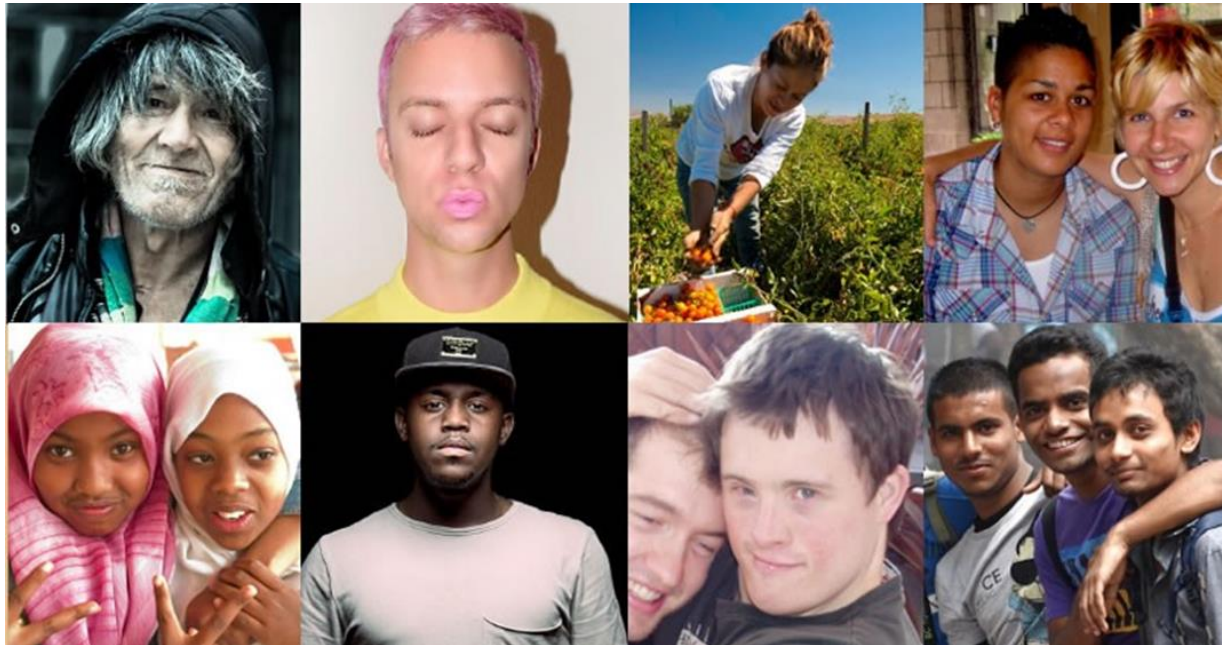
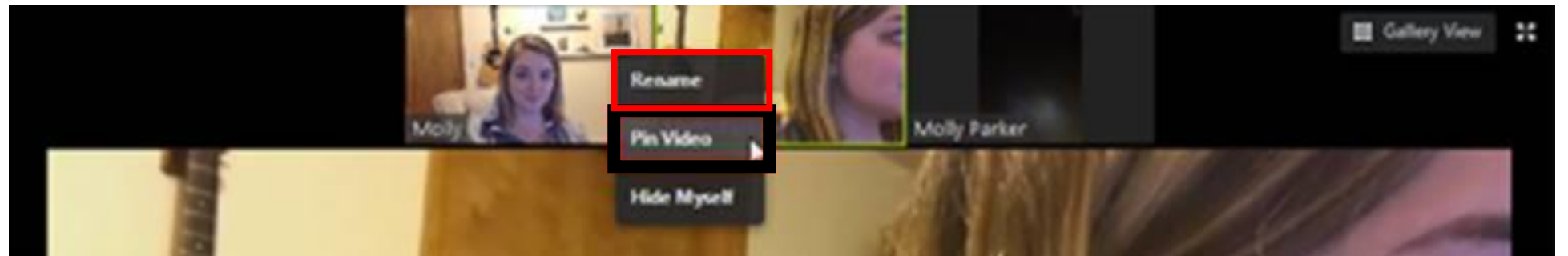
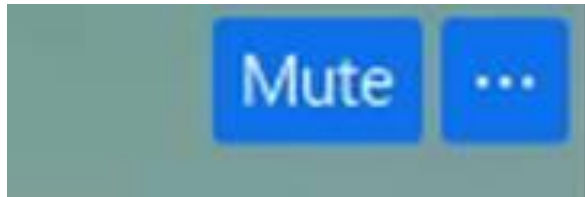


