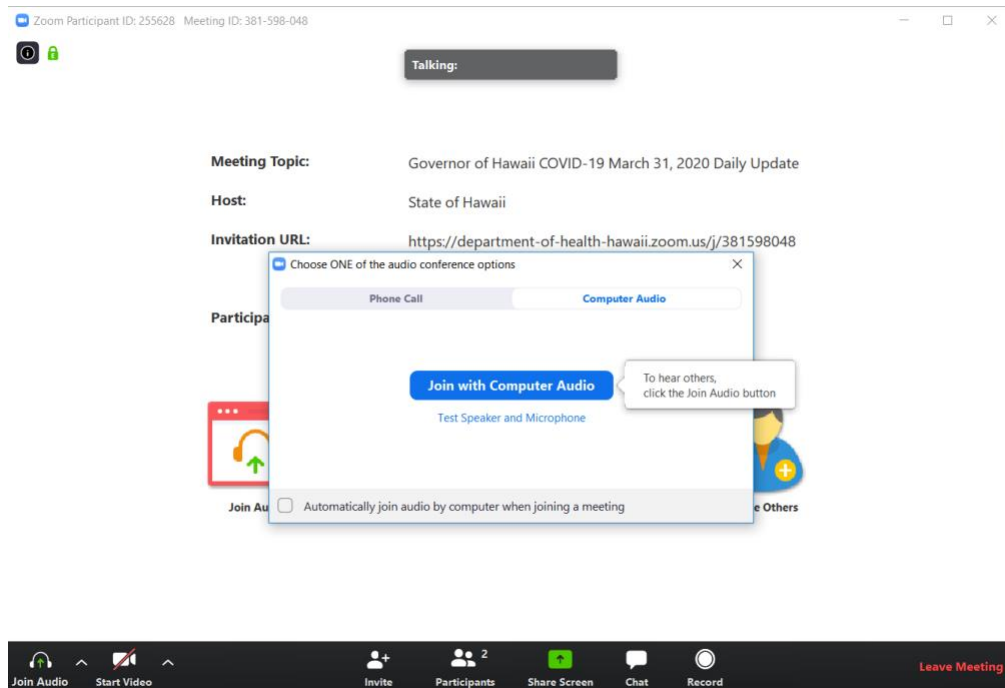
After joining, please use your name. This will help the moderator call you when it comes to the Question & Answer portion of the press release. The password will be emailed daily to help prevent uninvited people to the meeting.



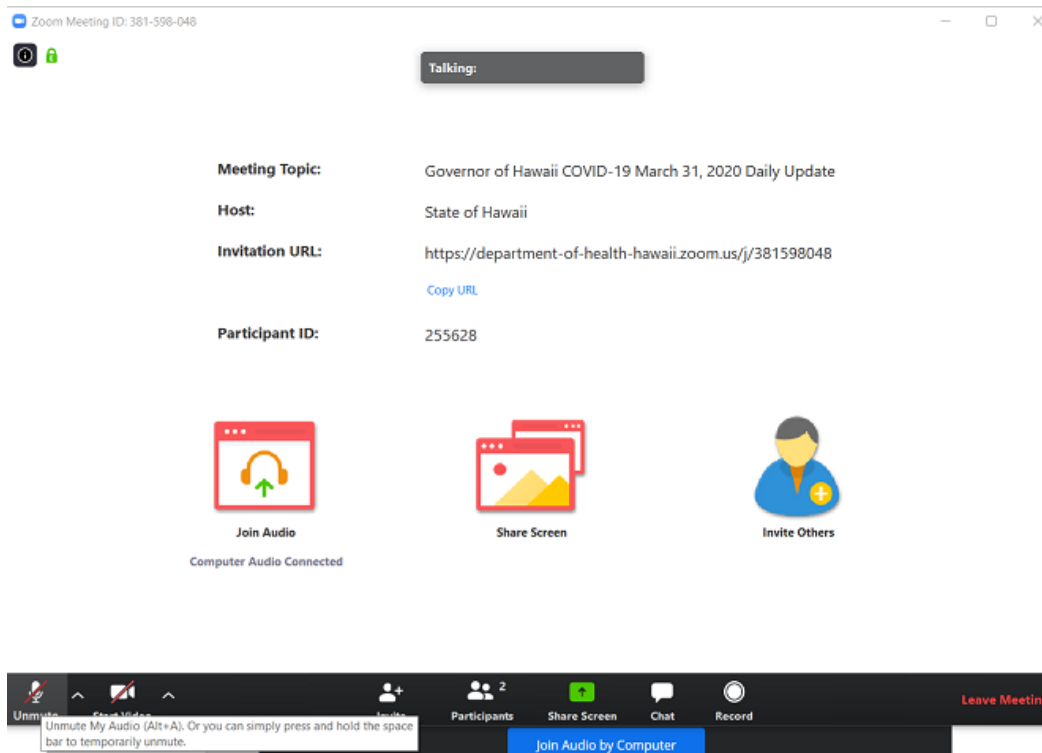
Participants will be placed in a "lobby" upon joining. This will allow the moderator to check users joining.



Once the host allows you in the meeting, select audio options. A headset and mic (recommended) or a dial-in option.

