



Public Meeting's Using Zoom -- Participation Instructions

The Oregon Public Utility Commission (PUC) encourages Oregon residents, utilities, and stakeholders to be involved in our processes to stay informed on utility-related issues and provide input on topics of interest. The PUC is utilizing the Zoom meeting platform to host various public meetings and workshops while we continue to social distance to minimize the spread of COVID-19.

If unable to link to a Zoom meeting for any reason, such as a bad connection or no access the necessary technology, Zoom also provides a call-in option to ensure you have the ability to listen-in and/or provide comments.

About Zoom

When you join a Zoom meeting hosted by the PUC, you are considered an attendee. A Zoom account is not required to join a Zoom meeting. You can join as a participant without creating an account.

Join a Meeting

All PUC public meetings and agendas are listed at: <https://www.oregon.gov/puc/news-events/Pages/default.aspx>. To join the meeting at the assigned time, view the agenda found on this page for the meeting of choice and do one of the following:

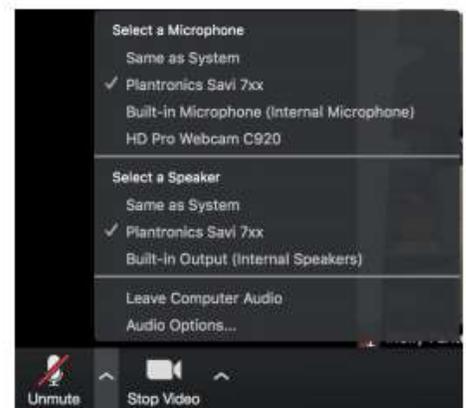
1. To join the meeting by video conference on your computer, select the **Link to Meeting** link found at the top of the agenda. Follow the prompts to connect to the Zoom meeting, enter the meeting ID if prompted, and click to join the audio conference. Once prompted, please select the **Join without Video** option.
2. If choosing to call-in to the meeting, the meeting dial-in phone number, meeting ID, and passcode are also found at the top of the public meeting agenda.

If you are participating in a Zoom workshop or other meeting lead by a PUC staff member, reach out to that person for the meeting link and call-in number if they did not send you an invite with this information already.

[View a tutorial on how to join a meeting](#) for more guidance.

Mute/Unmute & Audio Settings

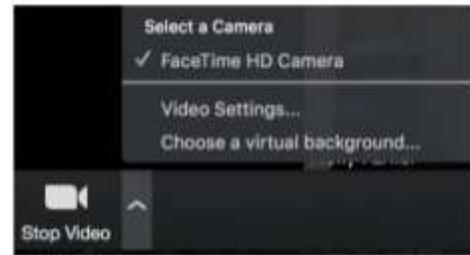
Some meetings are set up to allow attendees to mute/unmute yourself. In this case, you can mute and unmute your microphone by clicking the **microphone button** as demonstrated on the image at right with red line through it. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will see additional options for audio settings.



If calling into the meeting using your phone, you will be muted automatically. To unmute your phone, press *6.

Start/Stop Video & Video Settings

You have the ability turn your camera on or off with the **Start/Stop Video button** shown in the image at right. If you turn the camera on, your computer's camera will display your face on the screen for all participants to see. If you have the camera off, you will not be visible on the screen. By clicking on the arrow next to the Start/Stop Video, you can change webcams or access your Zoom video settings. The ability to choose a virtual background will depend on your computer, so may not be available to you.



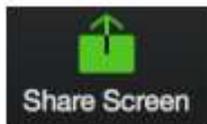
Raise Your Hand – Rename Yourself – Participant List



If you click on **Participants**, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself. Click the button shown above.

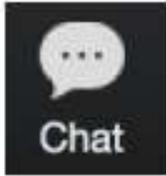
- **Raise Your Hand** – Notifies the meeting host that you wish to speak/comment. If calling into the meeting, press *9 to raise your hand.
- **Rename Yourself** – Hover over your name to change how it appears in the participants list and video window. Please include your first and last name, as well as the organization you represent (if there is one). Ex. John Smith, PUC

Share Your Screen



If the host allows, you can share your screen in the meeting for all participants to see. The host will have the ability to stop your screen share at any time. Select the button shown above. You may also [view a tutorial on how to share your screen](#).

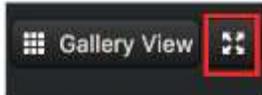
Chat



If this feature is enabled for the meeting, you may chat with individuals or everyone in the meeting. Click **Chat** to open the chat window and start typing a message to other participants or view the messages from others. Select the drop-down arrow next to **To:** to change who you are chatting with. *Note: This feature will not typically be enabled for public meetings involving the PUC's Commissioners.*

Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode by selecting:



You may also exit full screen mode by pressing **ESC** on your keyboard.

Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** button at the lower right corner of the Zoom window.

Questions/Issues Connecting to a Zoom Meeting

If unable to connect or have questions during the meeting about Zoom, please email the event organizer or puc.publicmeetings@state.or.us, or call 503-378-6611.