Important Tech Information for the 2020 Minority Caucus Virtual Annual Meeting

Please Note the Following:

- **ALL participants will be muted. You will remain muted throughout the call until the Chair calls your name and unmutes you.**
- **You can request to speak via the “Raise Hand” feature.**

**How to Use the Raise Hand Feature?**

**Via Computer**

- **Step 1.** Click the “Participants” Button at the bottom of your screen.
- **Step 2.** Click the “Raise Hand” button located on the bottom righthand of your screen.

**Via Call-in/Using Your Phone**

Dial *9 and your hand will be raised. You should receive audio confirmation.

*Note:* The Chair may call on you using your phone number digits.

**Via Zoom App on a Mobile Device**

- **Step 1.** Navigate to the “Participants” button on the bottom of the screen (*see image on left*).
- **Step 2.** Click your name as it appears in the list of participants.
- **Step 3.** Press the “Raise Hand” button. (*see image on right*)