



## 2022 Indio Subbasin Alternative Plan Update Workshop #3 Teleconference GoToMeeting Instructions November 19, 2020

Due to the COVID-19 public health emergency, all participation in the November 19, 2020 Public Workshop will be via teleconference. The meetings will be conducted via GoToMeeting with an option to call-in via your phone.

### **How to Join the Meeting**

There are three ways to join the meeting: (1) You can call-in using the phone number. (2) Download the GoToMeeting desktop application ahead of time and use it to join the meeting. (3) Use the Internet to access GoToMeeting on your browser and join the meeting. Each method is detailed below.

If you are trying to log in and are having trouble, please call Nicole Poletto (858-875-7405) and she will help you troubleshoot.

#### **1) Dial In by Phone**

Phone: +1 (872) 240-3212

Access Code: **208-631-461#**

#### **2) Computer/Phone App**

If you have already downloaded the GoToMeeting desktop application, you can automatically join the meeting by using this link:

<https://global.gotomeeting.com/join/208631461>.

#### **3) Internet Web Browser – Note: Government Employees who cannot download applications should utilize this step.**

If you are new to GoToMeeting and do not wish to download the desktop app, you can join via the web (Internet) by following these steps:

1. Open a Google Chrome browser.
2. Go to <https://app.gotomeeting.com>.
3. Enter the Meeting ID: **208-631-461**, then click the Arrow button.
4. You will be launched into the meeting and prompted to enter your name.
5. You can join the audio by using your computer's microphone and speakers if using a Google Chrome browser or by dialing in via the phone number provided above. Select your audio mode by clicking the Settings icon in the upper right corner.

### **Español**

Llamar al (207) 558-4270, 577 337 072#

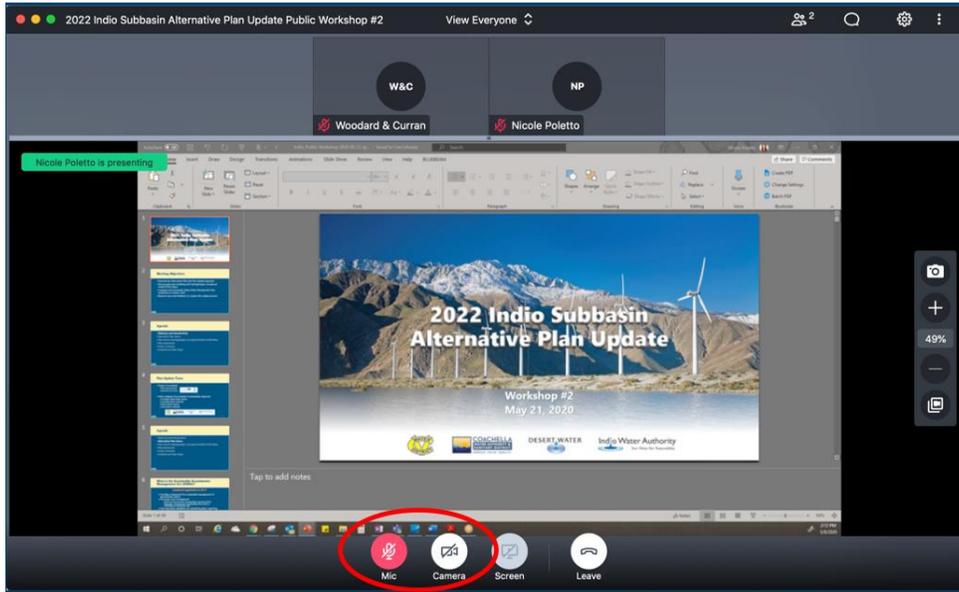
Partes interesadas que deseen participar en la reunión y necesita servicios de interpretación, por favor de enviar un correo electrónico a Nicole a [indiosubbasinsgma@woodardcurran.com](mailto:indiosubbasinsgma@woodardcurran.com) con el mínimo de 24 horas antes del inicio de la junta.



## Video/Audio Settings

Turn the microphone and camera (video) on/off using the controls along the bottom. During the meeting, you may need to wiggle your mouse to make the controls appear. Please note, if you are on the phone only, you will need to unmute your audio by pressing star-six (\*6) on your phone.

