

Instructions for Participating Virtually

For both the meeting and hearing, MDEQ will be using Zoom. It is best to attend the meeting using an electronic device with a microphone, such as your smart phone, tablet, or computer (note that some computers do not have microphones). You can download the Zoom application for free prior to the meeting at <https://zoom.us/download> or using your device's App Store. If you do not have access to a microphone, you may have Zoom call you at the number you enter (see instructions below). You may also listen by phone only by using the call-in number provided and entering the access code followed by "#".

If participating using an electronic device/computer, it is recommended you join the meeting at least 15 minutes early to ensure everything is working and to familiarize yourself with Zoom.

All participants in the meeting and hearing are initially muted but will be unmuted if you indicated you have questions/comments during registration. We will also acknowledge and unmute those who indicated they have questions/comments during the meeting and hearing at an appropriate time. Keeping participants muted is necessary to prevent poor audio quality. Also, all video will be turned off.

Participating in a Zoom Meeting

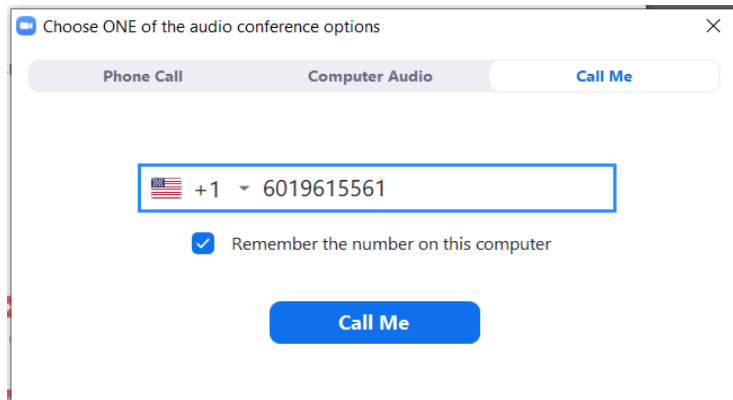
MDEQ asks all participants complete a registration form for both the meeting and hearing if you would like to speak. When registering, we also ask that you enter the phone number you plan to use if you will only be able to call in by phone and not use the Zoom app. This will allow us to identify you and unmute your line so you may speak.

MDEQ highly recommends you test the device you are going to use (i.e., computer or smart phone) prior to participating in the meeting or hearing. Please click on this link to test an online meeting: <https://zoom.us/test>. This is also a good time to find the "Raise Hand" icon and the "Chat" icon.

Audio Options

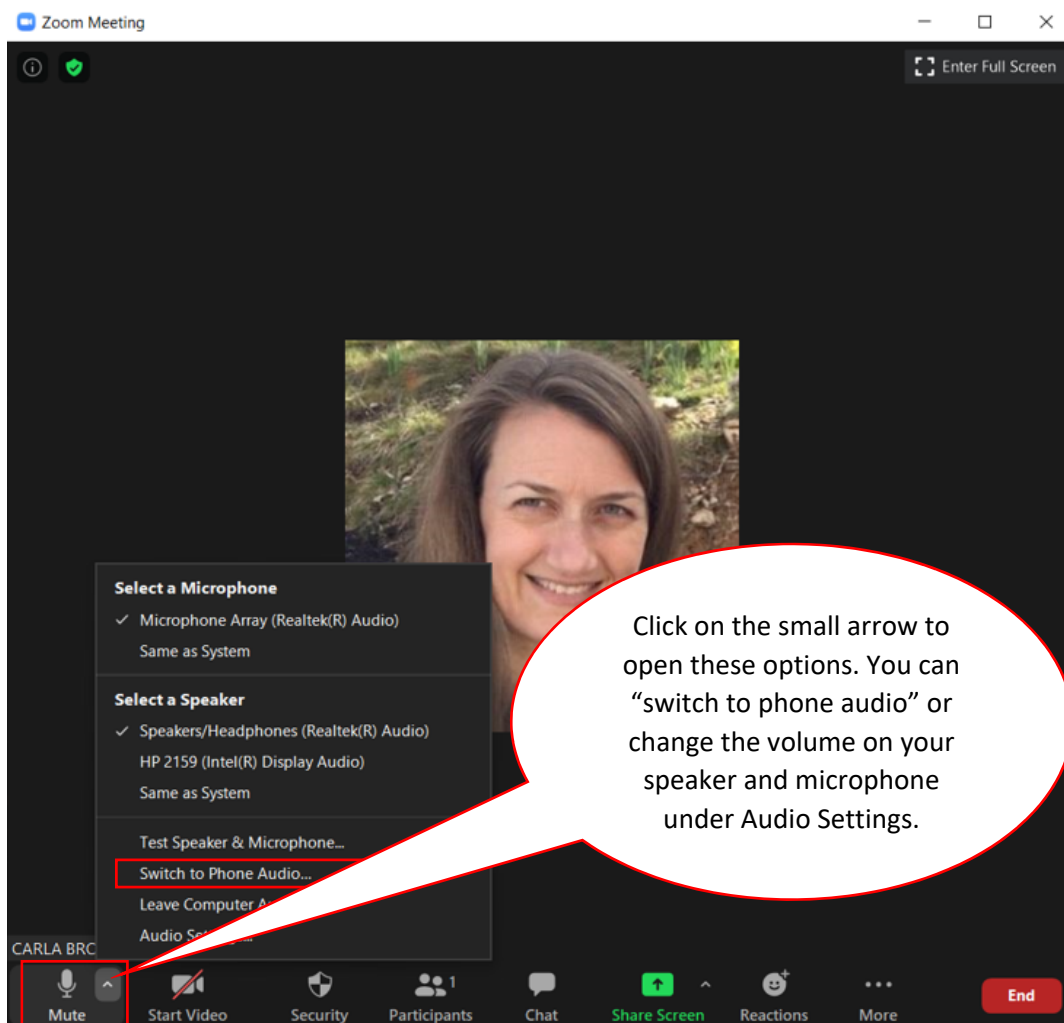
When joining the call, you should get an option to do one of the following:

