

2021 Joint Legislative Conference

Zoom Participation Guide



California
LABOR
Federation

Welcome to our 2021 Joint Legislative Conference, May 24th & 25th 2021.

- *08:00 AM – Online Check-in*
- *09:00 AM – 12:00 PM Conference Program (or until Adjournment)*

You should have received your unique Zoom digital credential for the Conference by email from "JLC 2021" Subject: "2021 Joint Legislative Conference Confirmation".

Materials for the Convention can be found online at <http://CaLaborConference.org/>. Included there is also a participant guide to assist you in accessing the Convention and technical support.

Getting Started

Before using Zoom, 'you'll need to sign up for a free account download the Zoom application on your device, and log in. If you have not already done so, please follow these steps:

- Browse to <https://zoom.us/signup> and follow the website prompts to create your free account if you do not already have one
- Once your account is created, browse to <https://zoom.us/download>
- Download the **Zoom Client for Meetings**
- Open the installer once the download finishes, and complete the installation

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

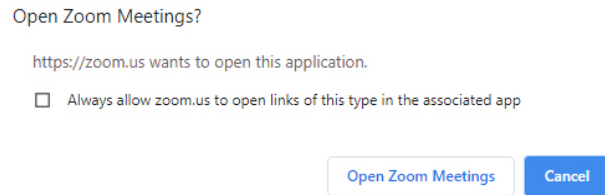
Now that 'you've got Zoom installed, ' 'let's do a quick test meeting:

- Browse to <https://calaborfed.zoom.us/test>
- Select the **Join** button on the page which opens
- If your internet browser asks if 'you'd like to **Open Zoom Meetings**, check the box to **Always allow zoom.us to open links of this type**, then select the button to **Open Zoom Meetings**

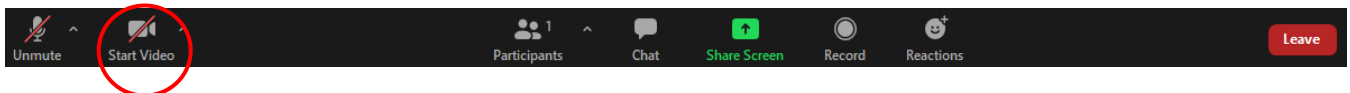
Phone Technical Support: 1-510-663-4001

Support available between 8:00 AM PST & 1:00 PM PST

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- Your Zoom application will launch, and you will be prompted to test your speakers and microphone
- Once audio tests are completed, you will be in the Zoom meeting
- Test your video now by selecting the **Start Video** icon on the toolbar at the bottom of the Zoom meeting



- Once you see your video on the screen, you have successfully completed a full test of Zoom audio and video!

Joining the Conference

You have been sent an invitation email from "JLC 2021" Subject: "2021 Joint Legislative Conference Confirmation" for the Zoom meeting, including your personal link to attend.

If you did not receive your digital credential from Zoom, please check your spam folder, if not there, then contact us at JLC2021@calaborfed.org.

It is *your personal access code the Convention* and ***must not be shared with anyone else. If someone else attempts to use it, the code is automatically invalidated,*** and you will be denied access to the Convention. (This is a private, invite-only meeting.)

Participating

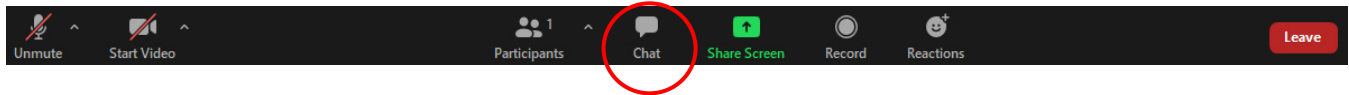
Upon entering the meeting, your mic will be muted, and you will not have the ability to unmute it. For Technical Support, use the Raise Hand feature or type a message into chat to be moved to breakout room to talk to support staff.

You may also use the Chat function to ask questions. To access the Chat, click on Chat in the meeting controls. A chat box will appear on the bottom right of your screen under the participant list.

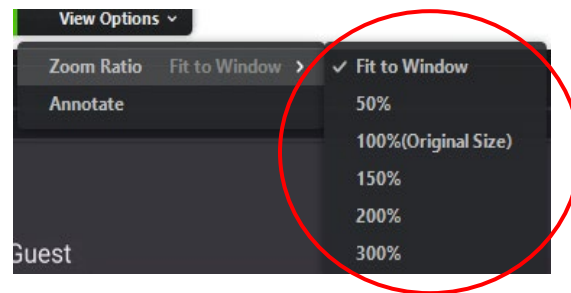
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As documents or videos are being shared, you may find you have a need to zoom in on the document for easier viewing. To do so, select the View Options dropdown menu, at the top of the Zoom meeting.



Support:

Beginning at 8:00 am PST, May 24 & May 25th, technical support will be available via phone, chat within Zoom. Should you have any difficulty related to joining or operating Zoom, please make use of the following:

Zoom Technical Phone Support
1-510-663-4001

Zoom Chat Support

- To send a private chat, open the **Chat** window and select the correct recipient from the **To:** dropdown menu

Should you have any questions or issues before the Convention, technical or otherwise, please direct them to JLC2021@calaborfed.org

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Thank you for your participation!

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