Zoom Participant Guide
# New England Council Meetings & Webinars

April 2025

Zoom Meeting vs. Webinar

- Meeting
- For collaboration in Committee, PDT & Working Group meetings
- Host, Co-host, Participant
- Participant list visible to all
- Participants can mute/unmute their own video and microphone
- Chat can send public and private messages by default
- File sharing allowed

Common Features

- Scheduled for a specific time
- One-time or recurring events
- Video sharing by permission
- Screen sharing by permission
- All attendees can be muted by host
- Highlight and draw on screen
- Events can be recorded
- File sharing
- Whiteboard sharing
- Annotating your shared screen
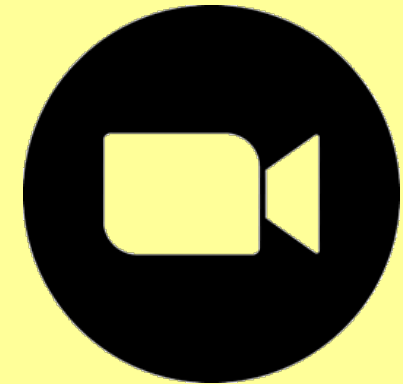
- Webinar
- Listen to Council meetings
- Host, Co-host, Panelist, Attendee
- Join in listen-only mode
- Host and panelists can unmute themselves
- Host can unmute attendees
- Attendee list only visible to hosts
- Q&A with host and panelist is the default
- More branding and email notification features

Register for All Council Meetings & Webinars

- Click the registration link on the NEFMC web calendar or in a meeting notification email.
- Fill in your name and email address
  - Make sure this is the email address that you will join the meeting/webinar with.

Test Meeting

Date & Time   Jul 26, 2024 09:00 AM in
               Eastern Time (US and Canada)

Meeting Registration

First Name*
David

Last Name*
McCarron

Email Address*
dmccarron@nefmc.org

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

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Registration Complete & Confirmation Sent