- (1) Phone Call: Dial in using the provided call-in number.
- (2) Computer Audio: Use your computer's audio system/microphone.
- (3) Call Me: Have Zoom call a number you provide (recommended if you do not have a microphone).

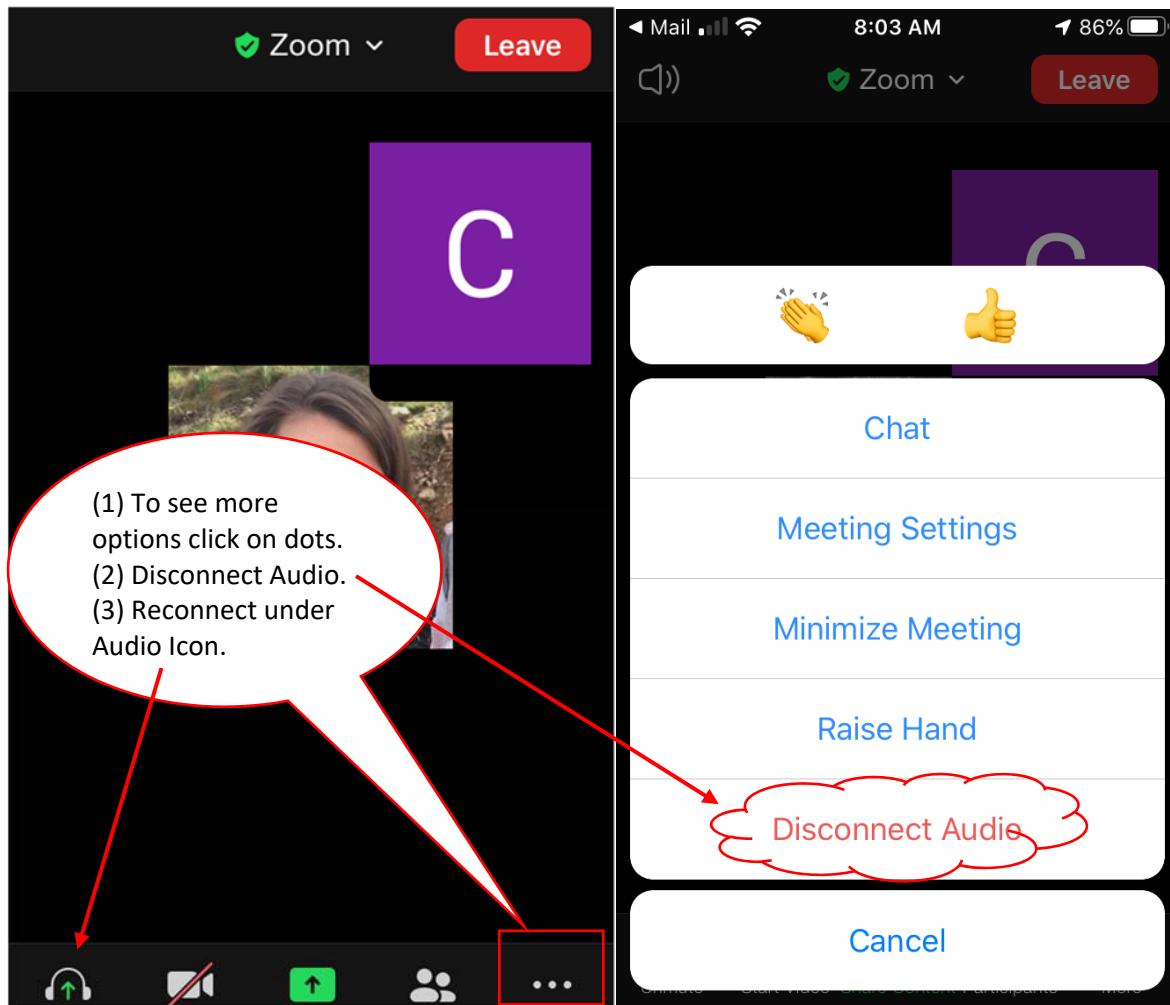


If you join the meeting using your computer audio but have poor sound quality, try having Zoom call your phone by clicking on the small arrow near your microphone icon and then “Switch to phone audio”. You can also adjust the volume of your speaker under “Audio settings” if you have trouble hearing the person speaking.