# Instructions for DOJ's Community Conversation on Zoom for Government



For everyone's safety, we have the ability to immediately stop video and audio, and expel any person engaging in hate speech or showing hate images.

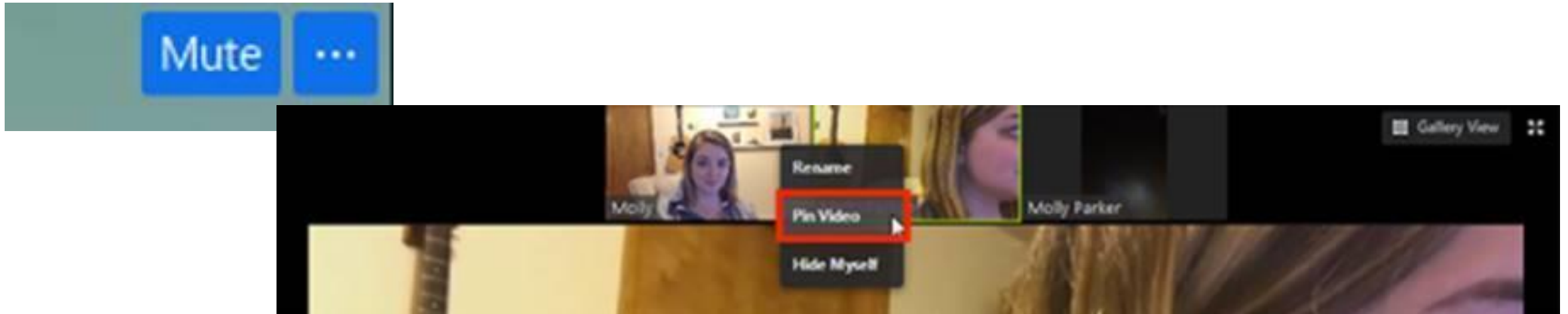
You can rename yourself to participate anonymously online.



Hover over your own image tile, click on the three dots, and then select “Rename.”

Choose an appropriate pseudonym that panelists and other participants will see.

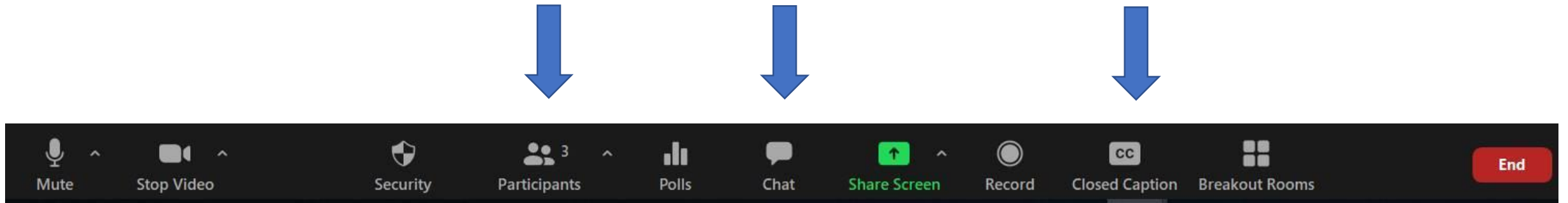
The ASL interpreter will be spotlighted.



You can pin any video tile to remain prominent on your screen by hovering over the image you want enlarged, click on the three dots, and then select “Pin Video.”

