



**BUSINESS AND COMMUNITY SERVICES**  
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## Oak Lodge and Gladstone Community Project Zoom Task Force Tips and Tricks

As many of us practice physical distancing, you might be participating in more online meetings. We'll be trying this for our upcoming Task Force meetings, with the goal of keeping this project moving forward! Here are a few tips to make sure we have a smooth meeting.

**We'll be using Zoom as our meeting platform. Is this your first time using Zoom? You'll probably have to install the software, but it shouldn't take long.**

If this is your first time using Zoom, you may want to take a few minutes to install Zoom onto your computer. You can do this by going to <https://zoom.us/> and clicking the orange "Sign Up, It's free" button on the top right corner (it really is free!). If you do not want to download Zoom, you can also join in from your web browser. Here's a short video to show you how this works: <https://youtu.be/hlkCmbvAHQQ>. Just be sure to give yourself a few minutes to make sure things are working before the meeting starts.

**Enter your name when you join the meeting, so that we know who is with us!**

You may be automatically assigned a participant number, but you should have the option of adding your name before the call, or once you join the meeting. This will be like your table tent in our regular meetings

**What about the public?**

Our meeting will be webinar format: all task force members and staff will be invited as 'panelists,' able to talk to each other, share their videos, and engage in the group chat. The public can join the meeting as 'attendees': they can observe the conversation and presentations without having to share their own videos. Just like in our in-person meetings, we'll have a public comment period in the agenda where folks can 'raise their hand' (another handy Zoom feature!) and share their comments with the task force. The meeting will be accessible to all from the link posted on the website.

**Limit background noise as much as possible.**

We'll be muting task force members as they enter the call. As a panelist, you'll be able to 'unmute' yourself when it's your turn to speak (although we may change this if it becomes hard to hear other folks). When you do share a comment or question, it's helpful to limit background noise (typing, eating, ambient noise, pets, etc.) to ensure we can all hear you.

**Use the chat function to let us know if you have a question, and wait for the facilitator.**

For this meeting, Allison will be facilitating the meeting and making sure that folks can ask questions while limiting multiple speakers at the same time. If you'd like to ask a question, jump into the chat and type in that you'd like to ask a question or share a comment. You can open the chat by clicking the button marked "Chat" (for some, it's on the bottom left of the Zoom window, for others, it's on the top). Once the presenter is finished, Allison will go in order of requests and unmute participants to ask questions.

**Do you have spotty internet? Use your phone for audio.**

If your internet connection can be unreliable, you can choose to use phone audio when you enter the meeting, and call into the meeting on your cellphone or landline. This can be a great way to make sure you can still hear the conversation and chime in through your phone, even if the internet connection drops your video. If you choose to do this, just be sure to turn off your microphone and speaker on your computer, so there's no echo noise. Also, be sure to use 'mute' on your phone, NOT the 'hold' button (or we'll have to listen whatever elevator music your phone might use when it's on hold!). *\*\*Note that we've been experiencing some difficulties with our call-in numbers. If you dial in and get a busy signal, use the next number available to dial in.*

**We'd love to see your faces, but you don't have to use the video function.**

As we all may be spending a lot more time in our homes (maybe in sweatpants: no judgment!), you might not want to share your video and invite us into your home. Sharing video screens can really help us feel connected to each other, and contribute to meaningful meetings. We'd encourage you to use the video function, which helps us see who is 'in the room,' but you don't have to use this if you don't feel comfortable!

**Let us know how we can improve for upcoming meetings!**