From your computer, to change Audio Settings:



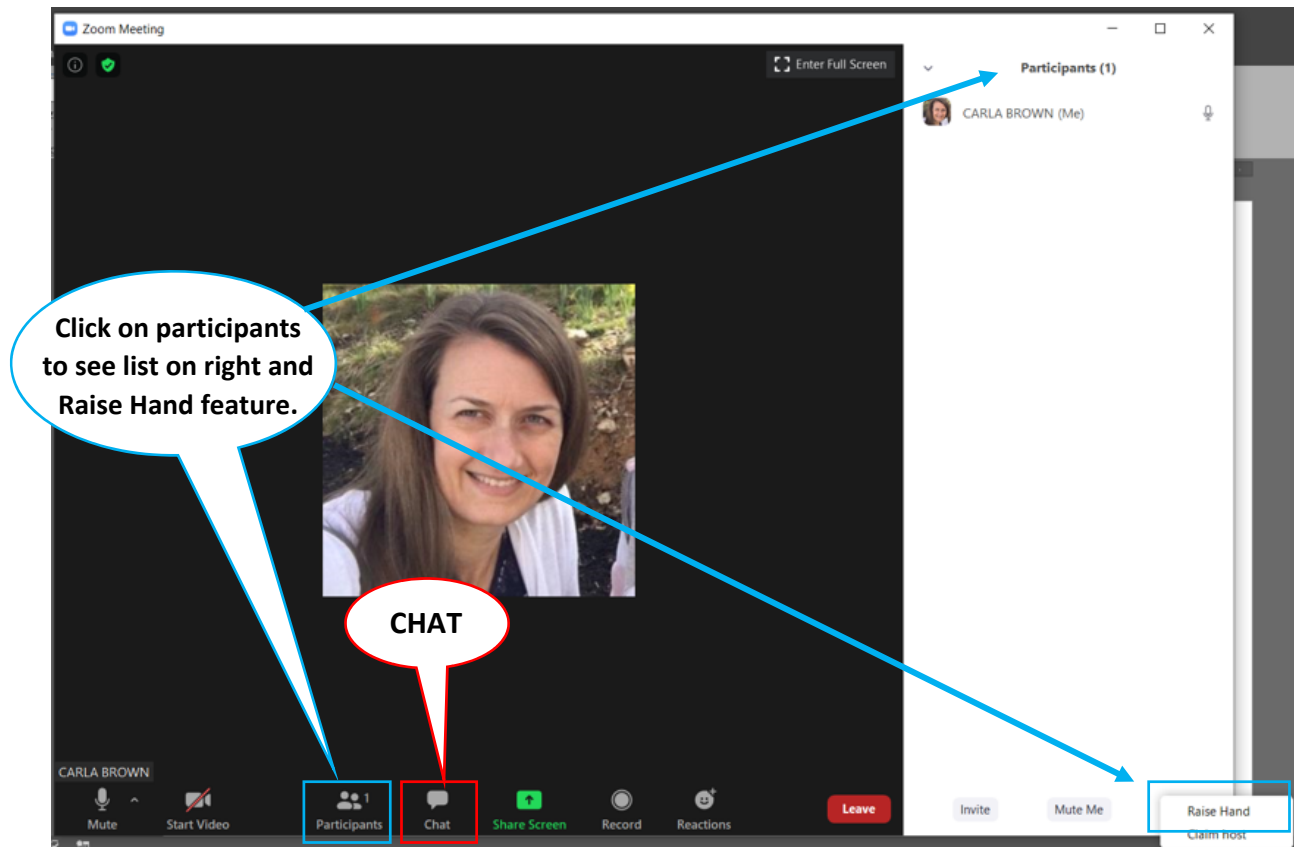
From your device, to change Audio Settings:



Chat & Raise Hand

If you have a question during the public meeting, you may use the “Chat” feature to submit a question. If you would like to speak, please use the “Raise Hand” feature, and we will acknowledge you at an appropriate time.

If joining by computer, you can find the Chat and Raise Hand features here. (To see these options at the bottom of your screen, you may need to move your mouse across the screen so they reappear.)



If joining by a device (smart phone, tablet), you can find the Chat and Raise Hand features here.
(To see options, you may need to touch the screen.)

