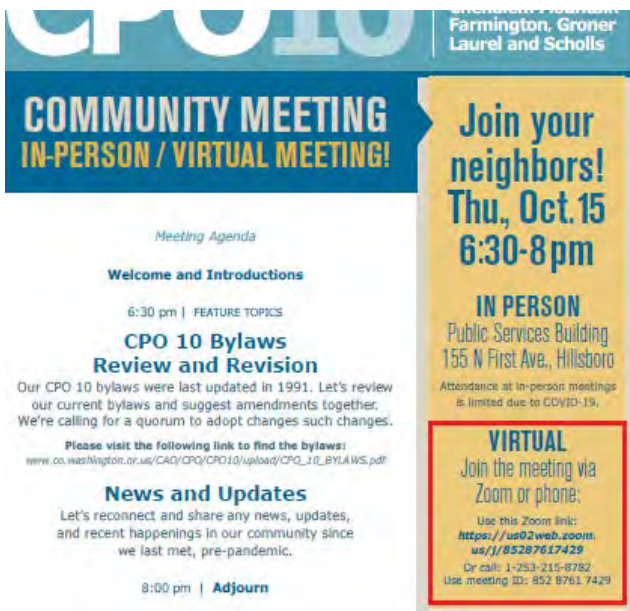


Zoom User Guide for CPO Members

Joining your CPOs Virtual Zoom Webinar

There are two ways to join your CPOs meeting:

1. **You can join a Zoom webinar with audio only using your cell phone or landline.** This will allow you to hear what's being said in the webinar, but you will not be able to view the presenters. To join using this method, dial the phone number listed in your meeting notice. When prompted by the automated voice, enter the webinar ID listed in your meeting notice. If the automated voice asks for a meeting or webinar password, press # and you'll be placed into the webinar automatically.
2. **You can also join a Zoom webinar with video and audio using a PC or MAC laptop or desktop computer, an iPhone or Android device, or another internet capable device such as an iPad or tablet.** You do not need a Zoom account to join a webinar. You can go to zoom.us/join and enter the webinar ID listed in your CPO's meeting notice, download the Zoom desktop app and enter the webinar ID listed in your CPO's meeting notice, or simply click on the Zoom webinar link which can be found on your CPO's web page, or in the CPO meeting notice you received via email. See some examples below.



CPO 10
Farmington, Groner
Laurel and Scholls

**COMMUNITY MEETING
IN-PERSON / VIRTUAL MEETING!**

Meeting Agenda

Welcome and Introductions

6:30 pm | FEATURE TOPICS

**CPO 10 Bylaws
Review and Revision**

Our CPO 10 bylaws were last updated in 1991. Let's review our current bylaws and suggest amendments together. We're calling for a quorum to adopt changes such changes.

Please visit the following link to find the bylaws:
www.co.washington.or.us/CAO/CPQ/CPO10/upload/CPO_10_BYLAWS.pdf

News and Updates

Let's reconnect and share any news, updates, and recent happenings in our community since we last met, pre-pandemic.

8:00 pm | **Adjourn**

**Join your neighbors!
Thu., Oct. 15
6:30-8 pm**

IN PERSON
Public Services Building
155 N First Ave., Hillsboro

Attendance at in-person meetings is limited due to COVID-19.

VIRTUAL
Join the meeting via
Zoom or phone:

Use this Zoom link:
<https://us02web.zoom.us/j/85287617429>

Or call: 1-253-215-8782
Use meeting ID: 852 8761 7429

CPO Meeting Notice

CPO 10 hosts meetings and events. Everyone is welcome!

Meet your neighbors, voice concerns, participate in lively discussions, share your ideas, and learn about opportunities to become engaged in the decision making processes that affect you and your community. Attend the next CPO 10 meeting to hear directly from planners, project leaders, elected officials and agency representatives. See upcoming meeting agendas and schedules on the [CPO 10 Meetings](#) page. Find all CPO events on the [CPO Calendar](#).



