Oregon DOJ Community Conversations

INSTRUCTIONS FOR
ZOOM FOR GOVERNMENT

We recommend that you are using Zoom version 5.6.5 to utilize all the accessibility features that we will be reviewing.

Please visit https://support.zoom.us/hc/en-us for support help.

Today's session is **not** being recorded.

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

For everyone's **safety**, we can immediately stop video and audio, and expel any person engaging in hate speech or showing hate images.

To participate **anonymously** online, you can rename yourself.

Hover over your own image tile, click on the **three dots**, and then select "**Rename**" from the drop-down menu. Choose an appropriate pseudonym that panelists and other participants will see.

Mute •••

Rename
Pin Video
Hide Myself

Molly   Molly Parker

Gallery View
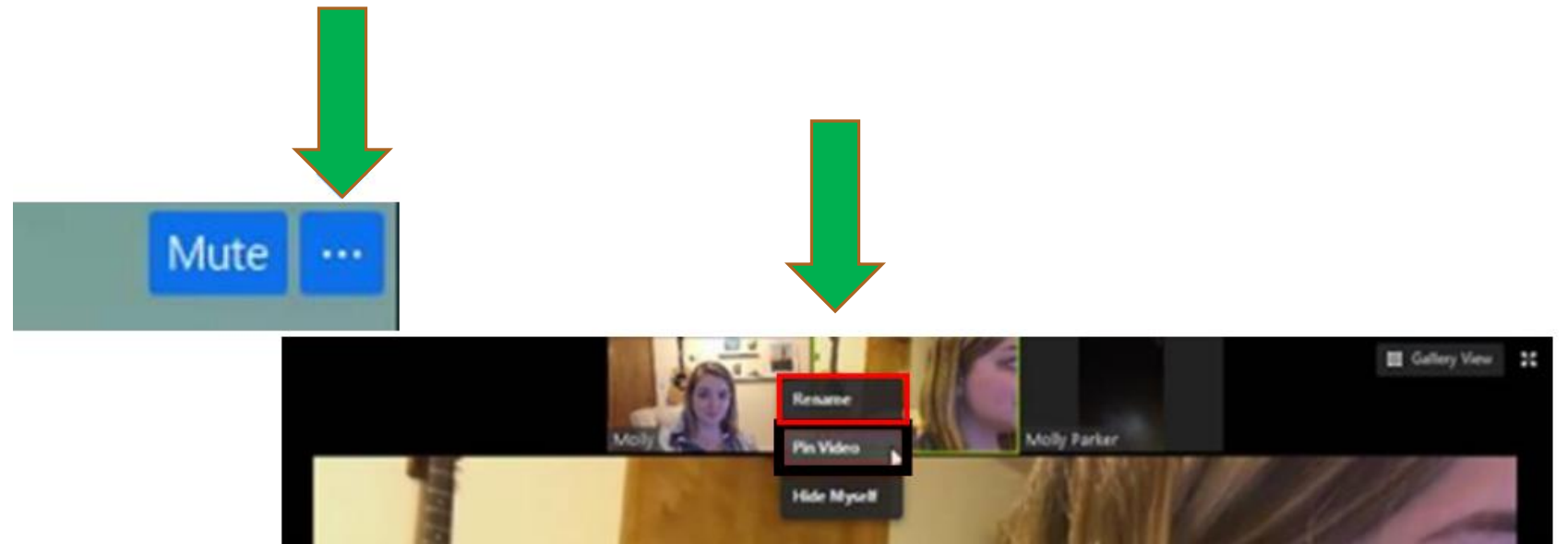
Your hosts will "Spotlight" the ASL interpreters for optimal viewing

- When present, we will spotlight both ASL interpreters, who will switch back and forth during the session.

- You may view the full screen ASL interpretation when in **Speaker View**, or view the presenters and ASL interpretation together in **Gallery View.**

- Switch **Speaker View** and **Gallery View** by clicking on the **View** button in the upper righthand corner of your screen, and select your preference.

