

Tips for Joining the Regional Advisory Committee (RAC)

This month's meeting will be held on Zoom. If you have not already registered, the link is:

<https://rutgers.zoom.us/meeting/register/tJ0vc-Chqz8tH9zR445mmR9hLvtqVEpQjm1F>

Steps to register and access the meeting

- 1) Choose the date of the meeting, fill in your name and contact information, and complete a survey with three questions:
 - County in New York where you live
 - Primary role
 - Setting where you participate or provide services
- 2) Click the blue REGISTER button.
- 3) You will receive an email from *Varsha Kamat* (Rutgers/Academy of Peer Services) with the zoom link to join. This link is unique to you. Don't share it with others.

Note: If you don't receive an email from Varsha Kamat at the email address you used to register for the meeting, check your Spam folder.

- 4) If you register on the day of the RAC meeting, your unique link to join will be at the bottom of the on-screen Registration confirmation window.

Accessing Zoom from a Phone

If you plan to join from a phone or tablet, download the free Zoom app to have a better experience.

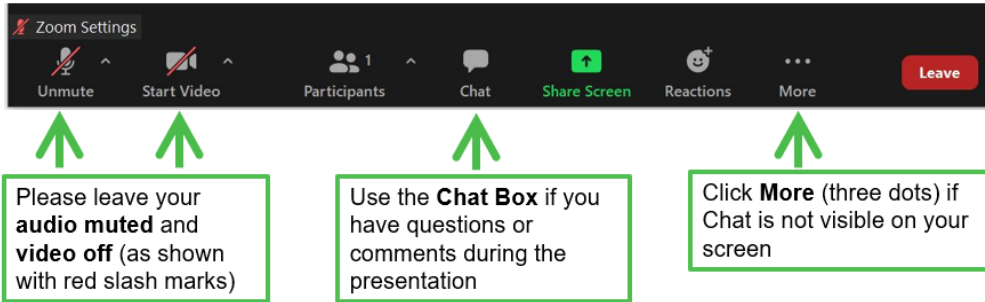
- Zoom App for Android (Google Play Store), [click here](#).
- Zoom App for iPhone or iPad (Apple Store), [click here](#).

Zoom Update

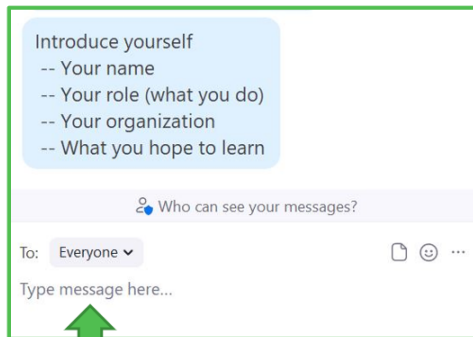
Plan to join about 5 minutes early, if possible. On the day of the meeting, Zoom may require you to update to the latest version before you can access the meeting. If so, select **Update**. The update should only take 1-2 minutes. If it takes longer, stop the update and restart your browser (or reboot your computer). For a short video on this process, [click here](#).

Zoom Participant Controls

The Zoom controls are a little bit different than WebEx. Depending on whether you are using a computer, tablet, or phone, the controls may appear in different locations. On a computer, most of the controls are across the bottom of the screen as shown on the next page.



During the presentation, please mute your audio and turn your video off. Use the Chat Box to communicate with the presenters and other participants. During the breakout sessions you will be able to unmute and turn your video on.



In the Chat Box

Tell us a little bit about yourself

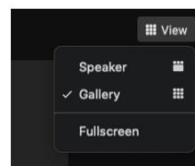
To: Everyone then type your introduction in the Chat Box

When you use the Chat Box, you can choose to chat with Everyone in the meeting (by selecting Everyone in the drop-down menu, as shown below) or you can select a specific person in the drop-down menu and chat privately with that person.

Gallery View vs. Speaker View



Click **View** (icon) in the top-right corner and select: Gallery or Speaker view



You can also change your view of the meeting from Gallery (everyone on screen at once) to Speaker view (the person who is speaking takes up most of the screen with thumbnail pictures of others above or to the right side).

If you have difficulty accessing the meeting on the morning of the RAC meeting, send email to academy.virtual.community@gmail.com and we will try to help on a first come, first served basis.