



# Butte Subbasin Advisory Board Meeting

*Zoom Orientation*

# Checklist for Virtual Participation



- ✓ **Please mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, rambunctious housemates, etc.
- ✓ **Please check that your video camera is on.** We encourage that you also join us via video. Seeing each other's faces makes for a more engaging experience.
- ✓ **If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video).** You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- ✓ **Rename yourself after logging into Zoom.** We ask that you please rename yourself by hovering over your name in the “Participants” tab. Please change your name to be First name Last Name, Affiliation; so we can identify and engage each other better. Ex. “Tania Carlone (CBI, Facilitator)”
  - ✓ **Bring a learning mindset** as we try out new technology to maximize engagement in this online setting!

# Intro to your attendee controls

The image shows a Zoom meeting interface with several key areas highlighted by blue arrows and text annotations:

- Meeting Information:** Meeting Topic: My Meeting; Host Name: Stephanie Horii; Password: [redacted]; Numeric Password: 045239; Invitation URL: <https://cbuilding.zoom.us/j/176134919?pwd=c3YwWGINZ3NydWdVSXBVVjd4V>; Participant ID: 138587.
- Join Audio:** A red-bordered icon of headphones with a green arrow pointing up. Below it, the text "Join Audio" and "Computer Audio Connected" are visible.
- Share Screen:** A red-bordered icon of overlapping windows. Below it, the text "Share Screen" is visible.
- Invite Others:** A blue-bordered icon of a person with a plus sign. Below it, the text "Invite Others" is visible.
- Participants Panel:** Shows "Participants (2)". The first entry is "Participant (me)" with "Unmute" and "More" buttons. The second entry is "Stephanie Horii (Host)" with a "Rename" button. A blue arrow points from the "Rename" button to the text: "Change your screen name to First name Last Name, Affiliation".
- Bottom Control Bar:** Contains icons for "Unmute", "Start Video", "Participants" (with a '2' indicator), "Chat", "Share Screen", "Record", and "Leave Meeting".
- Chat Panel:** Shows a "Chat" box with a "To: Stephanie Horii (Privately)" header and a "Type message here..." input field. A blue arrow points from the "Chat" icon in the bottom bar to the chat panel, and another blue arrow points from the "Type message here..." field to the text: "Direct your chat to the Host".
- Annotations:** A blue arrow points from the "Participant ID" field to the text: "Enter Participant ID if you are dialing in via phone". Another blue arrow points from the "Invite Others" icon to the text: "Raise hand for questions/comments".



## About CBI

CBI is a nonprofit organization with decades of experience helping leaders collaborate to solve complex problems.

Our staff are experts in facilitation, mediation, capacity building, citizen engagement, and organizational strategy and development. We are committed to using our skills to build collaboration on today's most significant social, environmental, and economic challenges. We work within and across organizations, sectors, and stakeholder groups.

FOR MORE INFORMATION: [CBI.ORG](http://CBI.ORG)

---

100 CambridgePark Drive, Suite 302  
Cambridge, MA 02140  
Tel (617) 492-1414

**CAMBRIDGE, MA**

**WASHINGTON, DC**

**NEW YORK, NY**

**SAN FRANCISCO, CA**

**DENVER, CO**

**SANTIAGO, CHILE**

**MONTRÉAL, CANADA**