

Illinois Energy Efficiency Stakeholder Advisory Group: Zoom Instructions for October 1, 2020 Meeting

Logging on to the Zoom Meeting:

1. Please register for the October 1st meeting in advance:
https://us02web.zoom.us/join/zoom/register/tZAtcumrrzlpGdw2SZVlwUEvfVsxf0IPM_IZ
2. Before the meeting is scheduled to begin (12:00 pm), launch Zoom on your computer and log onto the meeting.
3. Once Zoom loads on your computer, select either: **Phone Call or Computer Audio**
4. If you dial-in by phone, please make sure you have entered the **participant ID**.
5. If you dial-in using computer audio, please do an audio check to ensure your computer's settings/volume are working.

Attendee Toolbar:

1. Meeting participants have access to attendee controls in the toolbar at the bottom of the screen (see screenshot below).
2. All participants are automatically muted when joining the meeting.
3. The SAG Facilitator will manually unmute participants, as needed. You may then mute/unmute yourself.
4. Do not share your screen during the meeting (except for meeting presenters and small group discussion leaders).
5. Do not share video during the panel discussion or meeting presentations.



Small Group Breakout Discussion:

1. Meeting participants will break into small groups during the last hour of the meeting.
2. Small group discussion leaders will be identified in advance by the SAG Facilitator. Discussion leaders will tee up discussion questions and take notes.
3. Video sharing is encouraged for better engagement in breakouts, but not required.

Changing Your Display Name in Zoom (if needed):

1. After joining the meeting, check the **Participants list** to ensure your name is listed, and that your name is not listed separately from your phone number.
2. To open the Participants window, click **Participants** in the control bar at the bottom of the screen. The Participants window will open on the right side of the screen.
3. If your phone number is listed instead of your name, it may be because you dialed in by phone and did not enter the correct **participant ID**.
4. Hover over your name in the Participants window, click **More**, and choose **Rename** to change your screen name displayed to other participants.
5. After clicking the **blue "OK" button**, your new name will appear.

Questions During the Meeting: If you have a question, you may submit in the **Chat** box. Questions will be visible to the SAG Facilitator and to all meeting participants. If time is short to address all questions, responses will be shared after the meeting.

- **Technical Difficulties:** If you experience technical difficulties during the meeting, please feel free to directly message the SAG Facilitator Celia Johnson on Zoom, by email Celia@CeliaJohnsonConsulting.com, or via text: (312) 659-6758.