

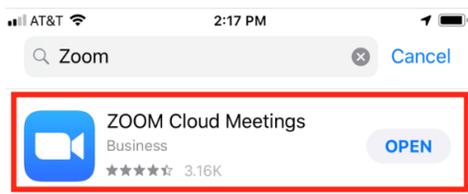


## Instructions to attend State of Hawaii Virtual Board meetings via Zoom

### Step 1: Download Zoom for your mobile device or your computer

#### Mobile App

Apple iOS

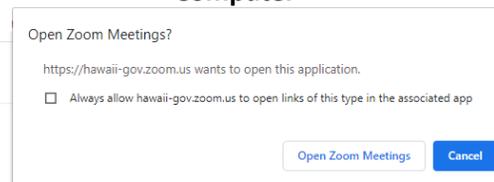


Google Android



\*iOS will display “Get” instead of “Open” if app is not already installed on the device

#### Computer



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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Privacy & Legal Policies

\*Screen shown will appear once you execute Step 2 below

\*You may install the software or view through browser on computer

### Step 2: Click the link in the meeting agenda



#### AGENDA

Date: [redacted] 13, 2020

Time: [redacted] p.m.

Place: Virtual Videoconference Meeting – Zoom Webinar (use link below)

<https://hawaii-gov.zoom.us/j/98310479994>

\*The highlighted area will be different for each meeting

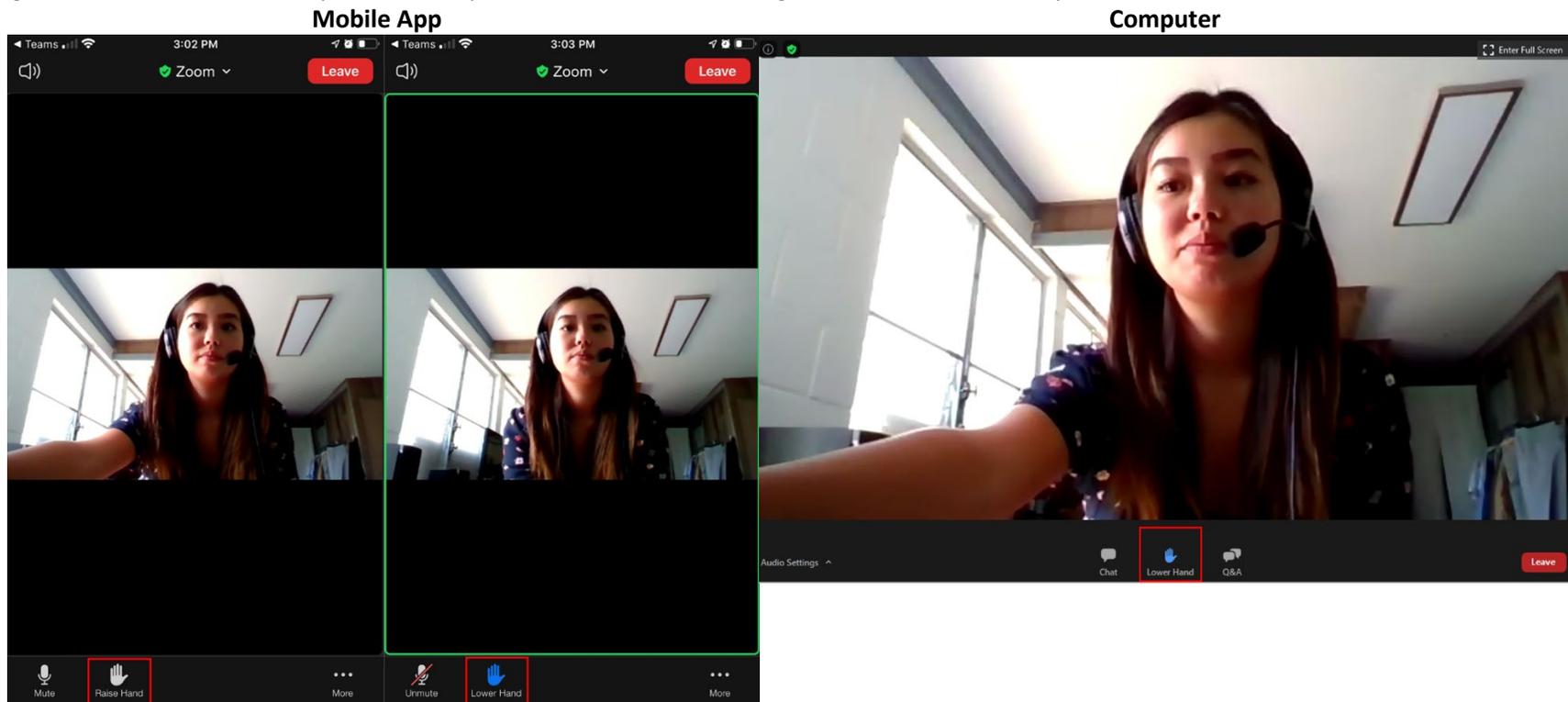


### Step 3: Testify

As the board progresses through the meeting agenda, there will be opportunities for public participants to provide testimony on specific agenda items. At that time, you will need to utilize the Raise Hand function on your Zoom client to be acknowledged.