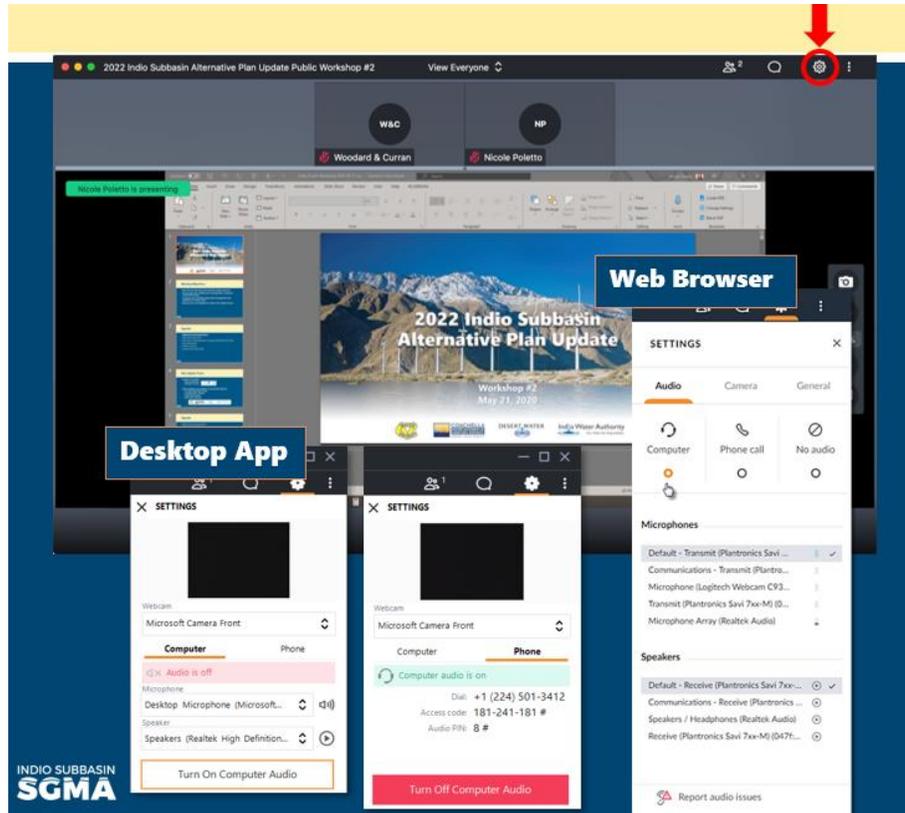
Your computer screen should look like this:



To change your audio settings, select your audio by clicking the *Settings* icon in the Control Panel. Click the Computer or Phone tab.

If you selected Computer, use the drop-down menus to select which audio devices to use for your mic and speakers.

If you selected Phone, use a telephone to dial in to the audio and enter the access code and Audio PIN when prompted. Connecting your audio with a PIN will connect your computer to your phone, and you will be able to use the unmute/mute buttons highlighted above.





If you dial in on a phone WITHOUT an Audio Pin, *please turn off computer audio to avoid feedback when you speak*. During the meeting, all participants will be muted to avoid background noise. In order to unmute yourself using the phone, please press star-six (\*6).

## Meeting Logistics

The presentation slides and handouts will be distributed prior to the meetings and shared on screen by the presenters via GoToMeeting during the meetings.

Following a short welcome, a roll call will be conducted. If your name is not called, there will be an opportunity to announce your name when the moderator asks for anyone whose name was not called to identify themselves. If you are having audio difficulties during the call, please chat the organizers below

Verbal questions and comments will be accepted from presenters at the end of the meeting. Please let us know you have a question or comment at any time during the presentation by clicking the Chat icon in the top right – either type your question/comment if you would like to have it read out loud, or just type the word “question” or “comment” and you will be called on to provide your question or comment verbally at the end of the meeting. If you are participating via phone only, you will be prompted to provide your question or comment verbally once all the people who asked to speak via the Chat box have been called on. When asking a question or providing a comment verbally, please first state your name.

