

Copper Ave Trail Improvements Webinar Controls Cheat Sheet Virtual Neighborhood Meeting

Tip: Join the meeting early to allow your computer time to launch the software and for you to locate the controls on your screen.

Open and Close Control Panel

Icon may be small and at the edge of the screen. It may minimize on its own after a few seconds. Click arrow to bring it back.

Mute/Unmute Button

Used to mute and unmute your microphone.
Will be automatically muted when you first join.

Full Screen Mode Toggle

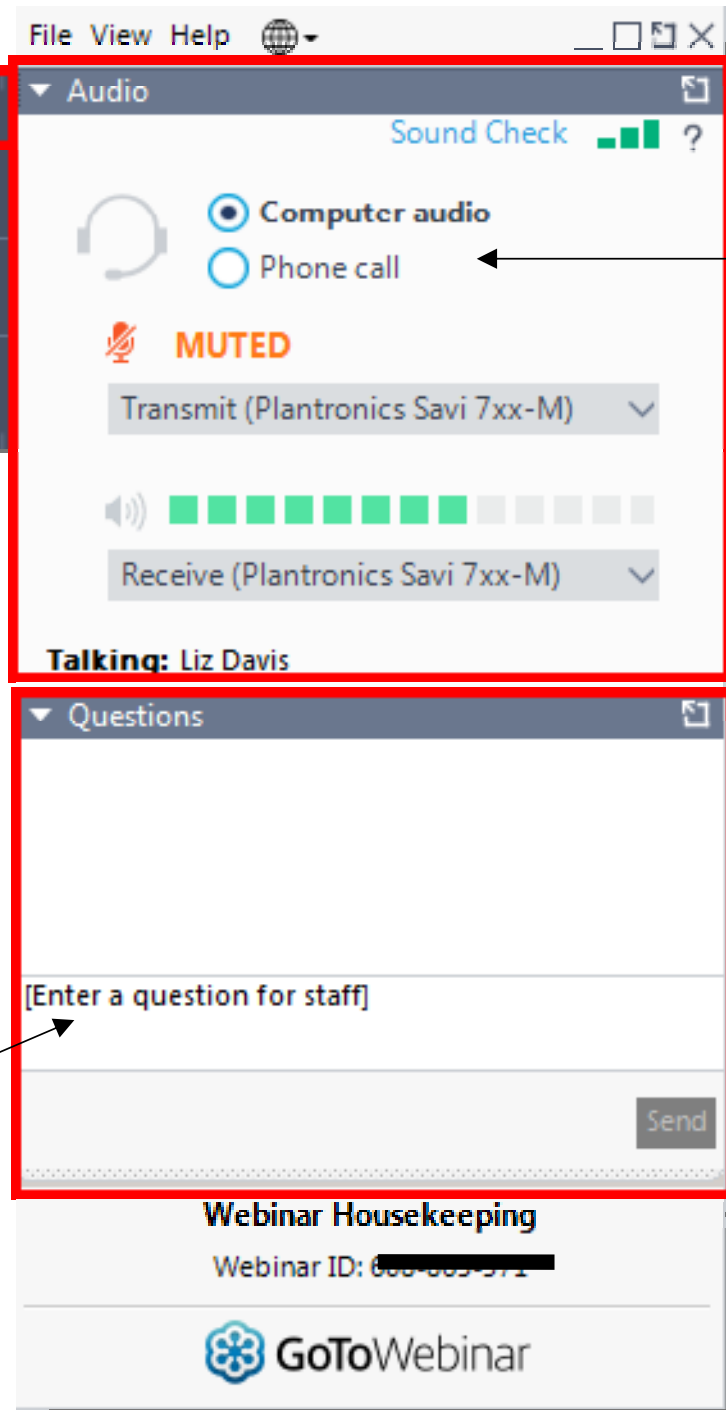
Raise Your Hand Button

Click to notify Organizer that you would like to say your question/comment out loud. Wait for Organizer to unmute you.

Questions/Comments Box

They will be read out loud and addressed/noted throughout the meeting or during the Q&A period.

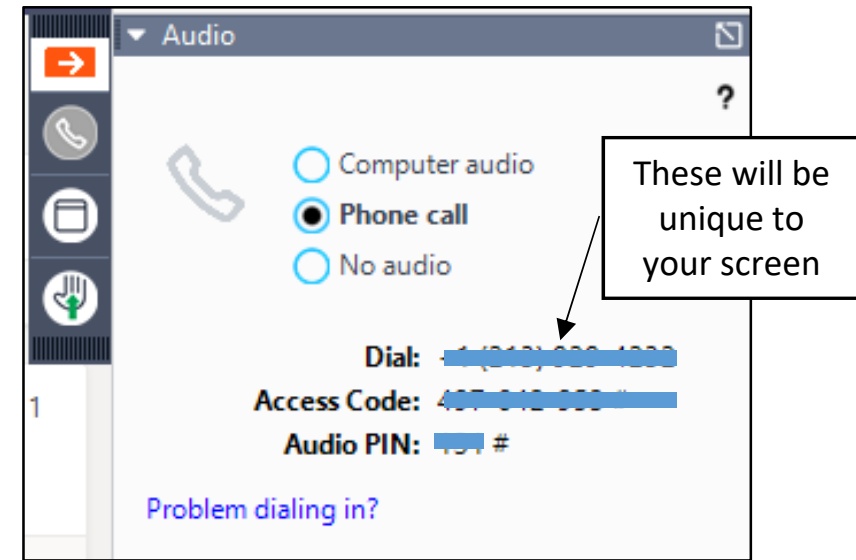
When you first launch the webinar, you will see a welcome window and the menu on the right, click the orange arrow if it's minimized



Audio Controls:

If your computer does not have a microphone, or if the sound is choppy, select 'Phone Call' and follow the instructions on the call. This option allows you to SEE the presentation on your computer screen, but HEAR and SPEAK through the phone call. Clicking Phone call will cut off the computer's sound (that's normal).

If you call in *without* clicking 'Phone Call', the computer and phone will produce an echo.



Note that if you don't enter your audio pin, the Organizer cannot unmute you, and you are in listen-only mode.

You can also text a question or comment to **505-366-4743**

To test your computer's settings before the meeting click here:
<https://joincheck.gotowebinar.com/>

We will review this guide again, and in more detail, at the beginning of the meeting.