



How to Join and Participate in Online Webinars for Virtual Meetings

RI DEM Marine Fisheries

About this Guide



- This guide provides step by step instructions on how to join online webinars hosted by the RI DEM Division of Marine Fisheries.
- Each step has written instructions followed by click by click instructions to help you navigate the Zoom platform for online workshops.

Section One:

Joining the online meeting.



Locate link to join online webinar in meeting announcement listserve email.



Click the link for the meeting to join. Each meeting will begin promptly at the designated time.

PUBLIC MEETING ANNOUNCEMENT

Please be advised that the DEM Division of Marine Fisheries will hold a public meeting on Monday, April 27, 2020, beginning @ 3:00PM. Due to the Covid-19 emergency, which prevents the Division from holding public meetings in-person, these meetings will be held virtually only. For each workshop, there will be a Zoom webinar and a conference call line to allow public participation. The login and call-in information will be sent in a subsequent notice prior to the workshops.

[Click here to view the meeting presentation](#)

[Click here to Join the meeting webinar](#)

The workshop will be held 3:00 – 4:00PM. The agenda for this workshop is:

- Whelk minimum size measurement

If you have any questions regarding the proposals or participation in the workshops please email DEM.MarineFisheries@dem.ri.gov.

Thank you.

Zoom should launch automatically. If the dialog does not pop up, click download & run Zoom.



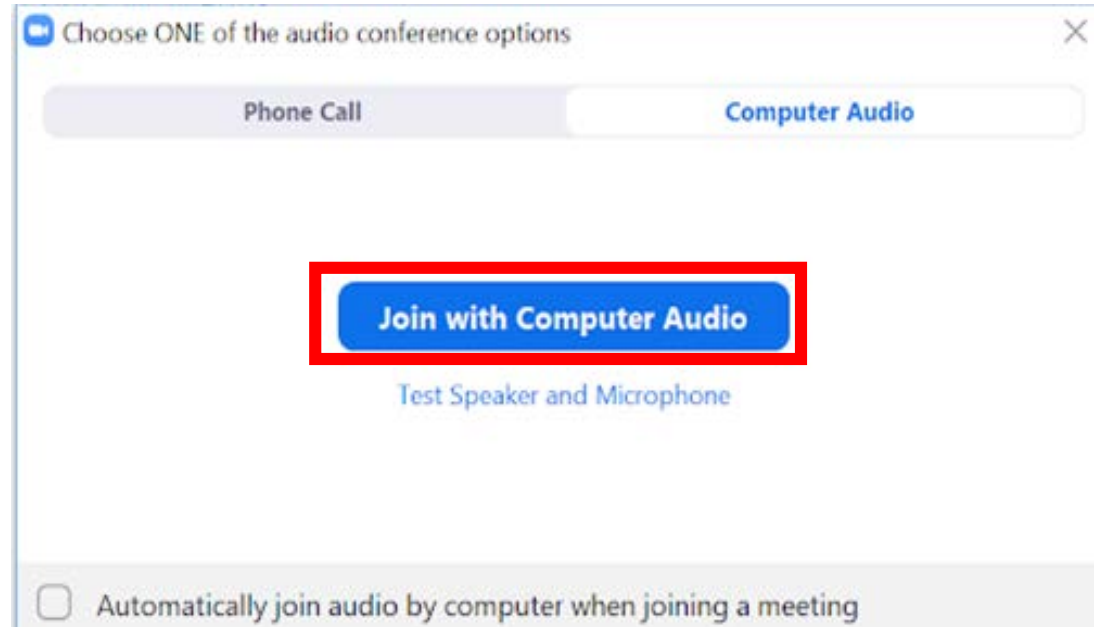
The screenshot shows the Zoom website interface. At the top left is the Zoom logo. At the top right are links for 'Support' and 'English'. The main content area displays 'Launching...' in the center. Below this, it says 'Please click **Open zoom.us** if you see the system dialog.' At the bottom, it says 'If nothing prompts from browser, [click here](#) to launch the meeting or [download & run Zoom.](#)' The link 'download & run Zoom.' is highlighted with a red rectangular box. In the bottom right corner, there is a blue 'Help' button with a speech bubble icon.



Once the installation is complete, you will be automatically connected to the webinar. You will then be asked to Join audio.

To join with computer audio you must have speakers connected to your computer and you must have a microphone. If you are unsure and want to test this capability, click Test speaker and microphone.

In lieu of using computer audio, you can use the dedicated call-in line.



To participate using your phone, select Phone Call.



