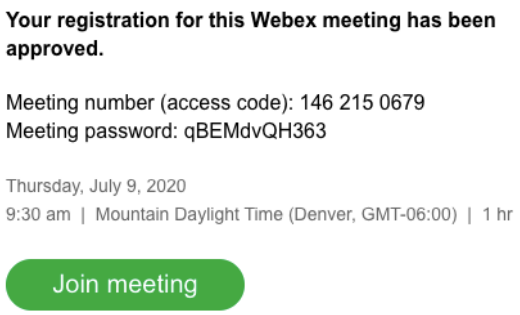
Legislative Education Study Committee
Cisco Webex Meeting Instructions
July 15-17 2020
PLEASE JOIN THE MEETING 5 MINUTES PRIOR TO 9:00AM START TIME.

Please be advised the Webex program will require you to download the application to your desktop, if you will be joining from your mobile device you will have to download the app to your cell phone.

Presenter instructions begin on page 4. Please note if you are a presenter and are calling into the meeting you do not have the option to share content.

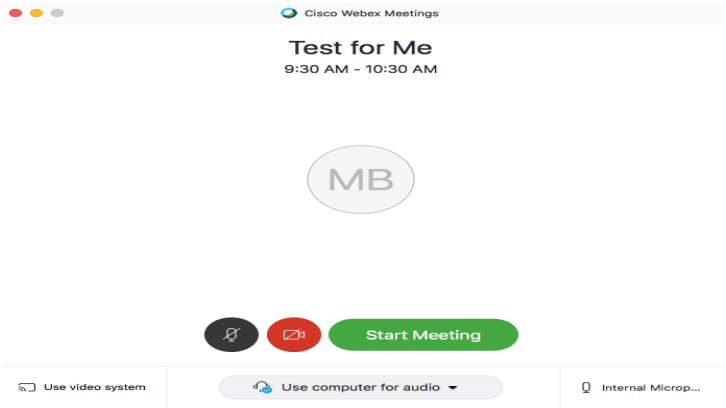
GETTING STARTED:

1. You will receive a Webex invitation via email with instructions on how to join the meeting. You are required to register for the meeting with your email, first and last name. Please register for the meeting at your earliest convenience. Please note you can register a few days before the meeting but you will not be let into the meeting room until the day of the meeting. After you have registered you will be pending approval by the host. **You will not receive an invitation to join the meeting until you are approved.** Pictured below is an example of what the invitation will look like after your registration is approved.



(PLEASE NOTE THIS IS A SAMPLE PHOTO)

2. Upon clicking 'Join meeting' Webex will ask you to join the desktop application. If you have not downloaded the application to your desktop you will be prompted to download it. Once you have downloaded the application, Webex will navigate you to a page named "**Test for Me**" where you can adjust your **audio** and **video** settings. **SEE INSTRUCTIONS ON THE NEXT PAGE**:



AUDIO INSTRUCTIONS IN "TEST FOR ME":

The following options are available in the drop down of "Test for Me":

a) Use computer for audio—Use your computer headset or internal speakers. This is the default audio connection.
b) "Call me"—Enter a phone number and Webex will call you.
c) "Call in"—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting. **Please note if you use this option please call into the meeting 15 minutes early so we can identify the callers.**
d) **"Don't connect"** to audio—you won't hear any audio in the meeting through your computer or phone.
e) If you want to join the meeting with your audio muted, click **Mute my microphone icon**.
f) You'll see when your microphone is muted. Click **Unmute my microphone icon** when you want to speak in the meeting.

PLEASE BE ADVISED UPON ENTRANCE INTO THE MEETING YOU WILL BE MUTED AUTOMATICALLY BY THE HOST.

VIDEO INSTRUCTIONS IN "TEST FOR ME":

The following options are available:

1. If you would like to join the meeting with your video turned off, click **Turn off my video icon.**

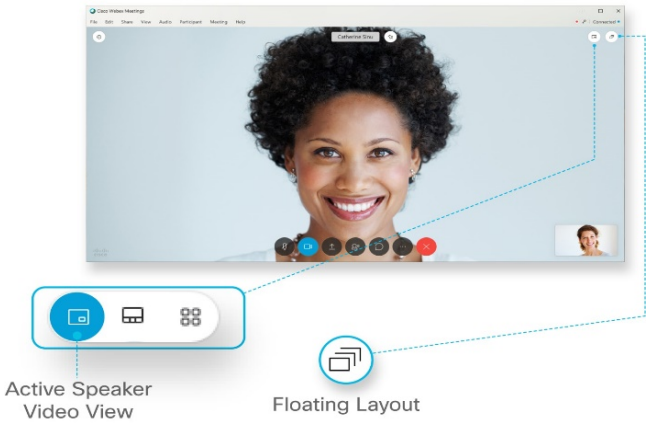
You'll see when your video is turned off. Click **Turn on my video icon** when you want you video to show.