- For optimal viewing, **Hide Non-video Participants**. Do so when in Gallery View by clicking on the **three dots** of any participant who has their video off, and click **Hide Non-video Participants**.
This will hide *all* participants' squares whose videos are off, and allow the ASL interpreter to be in full view.
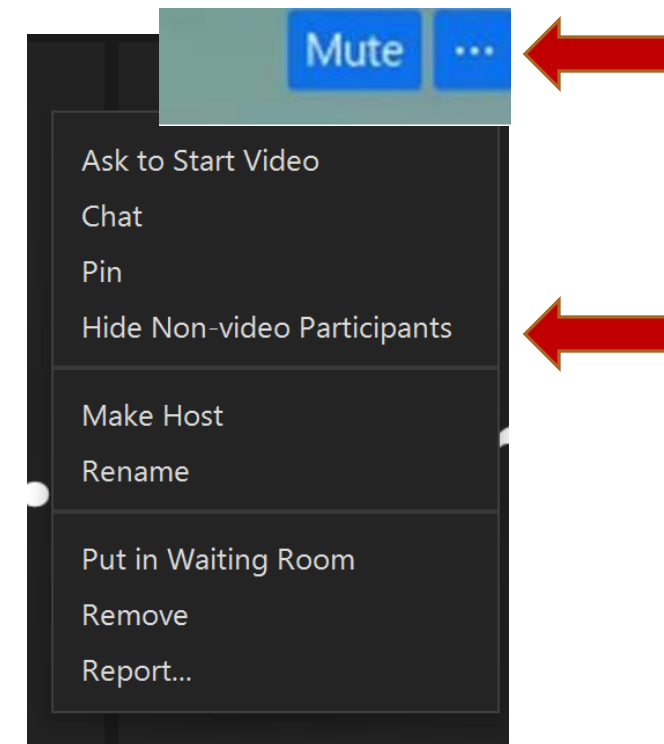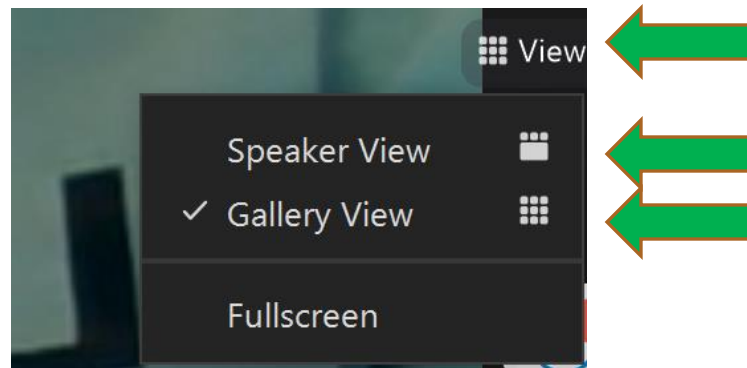
The control panel will appear at the bottom of your event screen. That is where you can access the **chat**, **closed captioning**, **audio-interpretation, & reactions**
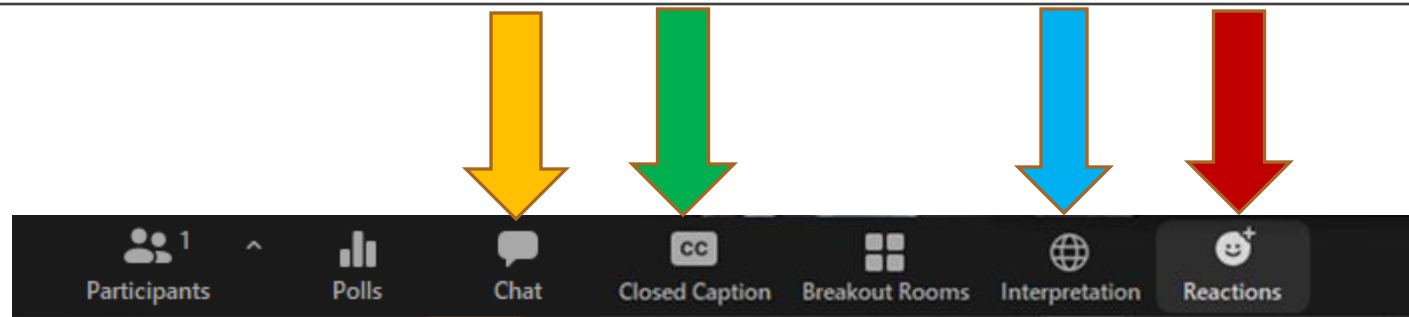

