THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3

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We are excited to be able to continue the important work of Community Board 3 by moving our full community board meeting on Tuesday to a virtual platform. This is a new format for all of us and we hope that there will not be too many hiccups as we transition our meetings to this virtual format. Please bear with us as we continue to perfect things.

In an effort to ease the transition we are providing some technical instructions and a few, common sense guidelines that can help make sure that all our virtual meetings will be a success for all of us in this challenging, uncertain time.

<u>How to use Zoom:</u>
Make sure you have access to the conferencing software (Zoom). This may require you to download in advance. You do not need to set up an account to attend a virtual meeting. You can join the meeting using any mobile device, laptop, or desktop.

1. To Join by computer:
   a. Click on the zoom link for the meeting (it may ask you to download a small file, if it does, accept).
   b. Zoom will start.
   c. Chose to join audio in the lower left corner of your screen.
      i. Choose join by computer audio and it will connect automatically.
      ii. Choose join by phone. If joining by phone, when prompted enter the meeting ID. When prompted for your participant ID use the one provided on the screen to connect your video with your phone call.
   d. You will be placed in the meeting.
   e. To mute/unmute your audio (if allowed by the host) use the mute button at the bottom left corner of the screen. You can also unmute temporarily by holding down the spacebar. (*1. In image 1*)
   f. To turn your video on/off use the Start video/Stop Video button in the bottom left-hand corner of your screen. (*2. In image 1). * You are not required to use the video function but we encourage you to do so as a way to keep connected with your colleagues and neighbors.
   g. To raise your hand, click participants (*3. in image 1*) on the toolbar at the bottom of the screen. This will open the participant dialogue box, with all participants listed. There will be some tools along the bottom that include, raise hand, yes, no, etc. (*1 in image 2*)
   h. To access the chat feature, select the chat option on the toolbar at the bottom of the screen. This will open the chat dialogue box. *(2 in image 2)*

i. While in the meeting you can choose between Speaker View or Gallery View. You can toggle between these two views using the button in the upper right corner of your screen. *(4 in image 1)*

    i. Speaker view - This is the default view. The person speaking will be displayed in the large window,

    ii. Gallery view - When using Gallery View, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants. The person speaking will be highlighted with a green frame.

j. Full Screen: you can expand the window to fill your full screen by clicking on the icon with four arrows at the top right corner of your Zoom window. You can exit full screen by pressing Exit Full Screen in the same location or using the Esc key on your keyboard. *(5 in image 1)*

k. Layout when Screen sharing - When someone else is sharing their screen (this may happen at committee meetings when an agency is presenting), you can view the screen share with active speaker or gallery view at the top of your screen.

2. To join by Phone only:
   a. Use the dial in number provided
   b. When prompted enter the meeting ID
   c. When prompted for participant ID, press # to skip.
   d. Dial * 6 to mute/unmute yourself (if allowed by the host)
   e. Dial * 9 to raise/lower your hand

Tips for a successful video meeting:
1. Speak at a good clear pace. Most people tend to speak too fast or not loud enough, so slow it down and speak up.
2. Don't interrupt or crosstalk. It's very hard for everyone to hear when more than one person is speaking at the same time. There will be an opportunity to submit questions so make sure to write them down so you can ask when given an opportunity.
3. Keep background noise to a minimum. Try to join the meeting from a quiet place in your home away from background noise like the radio or television.

How CB 3 Meetings will run on Zoom
1. All attendees will automatically be muted when joining the meeting with the exception of the person Chairing the meeting and a designated CB member acting as the Zoom Administrator who will be handling the technical aspects of the virtual meeting.
2. If you wish to be heard or ask a question of a presenter use the "raise hand" feature in Zoom and you will be recognized and unmuted to ask your question. Alternatively you can also type questions or comments in the chat function and these will be read by the Zoom Administrator.
3. All attendees will be unmuted to carry out any necessary roll call votes. We ask that you mute yourself immediately after casting your vote.

Image 1

Image 2