Updating Zoom Desktop Client

- If you are using the Zoom Workplace application on your device, please check for updates at LEAST fifteen minutes before an NEFMC meeting or webinar begins.
  - Zoom only supports application versions for about sixteen weeks – you may not be able to join or hear audio – if in doubt, **UPDATE!!**
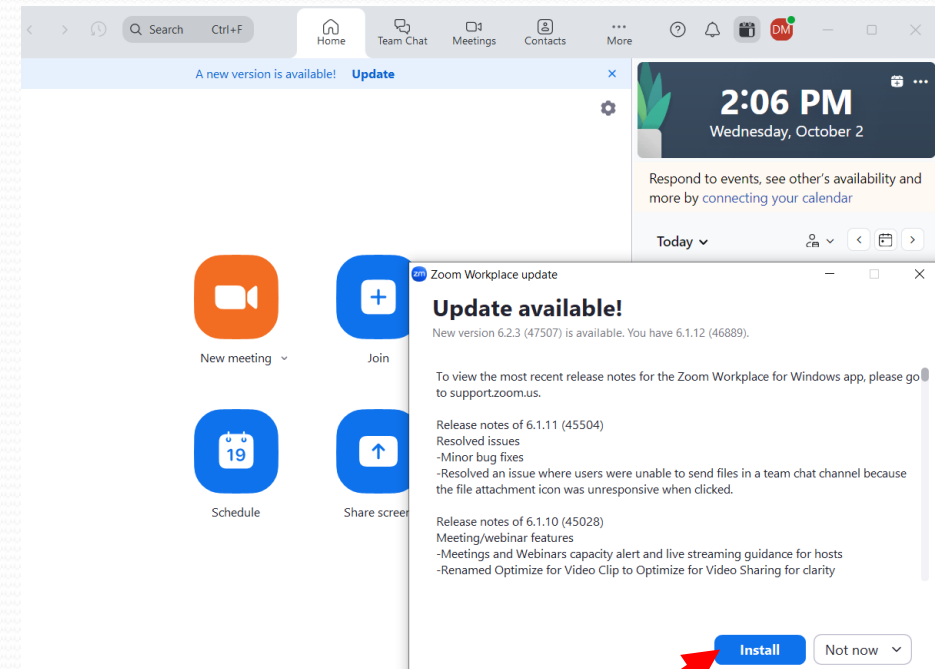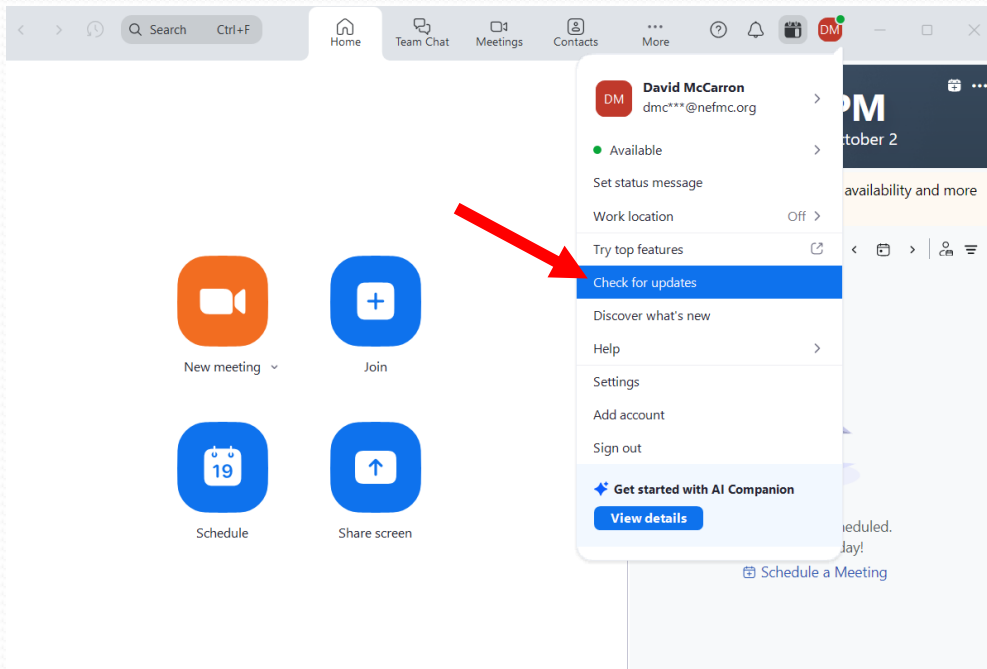
Confirmation Email & Join Meeting Links

zoom

Hello David McCarron,

Thank you for registering for Scientific and Statistical Committee. You can find information about this meeting below.

Scientific and Statistical Committee

Date & Time	Jul 31, 2024 08:00 AM Eastern Time (US and Canada)
Meeting ID	914 6841 6421
Passcode	897457

Add to Calendar(.ics) | Add to Google Calendar | Add to Yahoo Calendar

To edit or cancel your registration details, click here.

Please submit any questions to: rfeeney@nefmc.org

Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser:
https://nefmc-org.zoom.us
/w/91468416421?tk=M_uohqk0oAShhALE9utV2UsYl3crzAuzZqFSun0jznQ.DQYAAAAVS_FFpRZQWWFzaFRhNVRhNndGWnpGVGF2Q1lnAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
pwd=vNXXnodKUWtEFdE27BnckiSy9Rh1qS.1

To keep this meeting secure, do not share this link publicly.

Join via audio

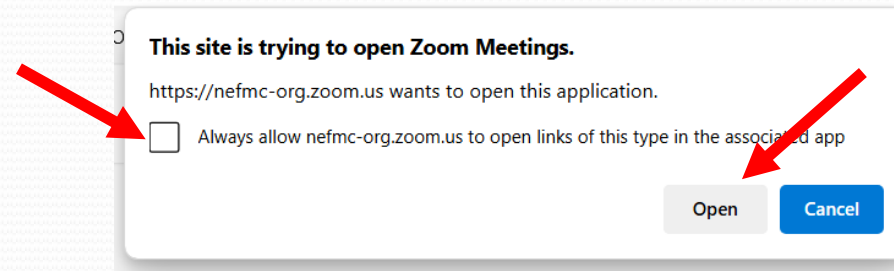| One tap mobile:	US: +16465588656,,91468416421#,,,,*897457# or +13017158592,,91468416421#,,,,*897457#
Or dial	For higher quality, dial a number based on your current location. US: +1 646 558 8656 or +1 301 715 8592 or +1 470 250 9358
Meeting ID:	914 6841 6421
Passcode:	897457

International numbers

Thank you!

