April 3, 2020
Meeting Connection Instructions

Connecting to the Meeting – Members of the Public

The April 3, 2020, meetings will be hosted as an audio-only conference through the remote conferencing service Zoom. If you have any difficulties access the meeting, please email trustees@oregonstate.edu.

There are two ways to connect:

Join using a web browser (recommended)

1. In your web browser*, go to: https://oregonstate.zoom.us/join

2. In the box that reads, "Meeting ID or Personal Link Name," enter the Meeting ID: **655 466 888**. Select "Join."

3. You will see a Launch Application window and will be prompted to either open the link using the **Zoom application**** or join from your **web browser**.

    a. If joining by the **Zoom application**, select "Zoom Meetings" in the Launch Application window and then select "Open link." Choose one of the audio conference options and follow the instructions on your screen: Phone Call, Computer Audio, Call Me.

        *For full functionality, joining by **computer audio** is recommended.*

    b. If joining from your **web browser**, select "join from your browser," enter your name when prompted, and select "Join." Choose one of the audio conference options and follow the instructions on your screen: Phone Call, Computer Audio, Call Me.

        *For full functionality, joining by **computer audio** is recommended.*

4. You will now be in the meeting. The audio will be silenced and the video will display a Board Meeting slide until the chair begins the meeting.

5. Your video will be turned off by the moderator. Once the meeting begins, you will see on your screen either a static Board Meeting slide or the slide deck associated with a particular agenda item. No other video will be used.

6. During the meeting, you will be muted by the moderator.

    If you would like to make a comment, use the chat function to indicate to the moderator that you would like to do so. Make sure the chat function is visible by selecting "More" at the bottom of your screen and then selecting "Chat" from the menu.

Public comments will be taken during the general public section of the meeting and prior to the Board voting on each action item.

Provide the moderator your first and last name and the period during which you would like to comment, either the general public comment period or the specific action.

If you have requested to make a public comment, you will remain muted until you hear your name being called to comment. At that time, you will be unmuted by the moderator for your 5-minute comment period and then returned to mute when concluded.

7. At the conclusion of the meeting, select "End Meeting" in the lower right hand corner of your screen.

Join using a telephone
1. Dial **1-888-475 4499**.

2. When prompted, enter the Meeting ID: **655 466 888** followed by **#.**

3. You will then be asked to, "enter your participant ID followed by #." Because there is not participant ID, enter # a second time.

4. You will now be in the meeting. The audio will be silenced until the chair begins the meeting.

5. During the meeting, you will be muted by the moderator.

6. Public comments will be taken during the general public section of the meeting and prior to the Board voting on each action item.

   If you would like to make a comment, please email trustees@oregonstate.edu. Include your name, the phone number from which you are calling into the meeting (this will enable the moderator to turn your audio on), and whether you would like to comment during the general comment period or a specific action item.

   If you have requested to make a public comment, you will remain muted until you hear your name being called to comment. At that time, you will be unmuted by the moderator for your 5-minute comment period and then returned to mute when concluded.

7. At the conclusion of the meeting, simply disconnect the call.

 * Google Chrome is the preferred web browser, as it offers optimal functionality. Internet Explorer is not compatible with joining the meeting audio through your computer and it is advised against using that platform.

** For optimum functionality, it is recommended to download the Zoom application at https://zoom.us/download.