- Questions may be posed to hosts within **Chat.**
- If requested as an accommodation for a specific session, both **Closed Captioning** and **audio language interpretation** can be enabled here.
- Participants may choose to **raise their hands** to speak, which can be accessed under **Reactions.**
- *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.*

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

To: **Ben (Host)** ▾
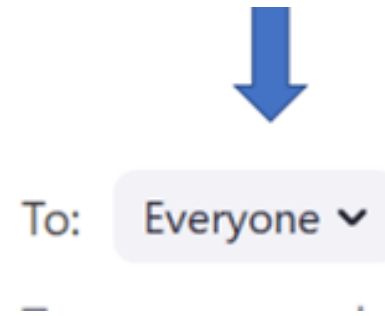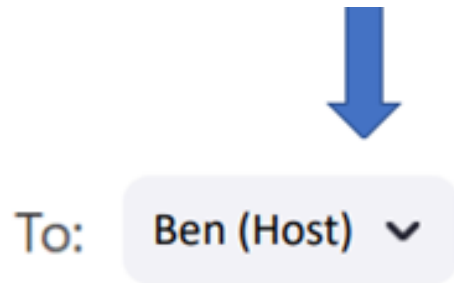
To: Everyone ▾

· If you chat with a co-host, they may read your comment aloud without mentioning your name.

· If you chat with everyone, someone could take a screen shot of your chat text, as this is a public session.

· All public and private chat text will be saved and may be subject to public records request laws.

For attendees utilizing Closed Caption, you can **adjust the size of the captioning**.
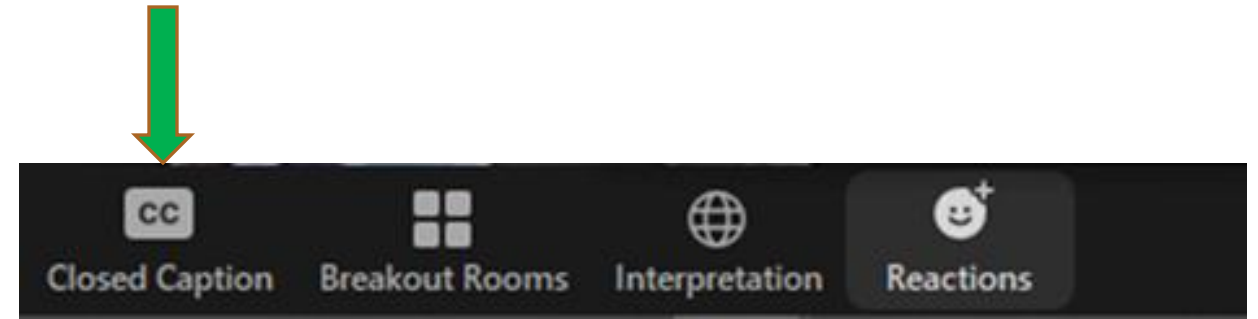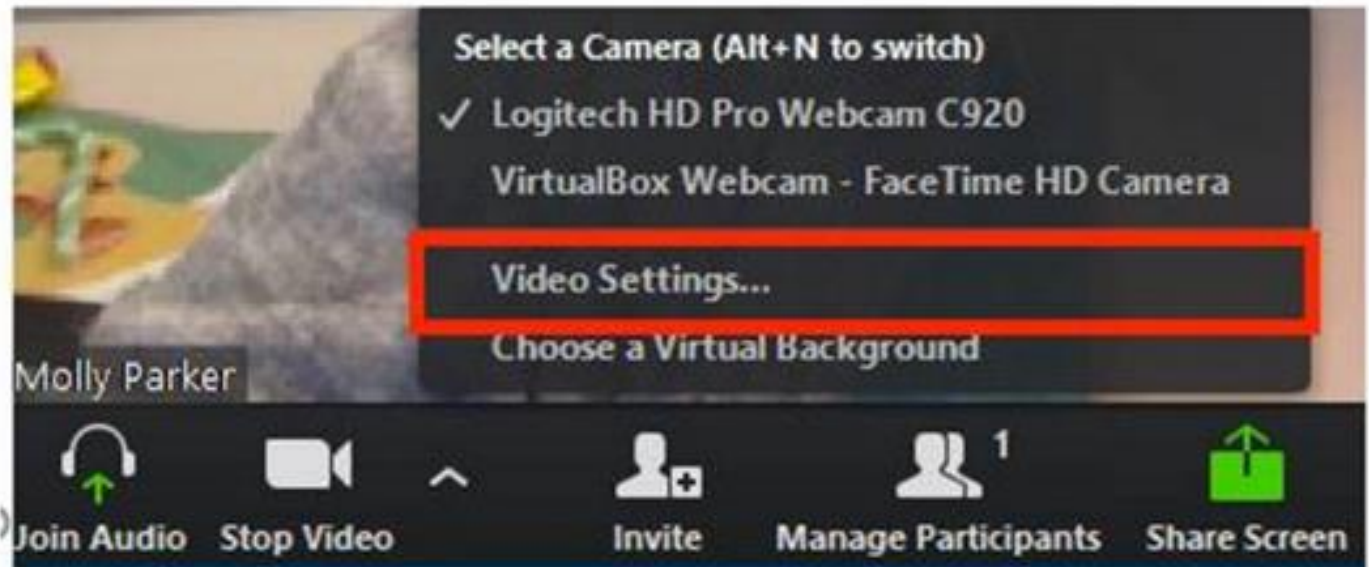

