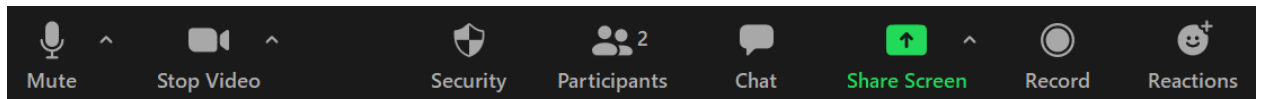


Participant Instructions to Prepare for CGA Zoom Meeting

1. Install Zoom on the device you intend to use to participate in the meeting. Make sure the device has video and audio capabilities. See installation instructions on the following page.
2. Create a Zoom account, for CGA Staff & Legislators, use your cga.ct.gov email address.
3. Enter your name the way you want it to appear on screen.
We suggest the following formats –
 - Rep. Jones, Chair
 - Sen. Smith
 - John Doe - LCO
 - Sally Johnson - DSS
4. Familiarize yourself with the Zoom controls that you may need to use in the meeting. Zoom controls become visible when you move your mouse over the lower portion of the Zoom window.



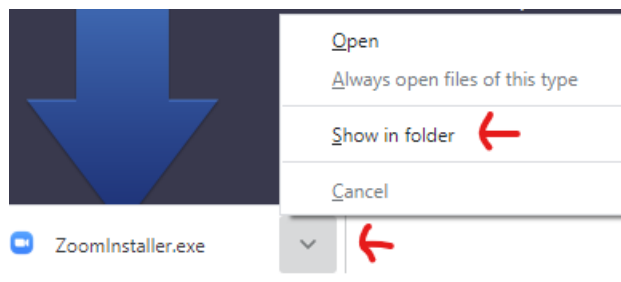
- Stop Video / Start Video*
 - Mute / Unmute*
 - Participants – displays a list of meeting participants in the following order: Host on top, followed by unmuted participants and then muted participants in alphabetical order.
- * the host may also stop / start your video and mute /unmute your audio
5. Pick a quiet area with a reliable internet connection where you are unlikely to be disturbed.
 6. Join the meeting by clicking the link in your email invitation or from your calendar event.

How to install Zoom

You can download the Zoom Desktop Client for [Windows](#), [Mac](#), and [ChromeOS](#), as well as the Zoom Mobile App for [iOS](#) and [Android](#) from the Zoom Downloads page by selecting the appropriate OS for your device.

If installing on your CGA device or using the Chrome browser, once the Zoom client file is downloaded, you will need to do the following:

- Click on the dropdown next to the downloaded file and select **Show in folder** (yellow highlight)
- After opening the download folder, double-click on the Zoom exe file to install the app.



Note: Before your first meeting, we recommend you join a test Zoom meeting to familiarize yourself with Zoom and test your microphone/speakers. Visit zoom.us/test and click **Join**.