2. Once you are satisfied with the audio and video select: Start Meeting

YOU HAVE THE ABILITY TO MUTE AND UNMUTE YOURSELF. PLEASE BE MINDFUL OF MUTE AND UNMUTE OPTIONS WHILE PRESENTATIONS ARE IN PROGRESS.

ONCE YOU ARE IN THE MEETING ROOM:

- Meeting controls will appear at the bottom of the screen, they disappear when you are not using them. They will reappear when you hover your cursor over them. Example:



- In the top right corner of the screen there are three different video-only layouts: Active Speaker and Thumbnail View, Active Speaker View, and Grid View.

- To use Active Speaker View, select
- To use Active Speaker and Thumbnail View, Select
- To use Grid View, select

PLEASE BE ADVISED THE VIDEO LAYOUTS ARE YOUR PREFERENCES.

ZOOMING IN AND OUT OF SHARED SCREEN:

- When a presentation is in progress and a presenter is sharing their screen double-click the screen to zoom-into the presentation and double click the screen to zoom out of the presentation.

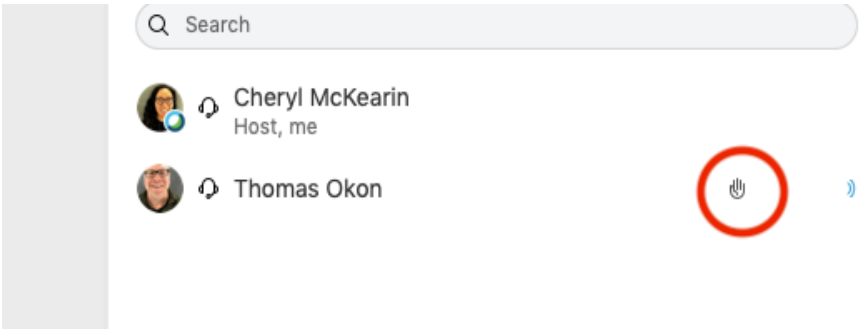
TO BE RECOGNIZED BY THE CHAIR:

Note: This feature is only available on the desktop apps. Browser-based participants will not have access to the raise hand feature.

- To gain the attention from the chair use the raise your hand function and wait for the chair to call on you. **ALTERNATIVELY,** you can write in the chat function that you have a question but please wait until the chair calls on you to ask your question or make your comment.

TO USE THE RAISE YOUR HAND FEATURE:

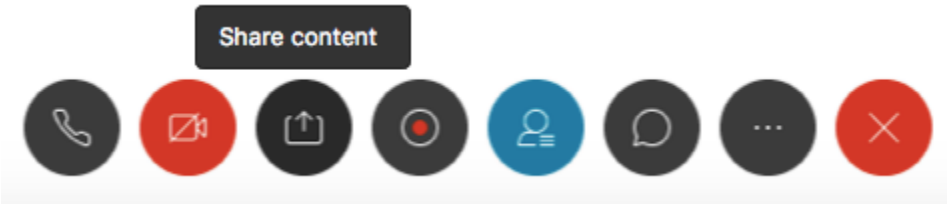
- Hover your cursor over the meeting controls and click the participant icon: It will pull up all participants on the right of the screen.
- Find your name on the participant list, and hover the cursor over your name. A Raise Hand icon will appear.
- Click on the Raise Hand button, which will place a small hand icon next to your name in the participant list. Click on the hand button to withdraw the request.
- See example below for what the raised hand icon looks like:



