

ONCC Zoom Meeting Guidelines

ONCC will be utilizing video conferencing tool Zoom to conduct meetings when possible.

If you are interested in participating, here is a link to the [Zoom Meetings Training Reference Guide.pdf](#), which gives an overview of Zoom and how it works for those not familiar with it. There is also a brief [webinar](#) if you would like to familiarize yourself with the service.

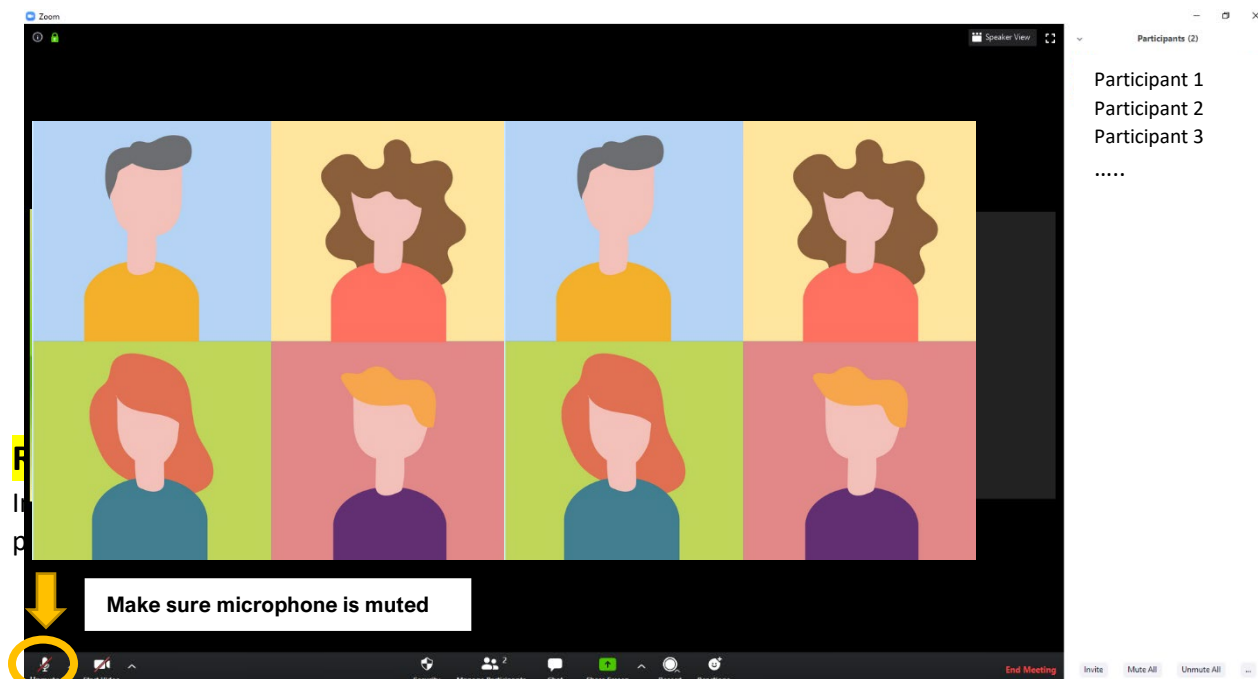
Join the Meeting

To join the meeting, click on the link provided in the email sent.

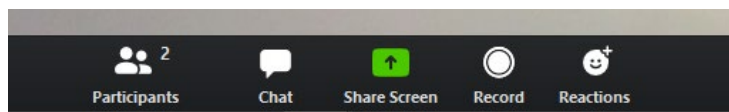
You may want install Zoom on your computer or smart phone prior to the meeting.