Join by Calendar Invite

Join by Email Invite

Join by Phone (audio only, no video/slides)

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Join by Email or Calendar Invite

- Email or calendar event
  - In your email or calendar invitation, click the Join link.
  - Click Allow if you are prompted to open Zoom.

This site is trying to open Zoom Meetings.

https://nefmc-org.zoom.us wants to open this application.

☐ Always allow nefmc-org.zoom.us to open links of this type in the associated app

Open   Cancel

Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our Terms of Service and Privacy Statement

Launch Meeting
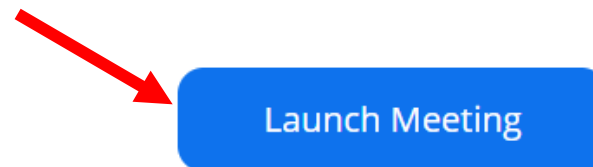
Join by Browser Only

- If you do not want the Zoom Workplace application or are unable to install applications on your computer, you may join our Zoom meetings and webinars using your web browser. Browser-only version has less features than the Zoom Workplace application.
- Go to nefmc-org.zoom.us and join using the Meeting ID in the registration email.
  - If you are using a smart phone for more than just dial-in, you must download the Zoom Workplace app from the phone's app store.

Join by Phone Only

- **How to join a meeting or webinar by phone only**
  - On your phone, dial the teleconferencing number provided in your invite.
  - Enter the Meeting ID when prompted using your dial pad followed by **#**.
    - If the meeting has not started you will be prompted to enter the Host Key to start the meeting, just press **#** to wait.
    - If you have already joined the meeting on your computer, you will have the option to enter your 6-digit Participant ID to be associated with your computer or just press # again.
- **Phone controls for participants**
  - While in a Zoom meeting on your phone:
    - ***6** - Toggle mute/unmute
    - ***9** - Raise/lower hand
    - To enter your participant ID once you are in the meeting, enter **#Participant ID#**

Acknowledge Recording & Meeting Controls

This meeting is being recorded.

To be able to turn on your audio and video, please acknowledge you want to stay in this meeting.
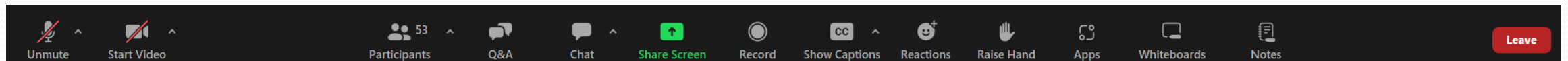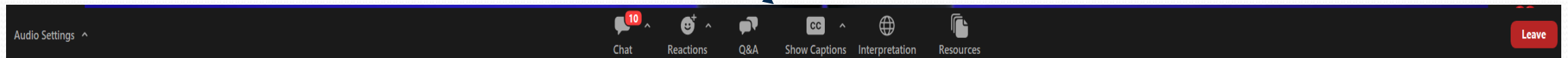
OK   Leave meeting

