



The Board of Trustees of Oregon State University

Oregon State
University

March 17, 2021
Meeting Connection Instructions

Connecting to the Meeting – Members of the Public

The March 17, 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 browser¹, 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**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.*

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

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 application at <https://zoom.us/download>.

7. **Public comments will be taken during the general public section of the meeting.**

To accommodate anticipated interest in providing public comment to the Board, those interested should email trustees@oregonstate.edu to register for making public comment by noon on Tuesday, March 16, 2021.

When signing up, please provide your first and last name, your phone number, and your affiliation to the university.

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.

8. 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 by 5:00 p.m. on Tuesday, March 16 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.