Tips for this Zoom training, April 2-3, 2020

When you enter/sign into the meeting:

1. If you don't have a Zoom account, enter a display name as you join the meeting. Otherwise, we just see your computer number. If you don't see this option when you're entering, there are directions below to "rename" yourself once you're in the meeting.
2. When you enter, you will be put in the "waiting room" until we can confirm your identity and admit you. Please plan to join the meeting at least 15-30 minutes early to help us facilitate this process. We have about 95 people expected.
3. Test your audio: Once you're in the meeting, look for the microphone icon on the bottom left. If it has a red slash over it, your microphone is muted. If you want to test your audio and speakers, click the arrow to the right of the microphone icon and choose the "Test audio & speakers" option. Zoom will run you through a couple of easy diagnostics to make sure things are working.

After that:

1. Your microphone will be muted upon entry (my setting).
   1. When you're muted, the microphone icon on the bottom left of your screen will have a red slash over it. You can unmute yourself at any time. Generally, the best practice is to remain muted to avoid causing unforeseen interruptions and avoid speaker feedback that sometimes occurs when multiple microphones are unmuted.
2. It's your choice on whether you want to display your video or not if you have a camera.
   1. Click on the video camera icon on the bottom left to stop and start your video. Your video is stopped when the camera has a red slash over it.
3. Make sure your name is displayed instead of your computer number.
   1. To get rid of your computer number, click the participants icon at the bottom of the screen. The participants bar opens on the right side.
   2. Find your computer number on the list of participants (presumably at the top).
   3. Mouse over it, click on the "More" button and then select "Rename".
4. If you have a question or comment:
   1. Email [mepatraining@mt.gov](mailto:mepatraining@mt.gov) - This method is preferred and ensures we don't lose track of your questions in the vastness of this ~95 person Zoom.

or

* 1. "Raise your hand" during the Zoom. On the bottom of the screen, click the participants icon. With the participants window open on the right, you will see a button on the bottom to "raise your hand". It puts a blue hand next to your name for me to see.

or

* 1. Click the chat icon on the bottom of the screen and message me. Depending on the number of messages coming in, I could lose track. My coworker Trevor Graff will be helping me not to. Email [mepatraining@mt.gov](mailto:mepatraining@mt.gov) to ensure your question or comment doesn't get lost.

1. I recommend watching the training in "Speaker view". You can toggle between speaker view and "Gallery view" in the upper right corner of the screen. Gallery looks like the Brady Bunch and it's hard to tell who's talking with 90+ people on the meeting.
2. Give a virtual thumbs up: Under the "reactions" icon on the bottom of the screen you can give a virtual thumbs up or click on the clapping hands to show reaction to something you hear.
3. If you have connectivity problems, check whether other devices in your work space are using bandwidth (cell, other computers/laptops, etc) and turn them off or to airplane mode. Or, you can just listen by phone.
4. All the training materials are posted [here](https://leg.mt.gov/committees/interim/eqc/montana-environmental-policy-act/mepa-training/). <https://leg.mt.gov/committees/interim/eqc/montana-environmental-policy-act/mepa-training/>