Panelist Email Invitation

Your Zoom meeting invitation contains important information you'll need to manage the invitation.

From: Citizens Public Meetings <no-reply@zoom.us>
Sent: Monday, August 24, 2020 3:12 PM
To: Your Name <Your.Name@citizensfla.com>
Subject: Panelist for Citizens Information Systems Advisory Committee Meeting

CITIZENS
PROPERTY INSURANCE CORPORATION

Hi Your Name,

You are invited to be a panelist at the Citizens Property Insurance Corporation Zoom Screenshots webinar.

Date/Time: Aug 14, 2020 10:30 AM Eastern Time (US and Canada)
Topic: Zoom Screenshots
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Join from a computer or mobile device:
Click Here to Join This link should not be shared with others; it is unique to you.

Or Telephone:
Dial:
+1 786 635 1003
or 888 788 0099 (Toll Free)

Meeting ID: 933 9362 3576
Participant ID: 467447
*Note: You must enter both the Meeting ID and the Participant ID to join the meeting as a panelist (speaker).

📅 *Add to Calendar*

Click the Add to Calendar link for the type of calendar you use. This will generate an ***.ics** file that you will import to your calendar.

👥 *Join the Meeting*

Click the Click Here to Join link to join the meeting.

Note: Do not forward the invitation for others to use. Direct others to connect to meeting through the attendee link via the Public Meetings page on the Citizens website.

☎ *Dial-In Numbers*

If you are unable to connect to the meeting, use the alternate Dial-In Numbers to connect to the meeting by phone.

Note: You will need the Meeting ID and Participant ID to dial-in.

⚠ You must enter the Participant ID when joining the meeting in order to speak.

Downloading and Installing the Zoom

Upon opening the email meeting invitation, you will be taken to a page that allows you to download and install the Zoom app.

1 Click the download and run Zoom link to install the Zoom app.

2 Once the file has downloaded, open the *.exe file to open the Zoom installer. After installation, the Zoom app window should look like this.

**3** Once you've downloaded and installed Zoom, log into Zoom using your existing account information or sign up for a free account.

Note: All Panelists are encouraged to use the Zoom app when joining the meeting.

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

Zoom Cloud Meetings

zoom

Join a Meeting

Sign In

Version: 5.2.1 (44052.0816)
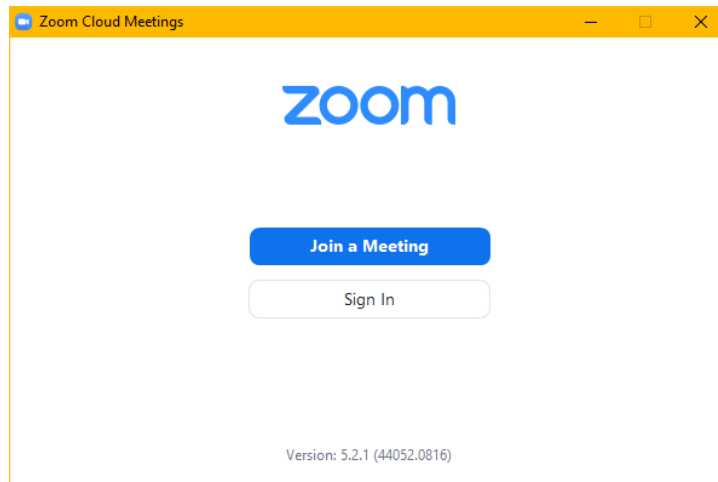
Managing Mute and Video

Zoom allows Panelists to manage their own audio and video settings while in a Zoom meeting.

- Audio and video controls are in the lower left corner of the Zoom window.

- Panelists can turn their audio and video ON or OFF by clicking the MUTE and/or START/STOP VIDEO buttons.

- Your audio is muted when the UNMUTE button has a red "slash" through it.

- Your camera is turned off when the START VIDEO button displays a red "slash" through it.
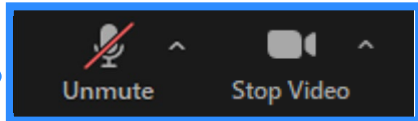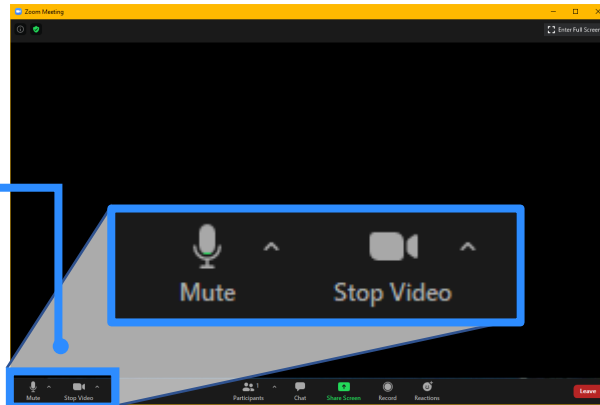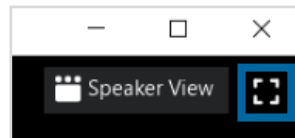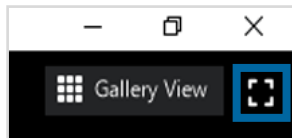
= Microphone **OFF**
Video Camera **ON**
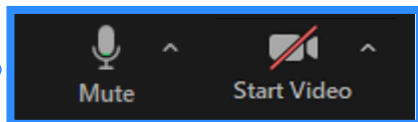
= Microphone **ON**
Video Camera **OFF**

Launching Full Screen View

Your Zoom window can be viewed in full-screen mode by clicking the Full-Screen icon to the right of the Gallery View/Speaker View button.

Talk/Mute Shortcut

If you are called upon to speak, you can toggle your microphone on and off. If your microphone is MUTED, you can;

- PRESS and HOLD the SPACEBAR to speak

- RELEASE the SPACEBAR to return to mute
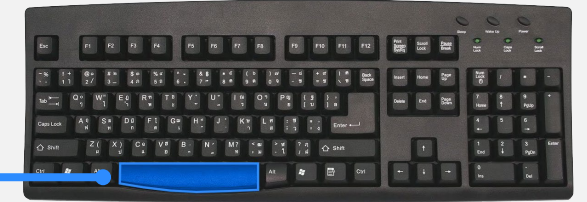
Gallery View vs. Active Speaker View

You can toggle your view in Zoom by clicking the Gallery View/Speaker View button in the upper right corner of the window.

Note: We recommend gallery view which will mimic the view of the public attendees.