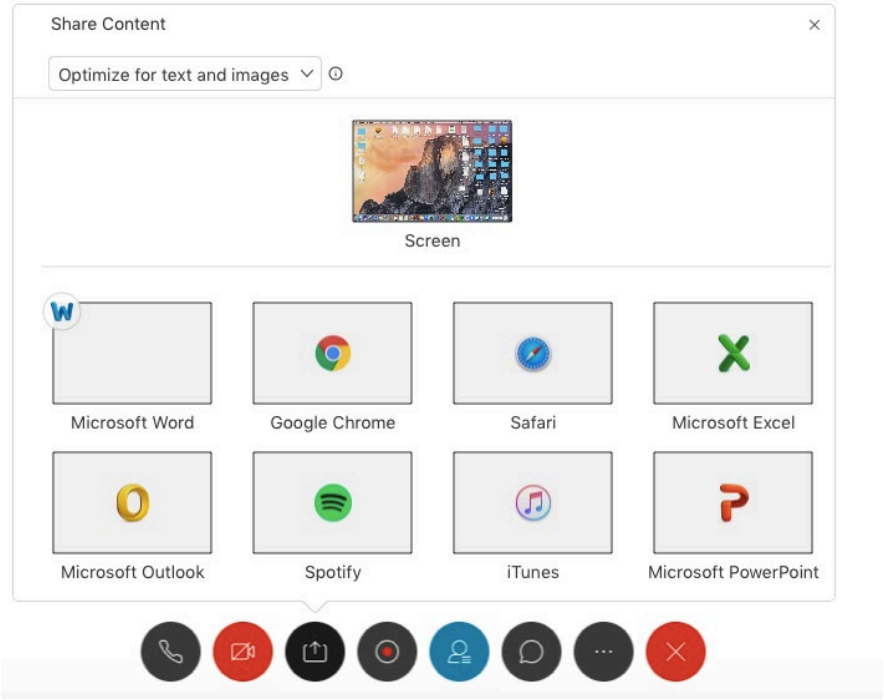
(PLEASE NOTE THIS IS A SAMPLE PHOTO)

PRESENTATION AND PRESENTER INSTRUCTIONS:

- Presentations will be going in the same order listed on the agenda, unless otherwise instructed by the chair. Once it is your turn to present the host will make you the presenter.
- Once you are the presenter and you are ready to share content hover your cursor over the meeting controls tab and click the third icon on the meeting controls named share content, **PICTURED BELOW:**

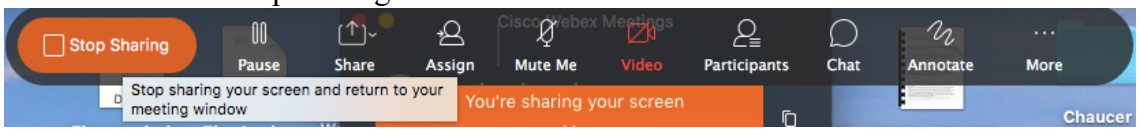


- Once you click on share content a screen will appear that looks like the one **PICTURED BELOW:**



(PLEASE NOTE THIS IS A SAMPLE PHOTOS)

- From here you can choose how you would like to share your content. Click the top one named, "Screen" to share your screen.
- **Please be prepared with your presentation before you share your screen.**
- Once you are done with your presentation and ready to stop sharing your screen, hover your cursor over the presenter controls and click stop sharing. **PICTURED HERE:**



(PLEASE NOTE THIS IS A SAMPLE PHOTO)

- When you stop sharing your screen you will no longer be the presenter.
- Once the presentation is over in its entirety the chair will open it up to members for questions.
- You have the ability to mute and unmute yourself if the question is directed toward you.
- Please be advised of guidelines properly addressing the Chair and committee members.

GUIDELINES FOR PRESENTERS TO THE
LEGISLATIVE EDUCATION STUDY COMMITTEE
(LESC)

To help you make an effective presentation to the LESC, we offer the following basic guidelines:

- As you begin, address the Chair and the members of the committee. When you respond to questions, address the Chair first and then, by name, the committee member who asked the question (there will be nameplates).

- Make your remarks as concise as possible and stay within the outline staff has provided and the time limit that you have been given.

- Avoid repeating points made by previous speakers, if applicable.

If you wish to present written material (handouts) or PowerPoint to the committee, please note the following points:

- **Use a white background.**

- **Add page numbers to multi-page documents.**

- Include the source of any information included and your contact information.

- Please provide written materials and PowerPoint by email at least **one day** prior to the start of the meeting. If that is not possible, please communicate with LESC staff when information will be provided. This allows our staff enough time to properly distribute to members.

- You will be sent an invite to Webex to join our virtual meeting. When it is your time to present, the host will allow you to share your screen and materials.

ADDITIONAL INFORMATION:

If you are experiencing technical issues please call or text Marissa Branch at (505) 986-4591 or you can email her at marissa.branch@nmlegis.gov

If you have deleted or misplaced your invitation to the virtual meeting please send Marissa Branch an email at marissa.branch@nmlegis.gov to request another invite. Please note if you previously registered for the meeting you will not have to re-register to get into the meeting.

Please note once you have registered for the virtual meeting you must wait for the host, Marissa Branch, to approve your registration, then you will receive an email from Webex stating you can join the meeting. This email contains the link to join the meeting.