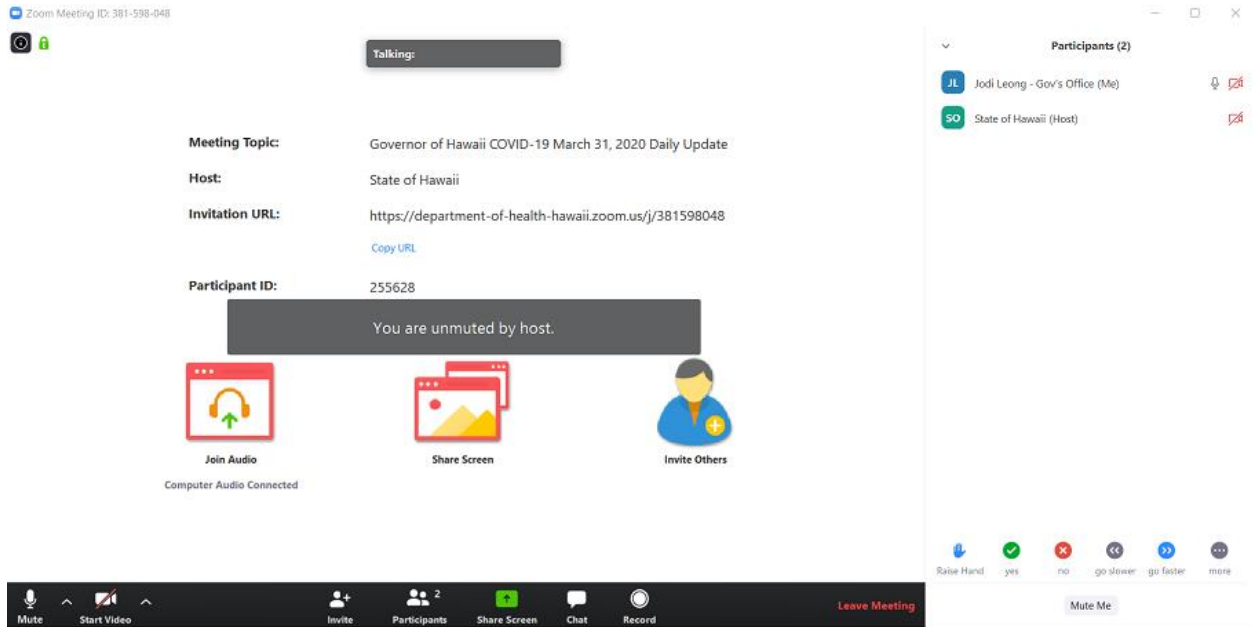


At this time, your microphone will be muted by the host and unmuted when it is your turn to ask a question. Note: Participants will not be able to unmute themselves.

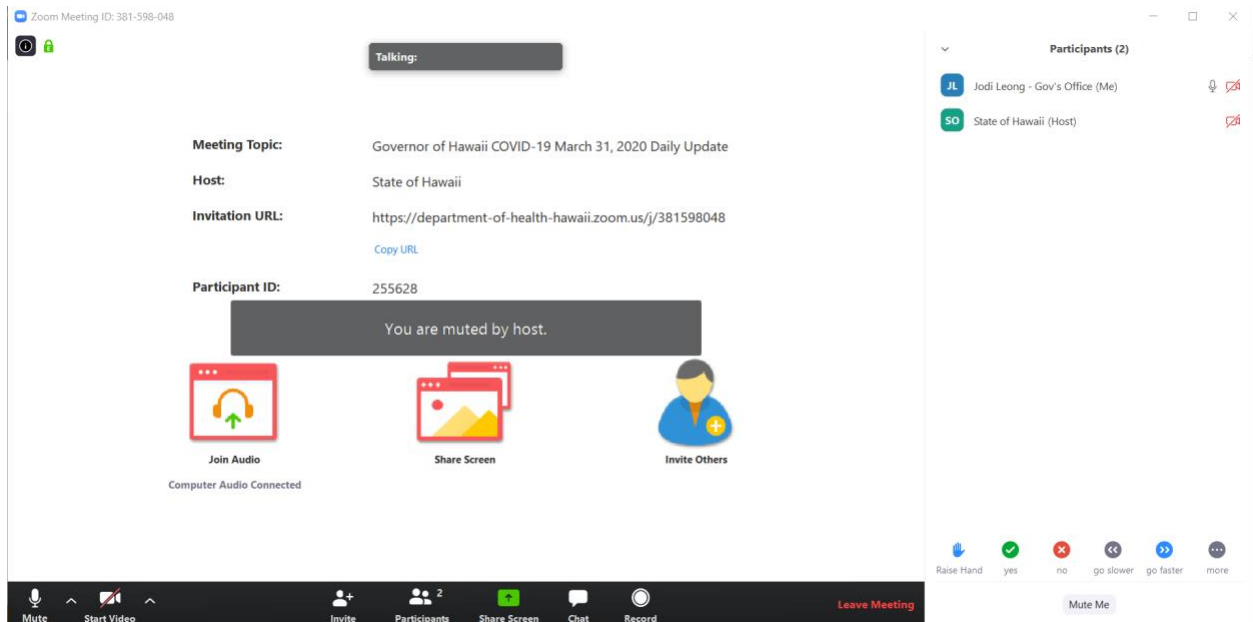


## During the Q&A Portion

When the moderator unmutes a participant, the mute icon will change. Please be mindful of background noise and when the moderator unmutes the participant mic.



When the participant is finished with their questions, the moderator will mute the participant and proceed with the next participant.



After the round robin questioning is completed and you have an additional question, digitally raise your hand to be called upon. Click on **Participants, Raise Hand**