1. Call one of the numbers provided.
2. Enter the meeting ID followed by #.
3. Enter the participant ID followed by #.

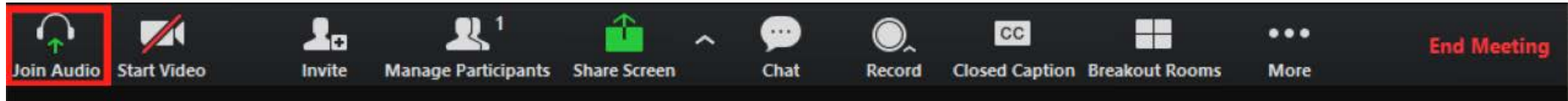
The screenshot shows a mobile app interface with three tabs at the top: "Phone Call" (selected, blue), "Computer Audio", and "Call Me". Below the tabs, there is a dropdown menu with a US flag icon. To the right of the dropdown, the text "Dial:" is followed by two phone numbers: "+1 669 900 6833" and "+1 646 876 9923". Below this, the text "Or" is followed by two more phone numbers: "877 853 5247 (Toll Free)" and "888 788 0099 (Toll Free)". Further down, the text "Meeting ID:" is followed by the number "727 288 954". At the bottom, the text "Participant ID:" is followed by the number "44". A "Done" button is located at the bottom center of the screen.

Note: This is an example and not the phone numbers/meeting ID/participant ID that will be in use for the meetings.

If you do not see the Join Audio pop-up or you accidentally close it, you can join audio after connecting to the meeting.



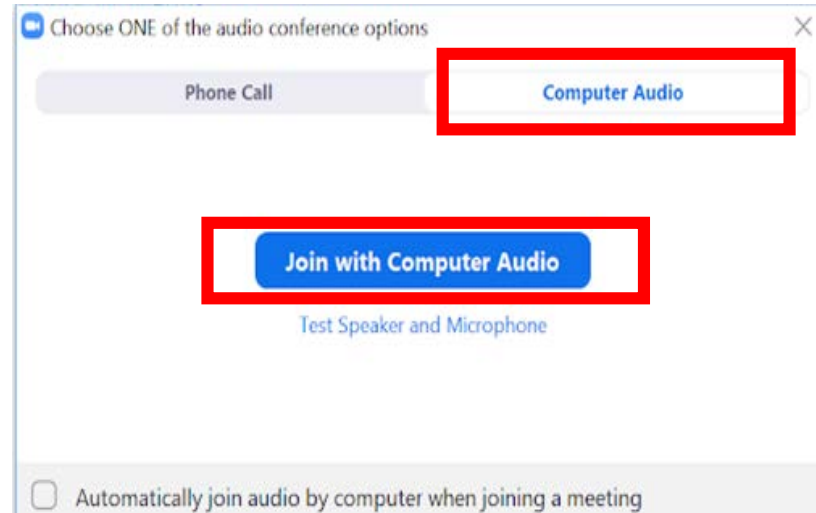
1. First, click **Join Audio** in the meeting controls at the bottom of the screen.



2. Click **Computer Audio** if you want to listen through your computer's speakers,

OR

Click **Phone Call** if you want to join via your phone.



If connected through computer audio you can switch to the phone line at any time.



1. Click the **arrow next to Mute/Unmute** in the meeting controls at the bottom of the window.



2. Click **Switch to Phone Audio**.
3. Call in using the provided number and follow the prompts.



Section Two:

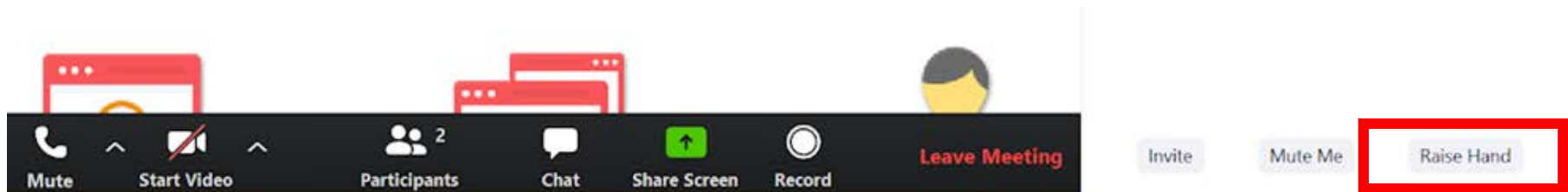
Asking a question and exiting the online meeting.



How to ask a question using the RAISE HAND feature.



1. To ask a question or make a comment, click the **Raise Hand** icon on the meeting controls at the bottom of the window.



2. The host will unmute you when it is your turn to ask a question.

How to exit the online meeting.



1. Click the **End Meeting** button on the meeting controls at the bottom of the screen when the meeting is finished.