Post a question only to the host/co-host

Post a question that Council and Council staff will see
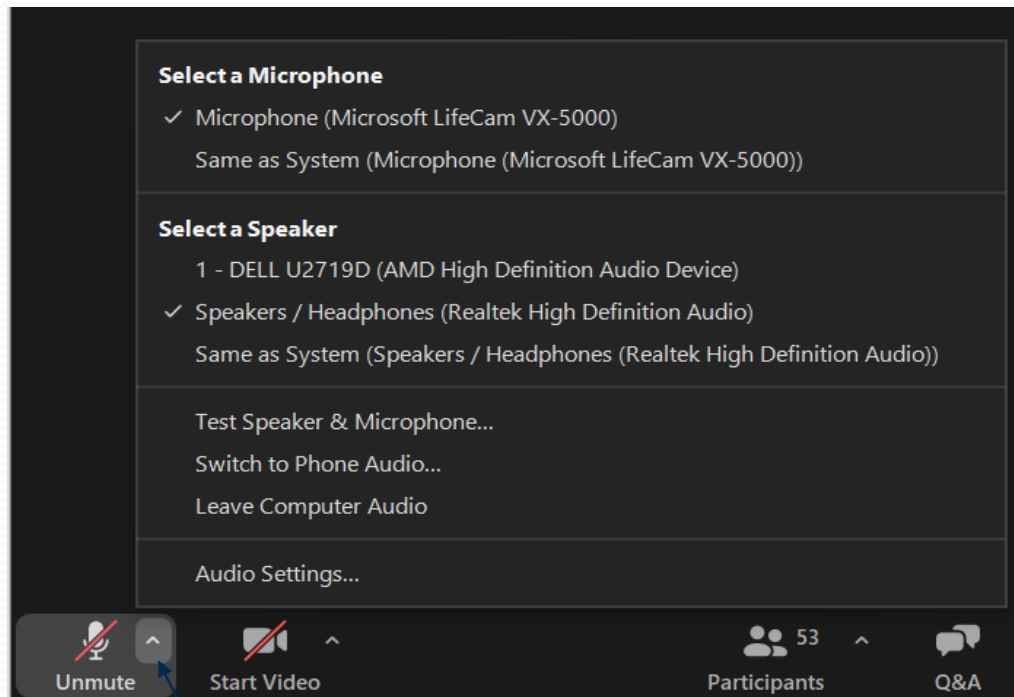
Raise your hand to ask to speak

Unmute | Start Video | 53 Participants | Q&A | Chat | Share Screen | Record | Show Captions | Reactions | Raise Hand | Apps | Whiteboards | Notes | Leave

Webinars have fewer user controls

Audio Settings ^ | Chat 10 | Reactions | Q&A | Show Captions | Interpretation | Resources | Leave
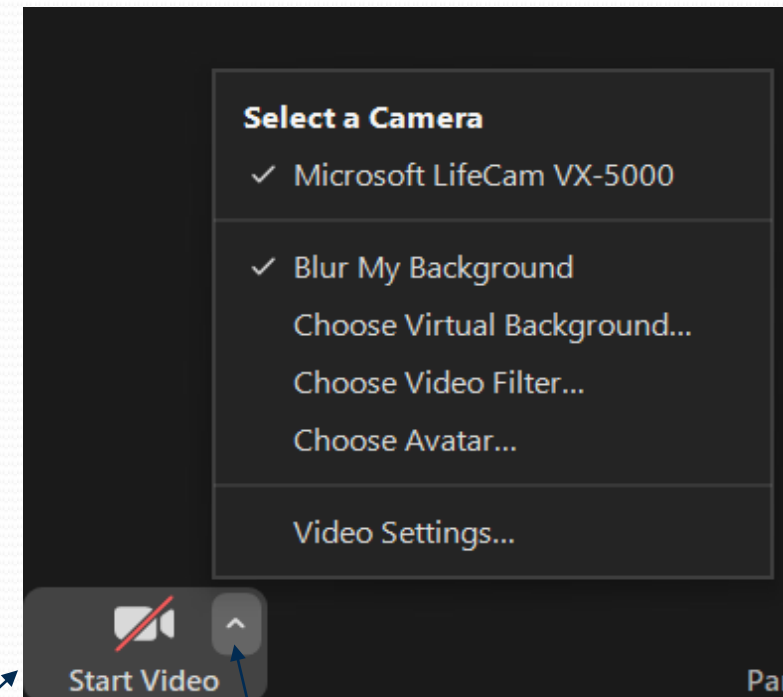
Audio & Video Configuration

