

# FORWARD PINELLAS

## ZOOM MEETING GUIDELINES



Prior to the scheduled meeting time, please ensure Zoom is compatible with your device (PC, Phone, Tablet). It is recommended that meeting attendees download the software at least 5-10 minutes prior to the start of the meeting. Ensure your device has a microphone and speaker.



Once the meeting is initiated, all attendees will be muted until it is roll call or a question and answer session.



Use of the video option during the meeting is not mandatory. However, if you choose to use the video option please be considerate of others to not distract from the meeting.



All questions and comments should be held until each presentation is concluded. The Facilitator will then call for questions or comments.

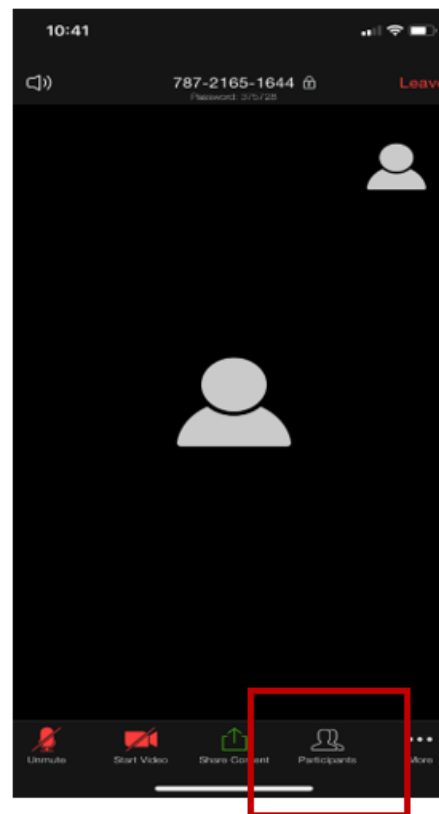
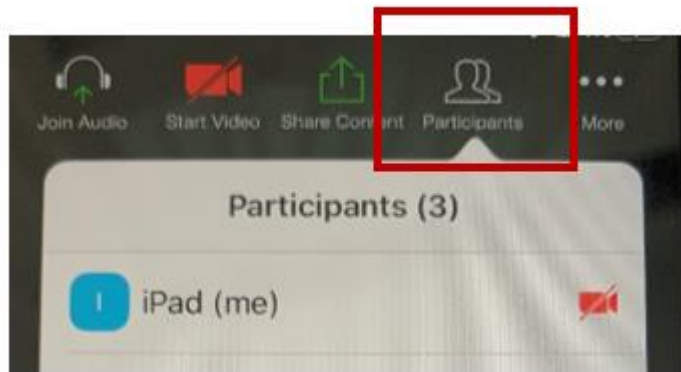
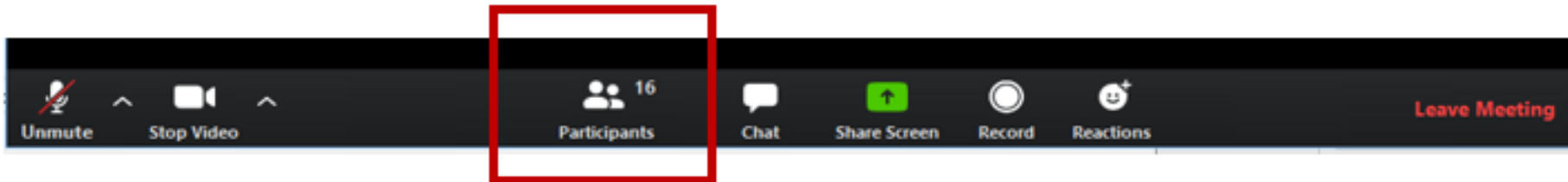


If you have a question or comment, please use the “Raise Hand” feature and the Technology Moderator will acknowledge each individual with a “Raised Hand” during the question and answer or open discussion sessions. If your participation in the Zoom meeting is solely by the phone, press \*9 to “Raise Your Hand.”



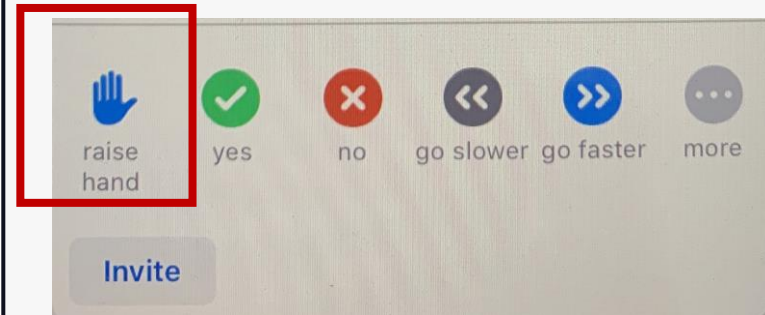
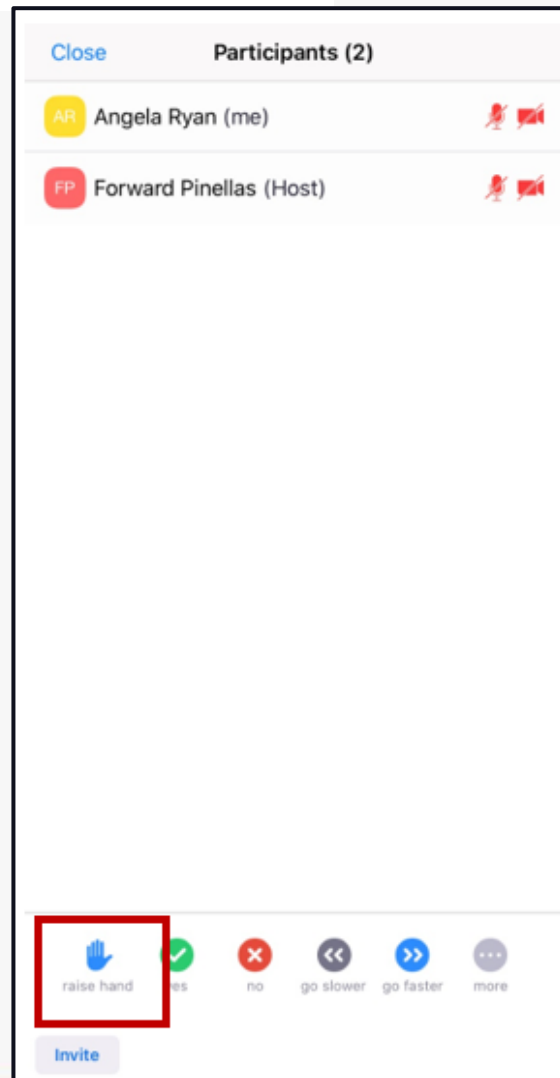
# ZOOM MEETING TIPS: RAISE HAND FEATURE

1. Click on the icon “**Participants**” at the bottom center of your screen or the top of your screen in the control bar. The exact location of the **Participants icon** depends on the system used to attend webinar.



# ZOOM MEETING TIPS: RAISE HAND ON DEVICE

2. Click **Raise Hand** in the Participants Window.



# ZOOM MEETING TIPS: LOWER HAND FEATURE

3. The host will be notified that you've raised your hand and will **Lower Hand** when it is your turn to speak.
  - **Windows:** You can also use the Alt+Y keyboard shortcut to raise or lower your hand.
  - **Mac:** You can also use the Option+Y keyboard shortcut to raise or lower your hand.





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PINELLAS**  
Integrating Land Use & Transportation

**For technical issues, please visit the Zoom Help Center:  
<https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars>**

**Please Note: Meetings will be recorded**

