

Illinois Energy Efficiency Stakeholder Advisory Group: Zoom Instructions for Nov. 16-17 Meetings

Logging on to the Zoom Meeting:

1. Please register for the meetings in advance:
 - [Click here to register for the Monday, November 16th Zoom meeting.](#)
 - [Click here to register for the Tuesday, November 17th Zoom meeting.](#)
2. Before the meeting is scheduled to begin (10:30 am CST), 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 (Celia Johnson) 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. Please feel free to share webcam video.



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.