- Mic/video are automatically disabled for webinars
- Host may enable participant mic/video use for meetings
- If you can't hear the webinar, check which speaker your device is using

Select a Microphone
- ✓ Microphone (Microsoft LifeCam VX-5000)
- Same as System (Microphone (Microsoft LifeCam VX-5000))

Select a Speaker
- 1 - DELL U2719D (AMD High Definition Audio Device)
- ✓ Speakers / Headphones (Realtek High Definition Audio)
- Same as System (Speakers / Headphones (Realtek High Definition Audio))

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio

Audio Settings...

Unmute   Start Video   53 Participants   Q&A

Select a Camera
- ✓ Microsoft LifeCam VX-5000
- ✓ Blur My Background
- Choose Virtual Background...
- Choose Video Filter...
- Choose Avatar...

Video Settings...

Start Video

More audio control options

More video control options

Mute/Unmute your microphone
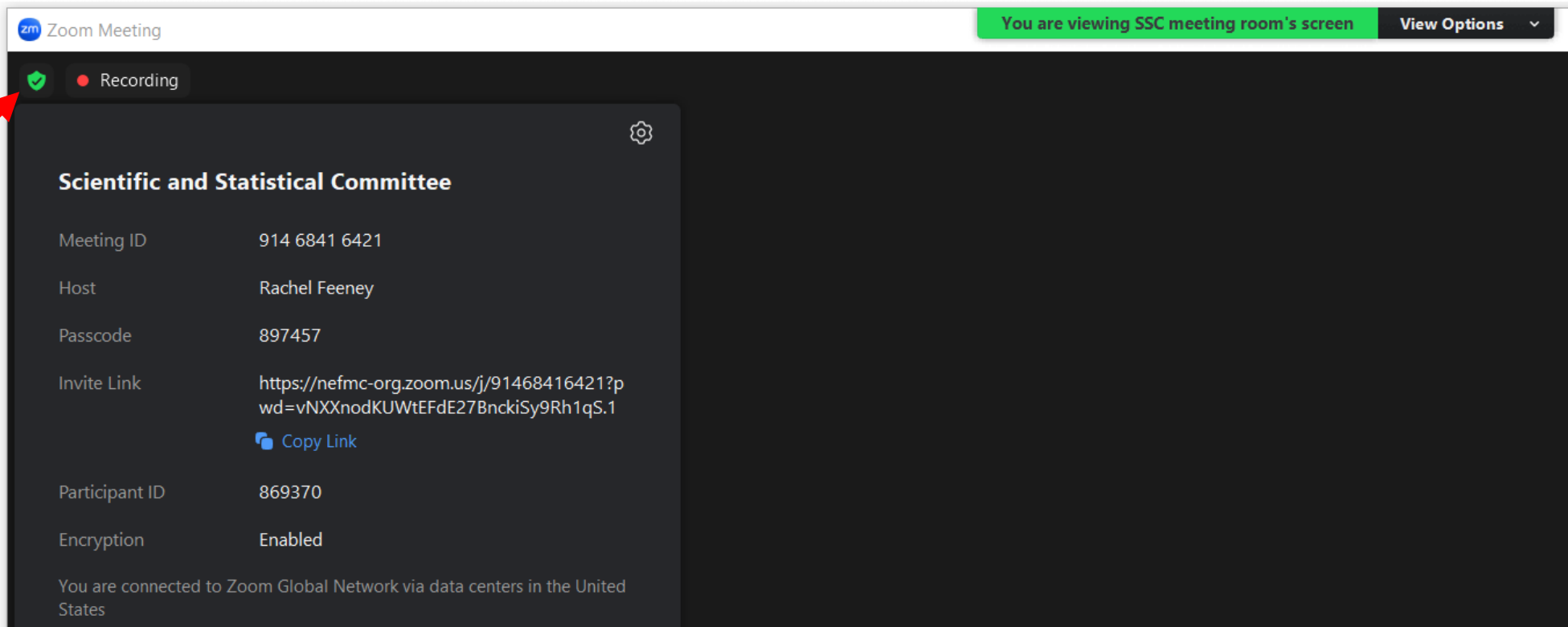
Turn video camera on/off