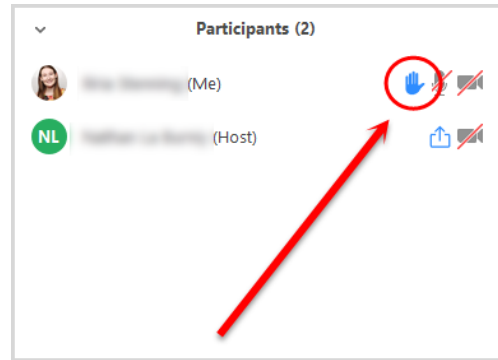
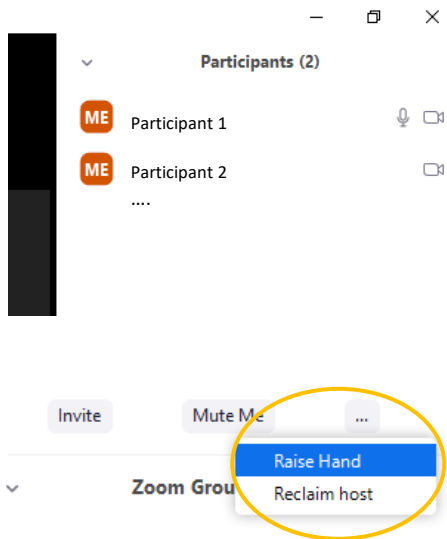
Mute the Microphone

First, some Zoom etiquette. You can hover your mouse over the bottom of the screen for the toolbar to appear. **Please make sure your microphone is muted unless you are speaking.** All participants will be muted upon entering the meeting.



4. Click on that to indicate you wish to speak. A hand icon should appear by your name in the participants list.



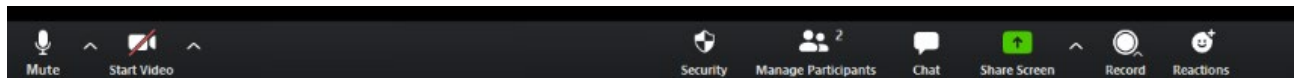


Once you are called on by the Chair, you just need to click on the microphone to unmute (hover near bottom of screen to get toolbar).

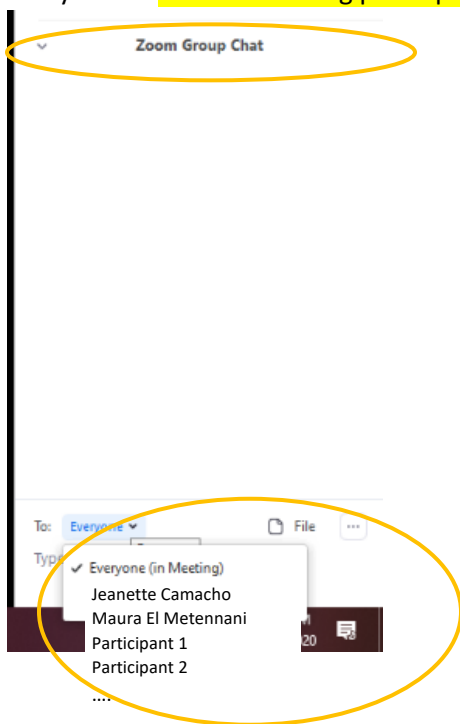
Please remember go back on mute when you are finished speaking. This will help minimize background noise for all participants.

Chat Feature

Hover over the bottom of the screen to get the tool bar – click on Chat and on the right side of your screen.



If you need assistance during the meeting or would like to submit a question during the meeting, please send a chat message Jeanette and Maura and we will do our best to assist you and make sure your question is addressed. At the bottom of the Chat window, Click on **To: Everyone** and a menu will appear and you can **select a meeting participant to message**.



Public Comment

We've made adjustments to our public comment procedures.

To preserve your right to participate in public meetings, we are temporarily turning toward a more formal procedure to ensure your questions and/or comments are heard. If you have a question or comment, whether on an agenda item or something else, please submit your comments/questions to ONCC Executive Director Jeanette Camacho Jeanette.camacho@cityofchicago.org one day prior the start of the meeting. If your question cannot be answered during the meeting, rest assured staff will follow-up in a timely manner.

Thank you!

If you have any questions in advance, please contact Jeanette at Jeanette.Camacho@cityofchicago.org.