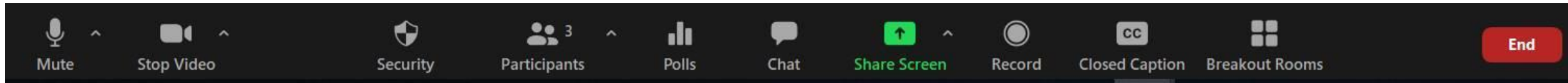
When the interpreters rotate for breaks, panelists will identify the new interpreter.

The control panel will appear at the bottom of your event screen. That is where you can access the participant panel, chat, and closed captioning.

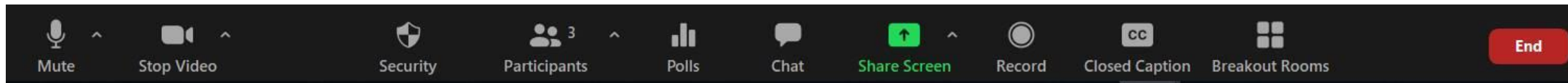


Those participating on mobile devices may have a slightly different experience navigating. Please chat with Tech Support during the session if you have any questions.

After selecting Closed Caption, you can adjust the size of the captioning.

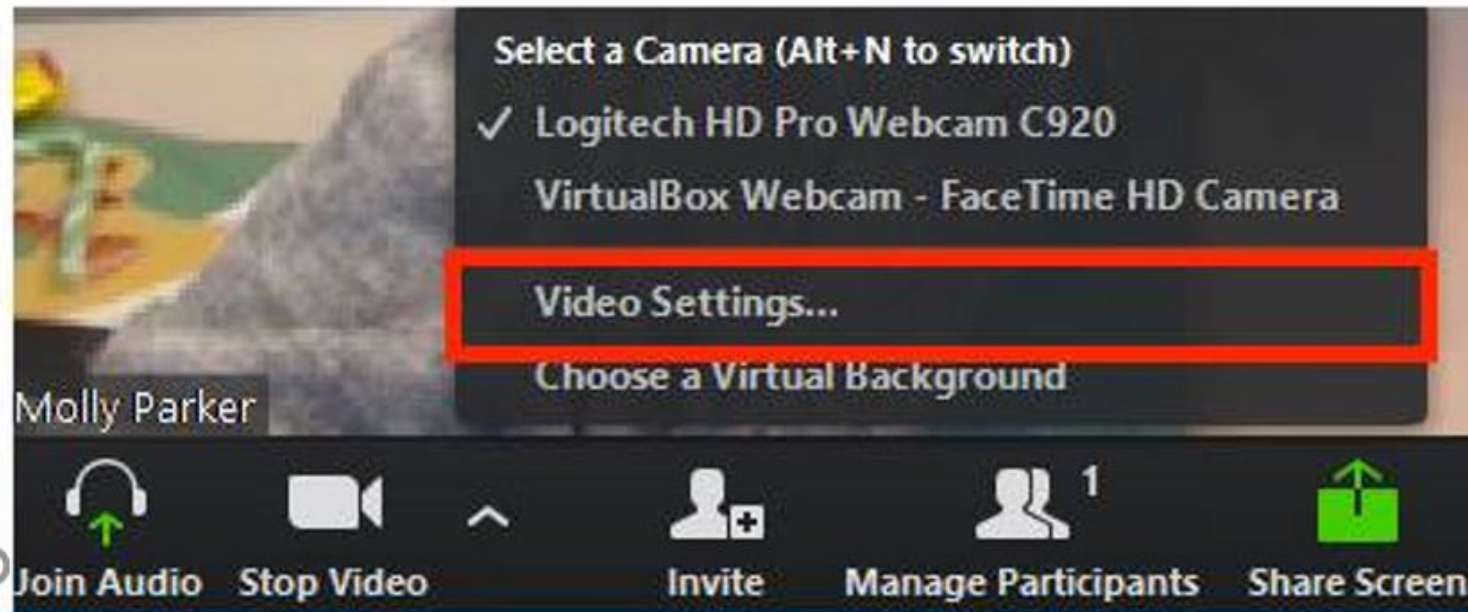


First, click on the small carrot/arrow next to Start/Stop Video.



