

Zoom Instructions for the June 25th SGIT Meeting

https://us02web.zoom.us/webinar/register/WN_uZz7znVCS4aJEi9aq0yTng

1. Click the Zoom link and register for the meeting. Please enter your full name and valid email address when registering. You can register before the day of the meeting.
2. After you register, you will receive a confirmation email with instructions on how to join the meeting.
3. You can join the Zoom meeting using your computer or your phone, or both. **
 - a. On the computer, you can watch and listen to the live video. If your computer has a microphone, you can use it to address the SGIT during a comment period.
 - b. You can also participate in the Zoom meeting via phone. When you register, you will receive a phone number and pin code to use to join the meeting.
 - c. If you wish to watch the meeting on your computer, but you do not have a microphone on your computer (and you plan to address the SGIT during a comment period), you can use the phone number provided in the confirmation email to listen and participate.

Please note that all public participants will be muted and their videos turned off during the meeting. Your name and/or phone number will be visible to all participants.

4. If you wish to address the SGIT to comment on an agenda item, you can do any of the following:
 - a. Submit an *Advanced Comment Form* by June 24th to meghan.lockwood@wyo.gov. Form is available [here](#).
 - b. Use the Zoom chat function during the meeting to send a message to the Host. Please include your name and the agenda item on which you wish to comment.
 - c. Send an email to meghan.lockwood@wyo.gov during the meeting with your name and the agenda item on which you wish to comment. If listening to the meeting via phone, make sure to also provide the phone number you are listening from (so we can identify you).
5. After each agenda item we will facilitate public comment from those who submitted comment requests.
 - a. When it is your turn to speak, we will unmute you.
 - b. After your turn to speak, we will mute you again.

**If you plan to address the SGIT, please determine BEFORE the meeting whether you need to utilize your computer microphone or a telephone to do so. It is difficult to troubleshoot Zoom participant's IT issues during the meeting, and we will do our best to help.