The Board of Trustees of Oregon State University

April 16, 2021
Meeting Connection Instructions

Connecting to the Meeting – Members of the Public

The April 16, 2021, Board of Trustees meeting will be hosted through the remote conferencing service Zoom. If you have any difficulties accessing the meeting, please email trustees@oregonstate.edu.

There are two ways to connect:

Join using a web browser (recommended)

1. In your web browser[1], go to: https://oregonstate.zoom.us/j/655466888

2. You will see a Launch Application window and will be prompted to either open the link using the **Zoom application**[2] 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.*

3. 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.

4. Your video will be turned off by the moderator. During the meeting, you will see on your screen either slides and/or video of the presenter(s), depending on the agenda item.

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

   Public comments will be taken prior to the Board voting on the action item.

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[1] 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.

[2] For optimum functionality, it is recommended to download the Zoom client at https://zoom.us/download.

Last revised: April 14, 2021

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.

Provide the moderator with 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.

Note that the chat function is only visible to technical and support staff and only used for identifying those signing up for public comment.

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 and then returned to mute when concluded.

In order to allow time for as many comments as possible, **please limit the length of your comment to three minutes**. You will hear a chime at the end of your three-minute time.

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

Join using a telephone

Please note that if you wish to make comments at the Board meeting, you must join by web browser using the instructions above or submit written comments to trustees@oregonstate.edu at least two days in advance of the meeting in order for your comments to be distributed to trustees.

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