

Child/Adolescent Quality, Access, and Policy Committee (CAQAP) Instructions for Using Zoom

As we all make adjustments to comply with the recent work-from-home orders in force throughout the state and in many of our places of business, we appreciate everyone taking the time to ensure they can use Zoom to connect with colleagues on the CAQAP committee meetings. Many thanks to Beth Garrigan at Beacon Health Options for helping to ensure we can make optimal use of this platform for our meetings. Below are a few instructions and helpful tips for using Zoom.

Join Zoom Meeting:

Select hyperlink here (preferred!): <https://beaconhealthoptions.zoom.us/j/980913861>

Dial-in-only: (646) 876-9923

Meeting ID: 980 913 861

Tips for making optimal use of Zoom

- In order to view all of the materials presented during the meeting, we encourage you to use the Zoom platform by selecting the hyperlink provided above. The platform will then offer you instructions on how to connect your audio.
- For those that can't join using the hyperlink, a dial-in-only feature is also provided. This will only offer audio content of the meeting.
- If you have the option, **use a desktop or laptop** to join the meeting, rather than your phone. That will make it easier for you to utilize the various functions of the Zoom platform. However, your smartphone will still allow you to see the materials and share your video; just in a more condensed view.
- If you choose to join using your smartphone, download the Zoom Cloud Meeting application from your play store. Once installed, you can select "join a meeting" and enter the meeting ID provided above.
- We would encourage you to **use your video feed/camera sharing option** if you have an integrated or externally mounted camera available to you. Seasoned users of Zoom tell us that using the video feed option enhances the overall quality of meetings.
- **Please note that when your video feed is on, everyone can see you!** Press the video icon on the bottom of your screen to toggle between sharing your camera feed with the rest of the participants, and hiding your camera from other participants.
- If you have the time, **please set up a profile for your Zoom account, including a profile picture.** That way, even if you aren't using your camera, there will still be a profile picture of you so that the leaders and other participants can more easily identify who you are.
- When you initially connect to the meeting, **you will automatically begin on mute.** We ask that you remain on mute unless you're making a comment or asking a question, then go back to mute when you're finished talking. That will help to minimize background noise. You can toggle between mute/unmute using the icon on the bottom of the screen.
- If you are unable to join using the platform and have chosen the dial-in-only feature, you will still begin on mute. To unmute your phone, dial *6.
- It can also be helpful to use **headphones or earbuds** to help reduce background noise and echoes.

- **If you have a question or a comment**, we would ask that participants not just unmute and start talking. Instead, we're recommending two ways to ask questions or make comments:
 1. On the bottom right side of your screen there is a **"raise hand" button**. The facilitators will be able to see that and then call on you to speak (remember to unmute first!)
 2. Zoom also has a **chat option** that allows you to write your question or comment. Then, the facilitator can read it to the rest of the group.