Meeting Information

The Meeting Information gives you quick access to the Meeting ID and Passcode and your unique Participant ID in case you need them to join your meeting or webinar from another device.
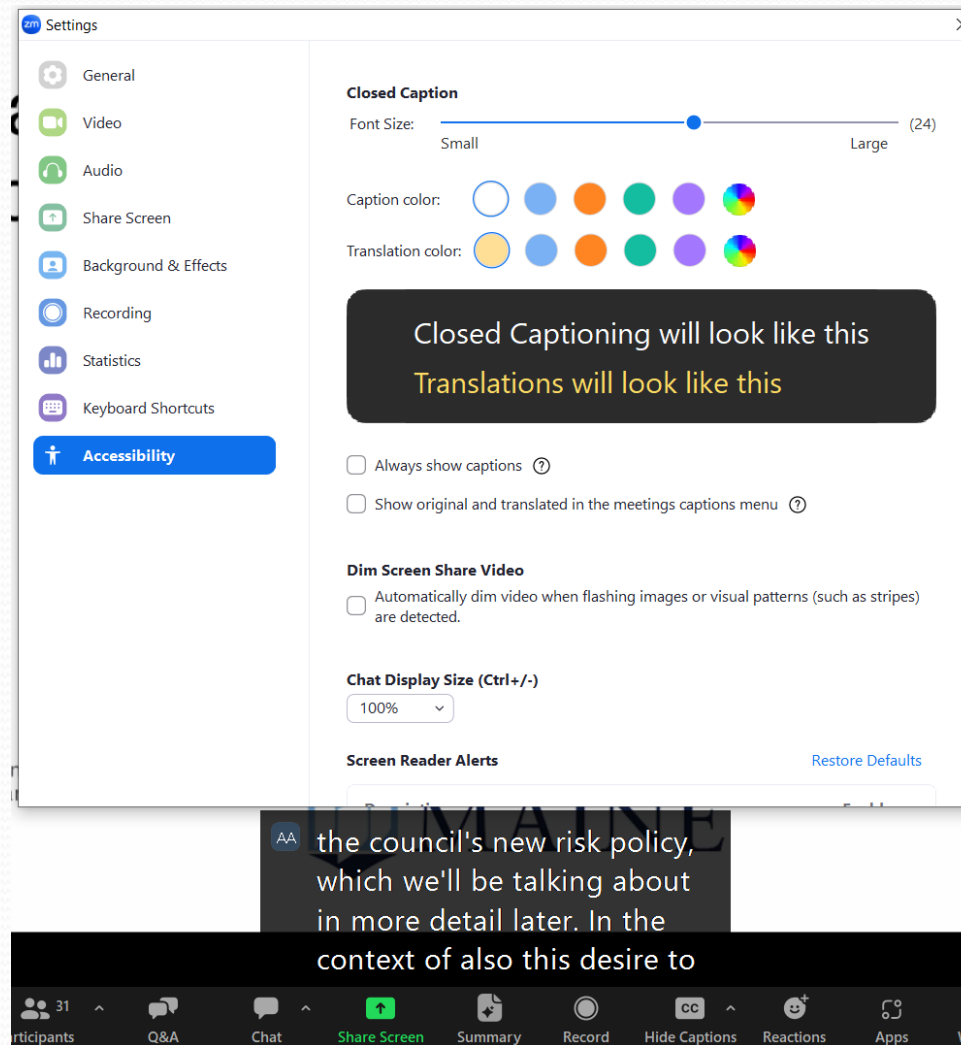
Zoom Accessibility