#### Raise hand

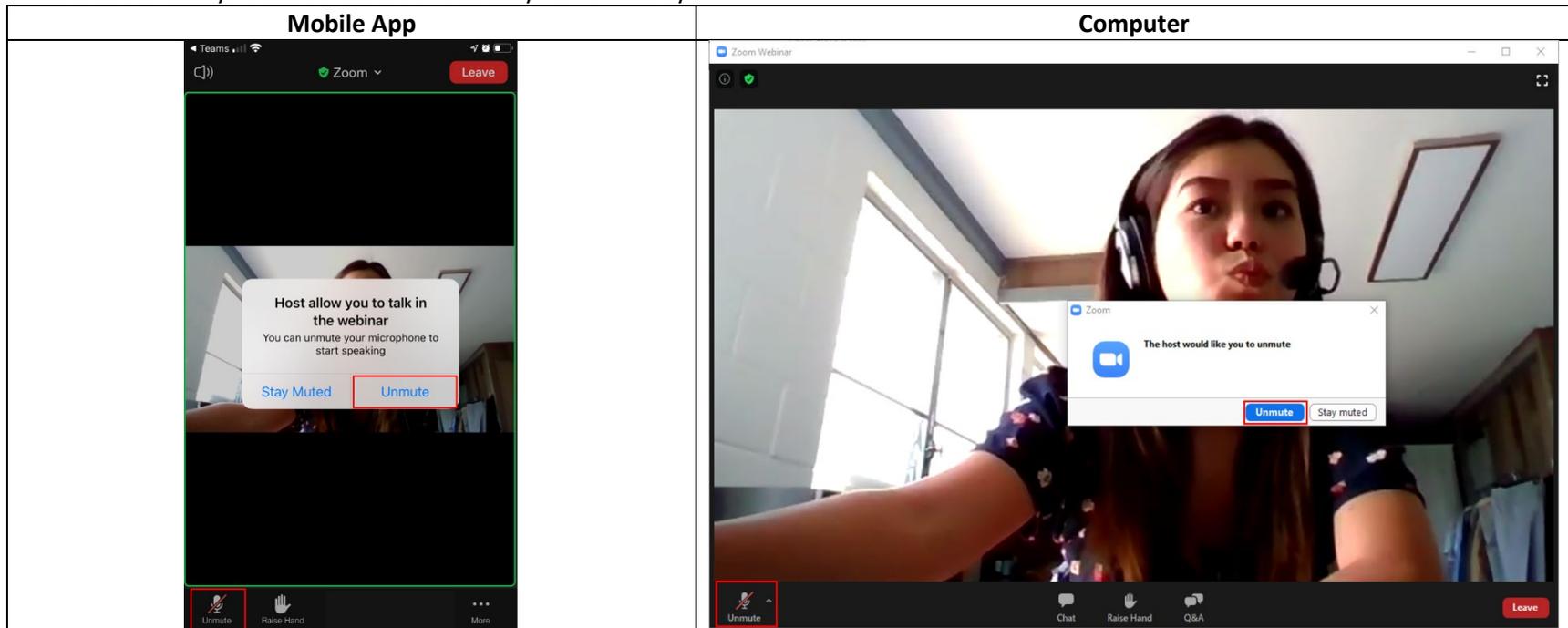
The Raise Hand function is available along the bottom menu in both applications. If the icon is gray and says "Raise Hand", you can select it to signal to the Board Chair that you'd like to speak. You will be acknowledged in the order in which your hand has been raised.





## Unmuting and Presenting Testimony

Once you've been acknowledged by the board, a member of will notify you that you have been enabled to speak. You will need to make sure that your application (either Mobile or Computer) has access to your microphone if you wish to speak. Typically, the host will ask you to state your name and the organization, if any, you are affiliated with prior to beginning your testimony. Please refer to the individual board instructions on how much time you will be allowed to make your testimony.



\*If the board staff prompts you to unmute your microphone, you will see the above messages pop up on your device

Once your testimony is completed, your ability to mute/unmute yourself unless called upon again by raising your hand.

## Video (Optional)

Some boards may ask/allow to present your video, along with your audio, if you wish. In this situation, your Zoom client will close and reopen where you will be reconnected to the Zoom Webinar with the ability to toggle your video.