# Adjusting closed caption size (continued)

Next, select video settings.



# Adjusting closed caption size (continued)

Next, click on Accessibility. Move the slider to adjust caption size.

## Closed Caption

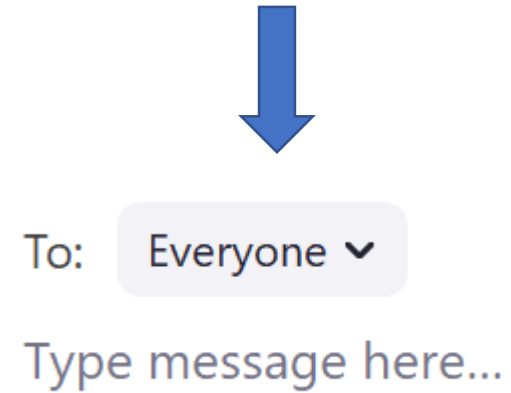
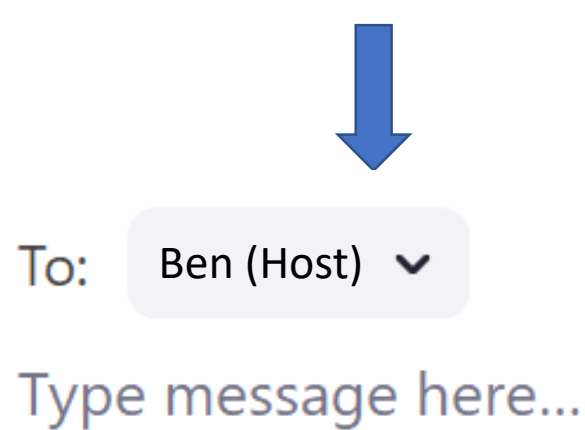
Closed Caption Font Size:



These are default (small) sized subtitles.

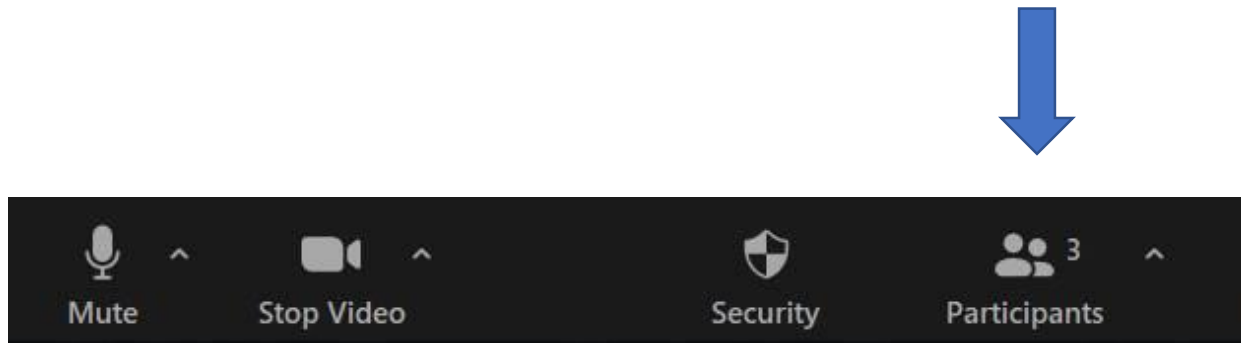


When using chat, you can select whether to chat with a particular co-host or everyone.



- If you chat with a co-host, they may read your comment aloud without mentioning your name.
- If you chat with everyone, someone could copy and paste your chat text, as this is a public session.
- All public and private chat text will be saved and is subject to public records requests.

If you would like to respond to a conversation topic posed, click on the Participants icon and click the Raise Hand button at the bottom of the panel.



Once the conversation begins, participant video and audio options will be enabled as needed. When you see the prompt, you can either start video or not. The panelists/co-hosts will get a prompt back if you decide not to.

If you would like to respond to a conversation topic posed and you are participating by phone, dial \*9.



Today's session is not being recorded.

Please note that chat and email are subject to public records requests, which means what you share may be released publicly.