- In the Zoom Workplace Desktop app, you can change all of the accessibility settings:
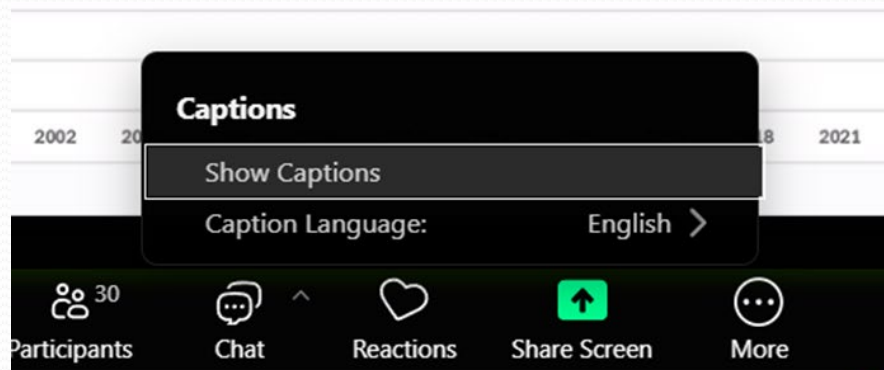

Show Captions (App)
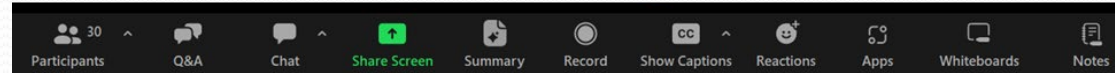
- Closed Captioning
  - Font Size: Click and drag slider to make closed captions font size smaller or larger.
  - Caption color: Choose from five preset colors or click the color wheel to set a specific color, which will be used when displaying manual or automated captions.
  - Translation color: Choose from five preset colors or click the color wheel to set a specific color, which will be used when displaying translated captions.
- Always show captions – Click to automatically show captions, when the host has captioning enabled.
- Chat Display Size – Adjust the font size for in-meeting chats and on Team Chat.
- Dim Screen Share Video – Select the check box to automatically dim video when flashing images or visual patterns are detected in a meeting or webinar.
- Screen Reader Alerts – Enable or disable screen reader alerts.
- In the web browser app, you can only toggle closed captions on and off and change the translation language.
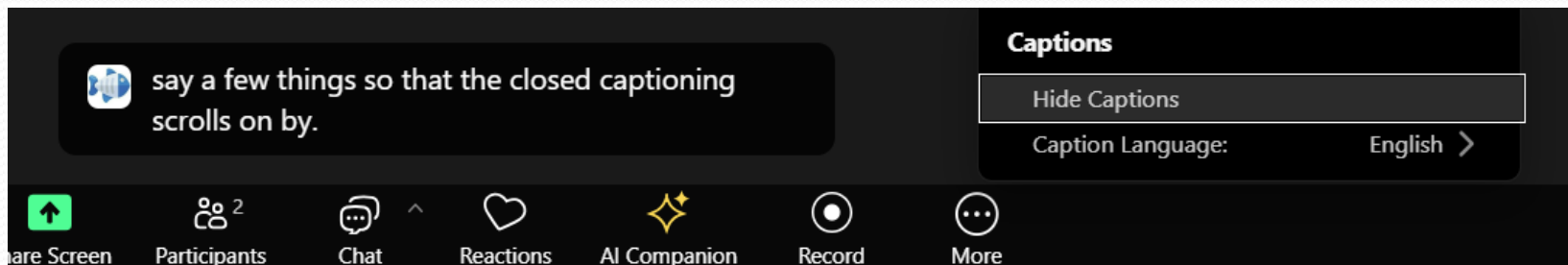
Accessibility Menu in Desktop App

Accessibility Settings in Web Browser

Show Captions (Web)

Meeting & Webinar Etiquette

- Keep your phone/microphone on MUTE until the Chair has unmuted you and asked you to speak
- Use the "Raise Hand" button to indicate that you would like to speak
- Keep your comments concise and on-topic
- Abide by the on-screen timer if one is being used to manage public comment
- Treat all meeting participants with respect
- All Council meetings and webinars are recorded
- Unprofessional behavior, vulgar language, personal attacks, intimidation, discrimination or harassment will not be tolerated and will result in immediate removal from the online meeting