

Instructions on Teleconferencing for Commissioners



MEDFORD
PLANNING

Teleconferencing

- All commissioners and attendees will be muted upon entry into the webinar
- Public may make comments during agenda item, Public Comments



Virtually Raising Your Hand

- Please raise your hand *prior to speaking*, and you will be called upon by the Chair of the Commission
- During today's test, I will be calling on hands raised, in order to practice



Commissioners – Raising Hand

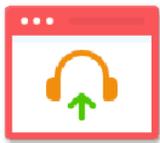
Talking: Aleia,

Meeting Topic: Test With Aleia

Host: City Manager's Office

Invitation URL: <https://zoom.us/j/409049400>
[Copy URL](#)

Participant ID: 25



Join Audio

Phone Connected

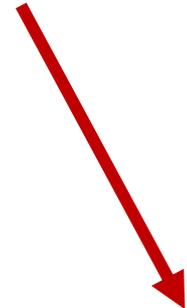


Share Screen



Invite Others

- Panelists (2)** **Attendees (1)**
- A** Aleia, (Me, participant ID: 25)
 - City Manager's Office (Host)



Mute Start Video Participants 3 Share Screen Chat Record More Leave Meeting

Mute Me

Raise Hand

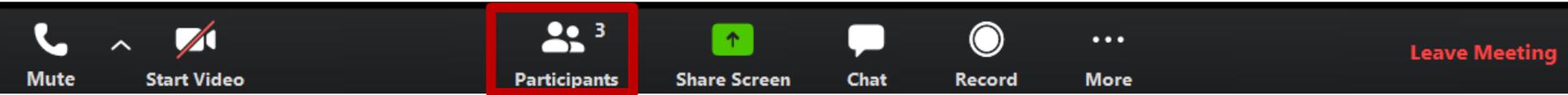
(or press *9 on phone)

To lower hand, please click Lower Hand or * 9

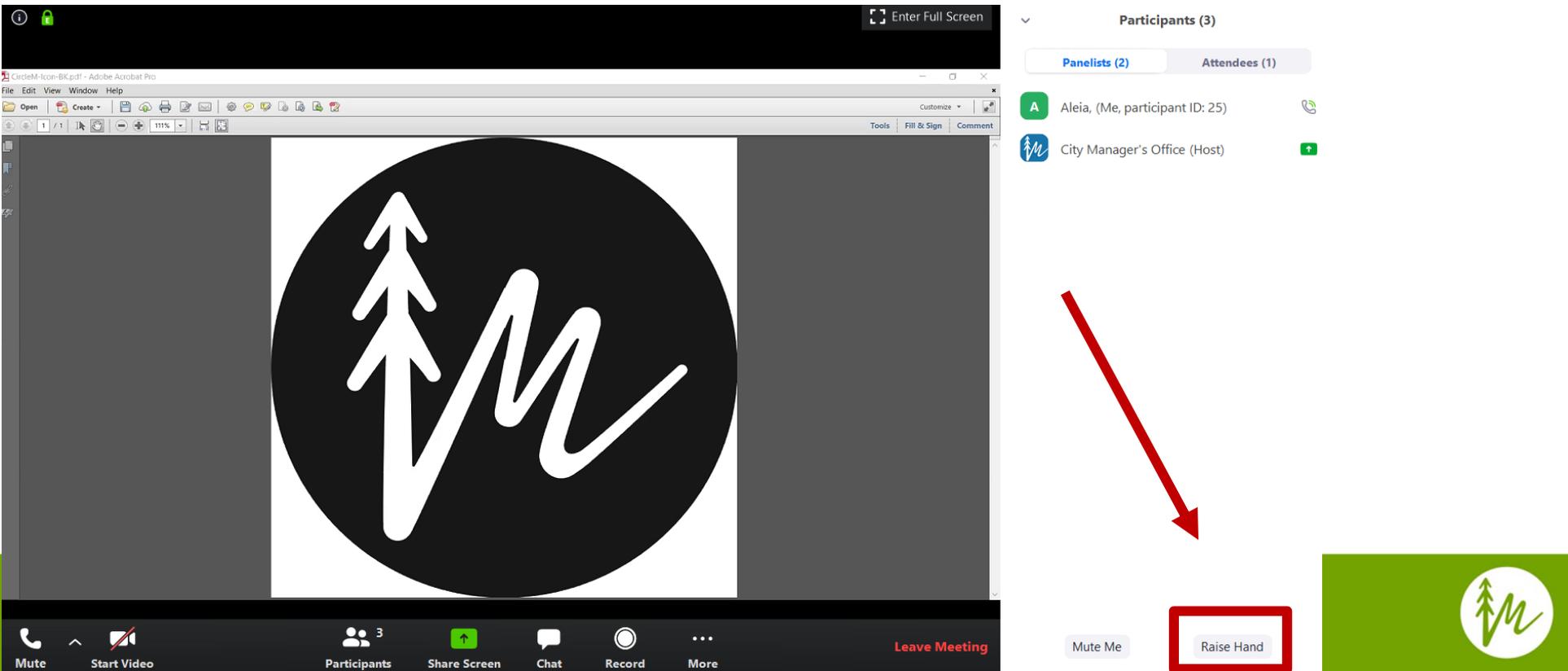


Raising Hand When Screenshare is Occurring

1. Click on Participants

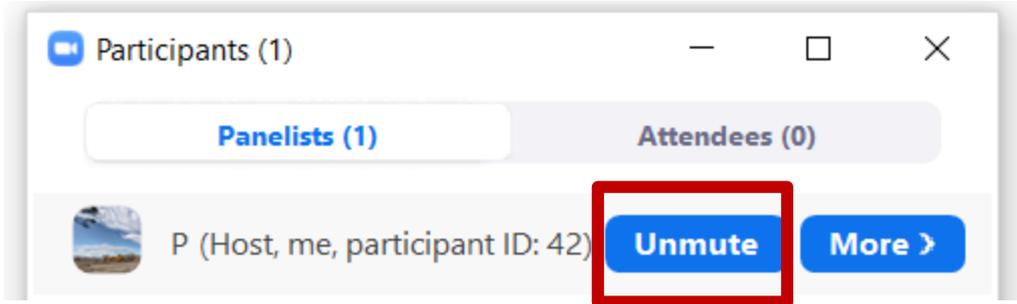


2. Select Raise Hand in bottom right-hand corner

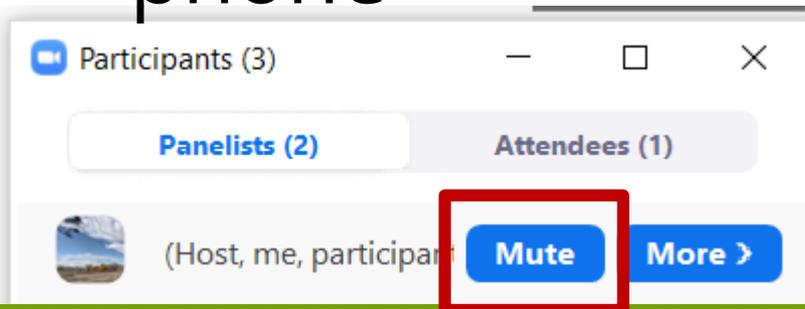


Commissioners – Unmuting & Muting

- Once you have been called on, under Participants, press Unmute to speak (next to your name) or press *6 on phone



- To mute, press mute or press *6 on phone





**THANK
YOU**

City of Medford | Planning Department
200 S. Ivy St., Medford, OR 97501