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**To:** WEI Meeting participants  
**From:** Rahul Ray and Jason Collier  
**Date:** April 8, 2020  
**Re:** Instructions for joining the WEI Main Table Videoconferences

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Hello,

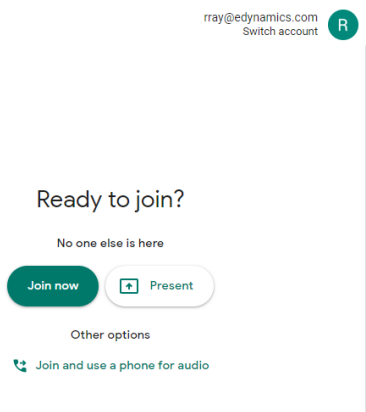
I hope you are all doing well.

For our Water Engagement Initiative (WEI) Main Table videoconferences held during the COVID-19 pandemic, we will be using **Google Hangouts** communication technology. **Google Hangouts** allows presenters to share information on their screen and supports video and audio connections (if you have a camera and speakers on your computer). If you DO NOT have a camera or speakers, DO NOT WORRY, as you can still actively participate! (see below)

**My goal is to support an engaging discussion during our WEI meetings, even though we will not be meeting in person. If you are unsure if this technology works on your computer, please reach out to me ahead of the meeting, tomorrow (April 9), Monday (April 13) or Tuesday (April 14) and we can do a test run on your computer. Just send me an email ([r-ray@edynamics.com](mailto:r-ray@edynamics.com)) or text me (250-893-3830) and we can set up a time to connect.**

**To test the system on your own:**

- Click on the link for this meeting: <https://meet.google.com/nov-gjrv-nwp>
- Click on **Join Now** green bubble on the screen (as shown below). If your camera becomes activated, it works and you're all set!



## For the meeting

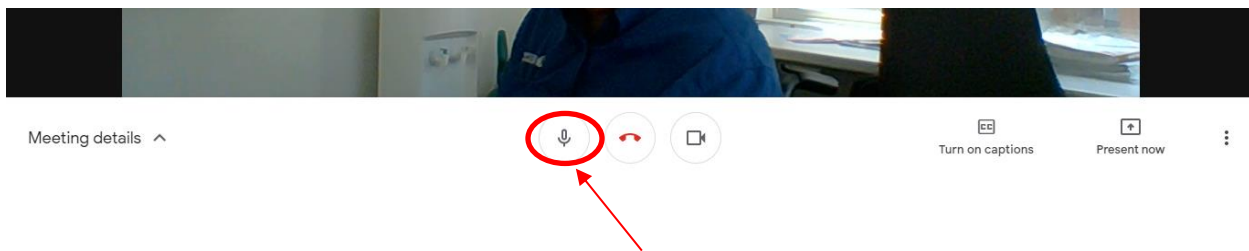
- On Wednesday, April 15 at 9:00 am, please click on <https://meet.google.com/nov-gjrv-nwp>
- Click on the Join Now link.
- **If your speakers work, you should be set to participate. No need to call the teleconference number, as everything will run on your computer.**
- If you do not have a camera, you will still be able to see the presentation on your computer screen once it is being presented and you have clicked on the link.
- If you **do not have speakers** on your computer or they don't work properly, please **use the teleconference line: 1-587-978-2858 PIN: 215-170-537# for the audio. If you use the telephone number, please mute your computer's sound (see below).**

## MEETING PROTOCOL

During the meeting, please adhere to the following protocol:

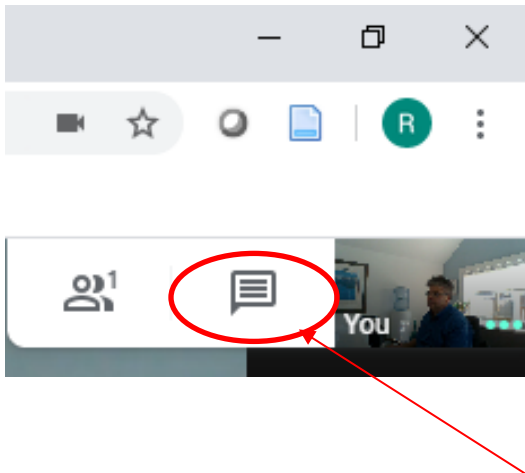
### **Microphone Muting (Ctrl+D)**

It is important to **mute your microphone when you are not talking** as this will cut down on any echoing, background noise, or reverberation. The microphone button is at the bottom of the window in the menu bar (see below). Note that, the menu bar will disappear during the meeting, so you will need to move your cursor over the bottom of the windows for it to re-appear. The shortcut for muting is Ctrl+D.



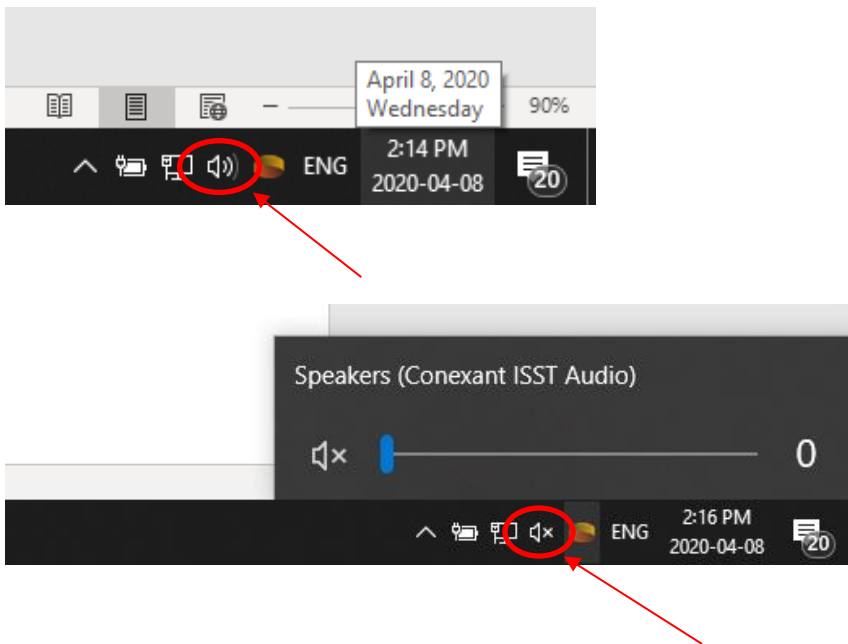
### **Getting my attention, “raising your hand”**

During the meeting, in order to support a respectful conversation, we will keep a speakers list. We will use the **Chat Function** which will be visible to all participants. In the **top right corner of your screen**, click on the text bubble shown below and type in that you would like to speak.



### Muting your computer's audio when using the teleconference line

If for some reason, you need to mute your computer's audio system (this may be required if you are using the teleconference line) click on the speaker icon and adjust the volume to mute.



We are all adapting to our new COVID-19 reality. I ask for your patience as we work through issues we may have with the technology.

**Again, if you are unsure if this technology works on your computer, please reach out to me ahead of the meeting, tomorrow (April 9), Monday (April 13) or Tuesday (April 14) and we can do a test run on your computer. Just send me an email ([rray@edynamics.com](mailto:rray@edynamics.com)) or text me (250-893-3830) and we can set up a time to connect.**