First, click on the small ceret/arrow next to Start/Stop Video at the lower left corner of your screen.
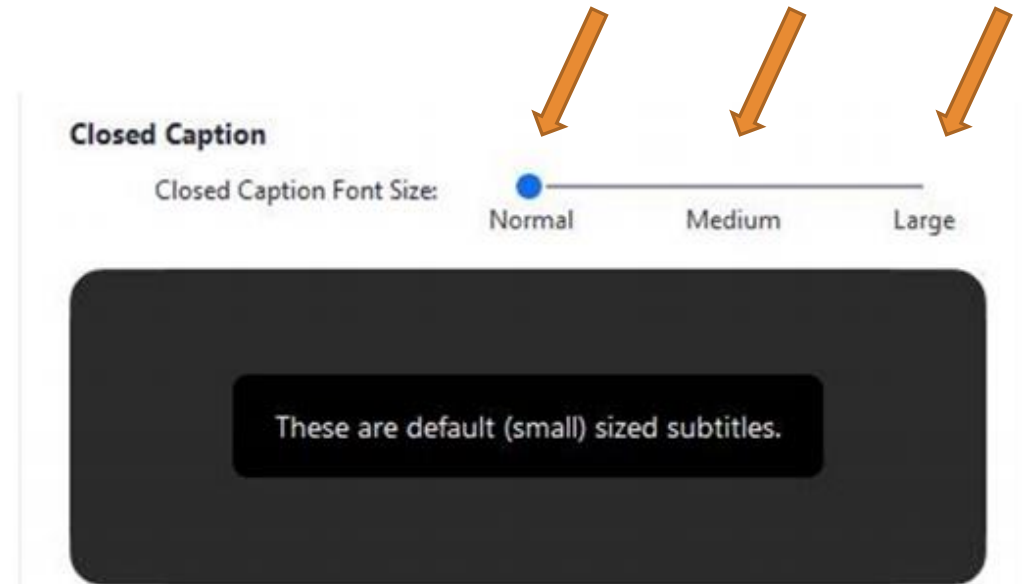
Adjusting closed caption size (continued)

Next, select **Video Settings**.

Adjusting closed caption size (continued)

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

Closed Caption

Closed Caption Font Size:

Normal   Medium   Large

These are default (small) sized subtitles.

If language interpretation has been requested for the session you are attending:

You may access the language audio interpretation by simply clicking on **Interpretation**.

Select the correct language from the listed option.

If the interpretation icon is not present on your tool bar, it is because audio language interpretation was not requested for this session or because the interpreter has not yet joined the session.
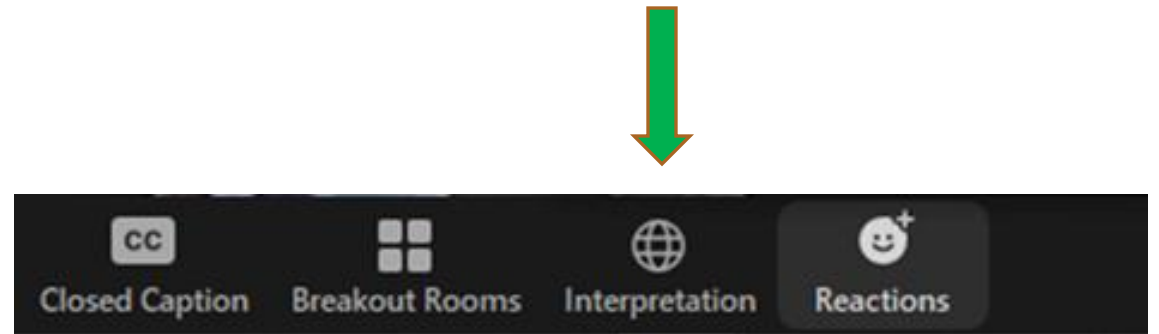
If you would like to respond to a conversation topic posed, click on the **Reactions** icon and click the **Raise Hand button** within the Reactions Icon.

Participant audio options will only be enabled by the hosts if you raise your hand. The host will use your name or pseudonym to call on you, and when you see the prompt on your screen, you can either start audio or not.
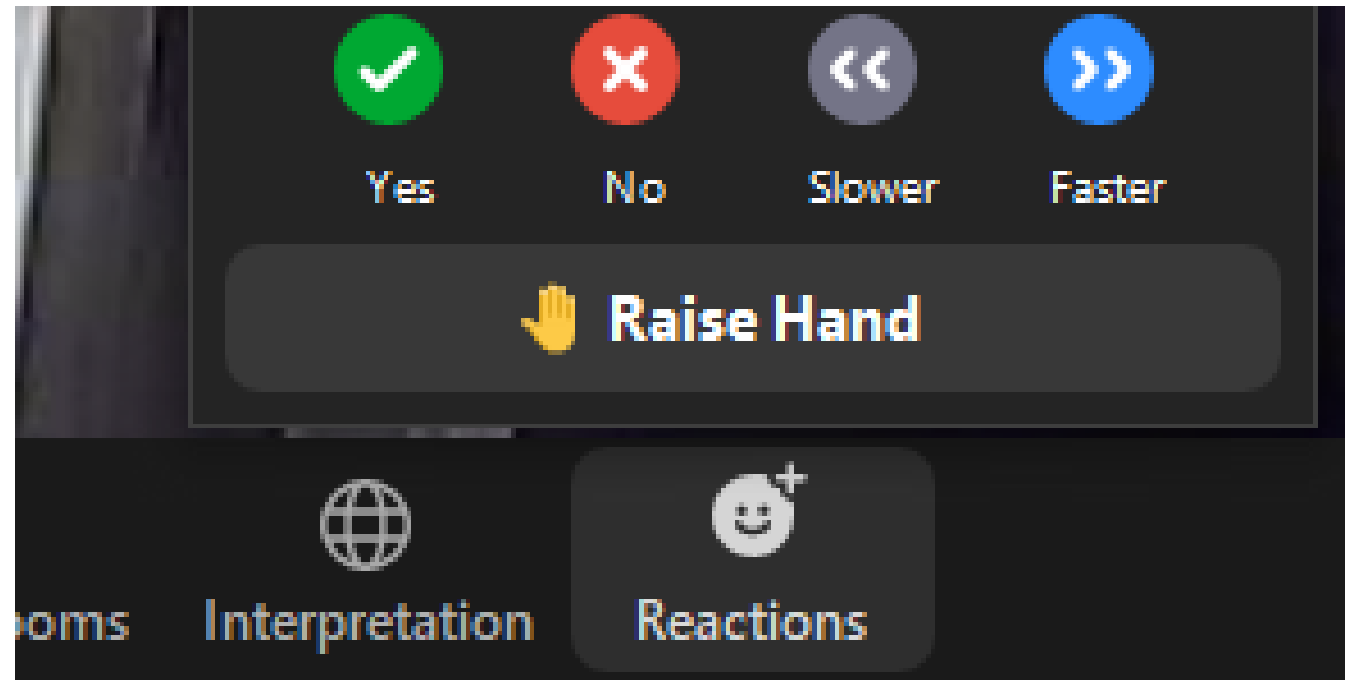
If you would like to respond to a conversation topic posed and you are participating by phone, **dial *9**, to raise your hand.