**CPO 10 is holding an in-person and virtual community meeting:
Thu., Oct. 15, 6:30 pm**

On the agenda:

CPO 10 Bylaws - Review and Revision

News and Updates

MEETING DETAILS

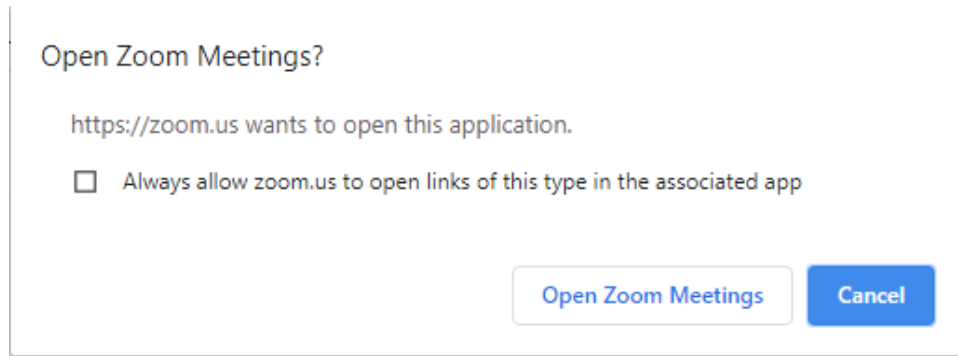
Join the meeting:
or by PHONE at:
1-253-215-8782

Meeting ID:
852 8761 7429

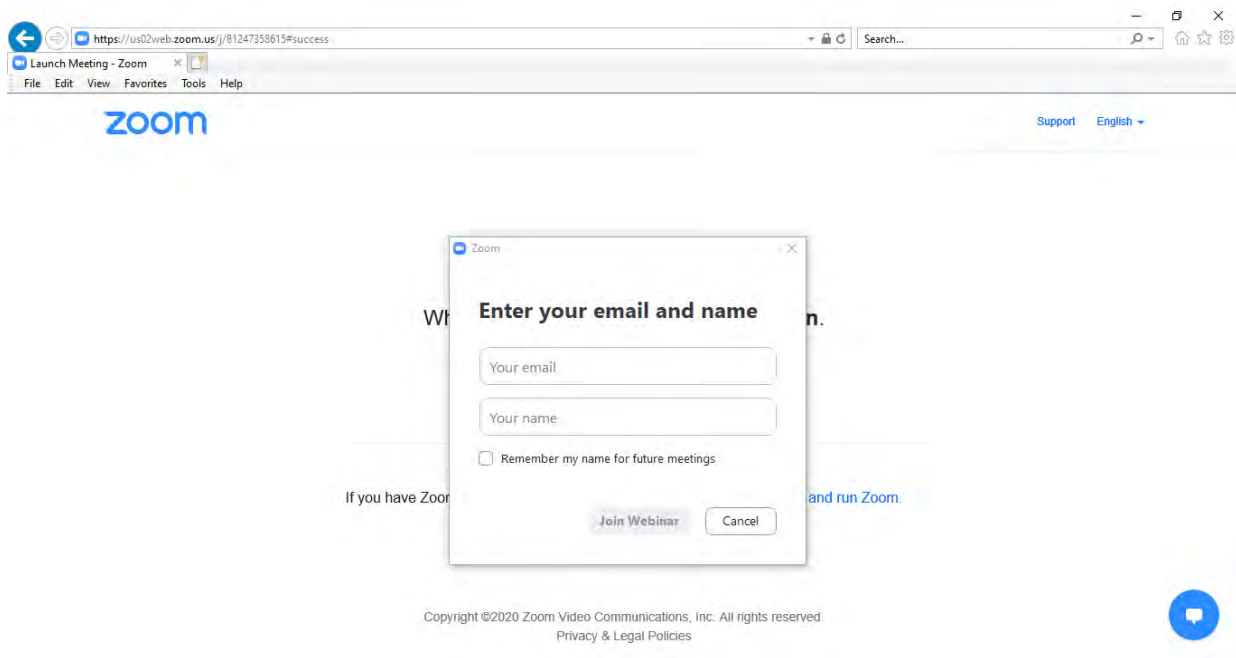
IN PERSON LOCATION:
Washington County
Public Services Building
Auditorium, 155 N First
Ave., Hillsboro

CPO Website

You may see a pop-up window then that asks you for approval to open the Zoom application. Click “Open Zoom Meetings” to move forward.



Enter your email address and name. Your email will only be visible to the host of the webinar for attendance purposes but your name will be visible to all attendees on the call. You're welcome to use your first name only, or whatever name you're most comfortable sharing with others.



CPO Virtual Webinar Webinar Features

If you joined Zoom using audio only (via telephone), you can use the number and symbol keys on your telephone to use the following features during the webinar.

- Raise Hand/Lower Hand - Press *9 on your phone's keypad to let the presenters know you have a question or or comment
- Mute/unmute - Press *6 on your phone's keypad to mute and unmute your audio

If you joined the Zoom webinar using a device with both video and audio capabilities, you'll see some or all of the features below available to you during the webinar.

Raise Hand

Chat

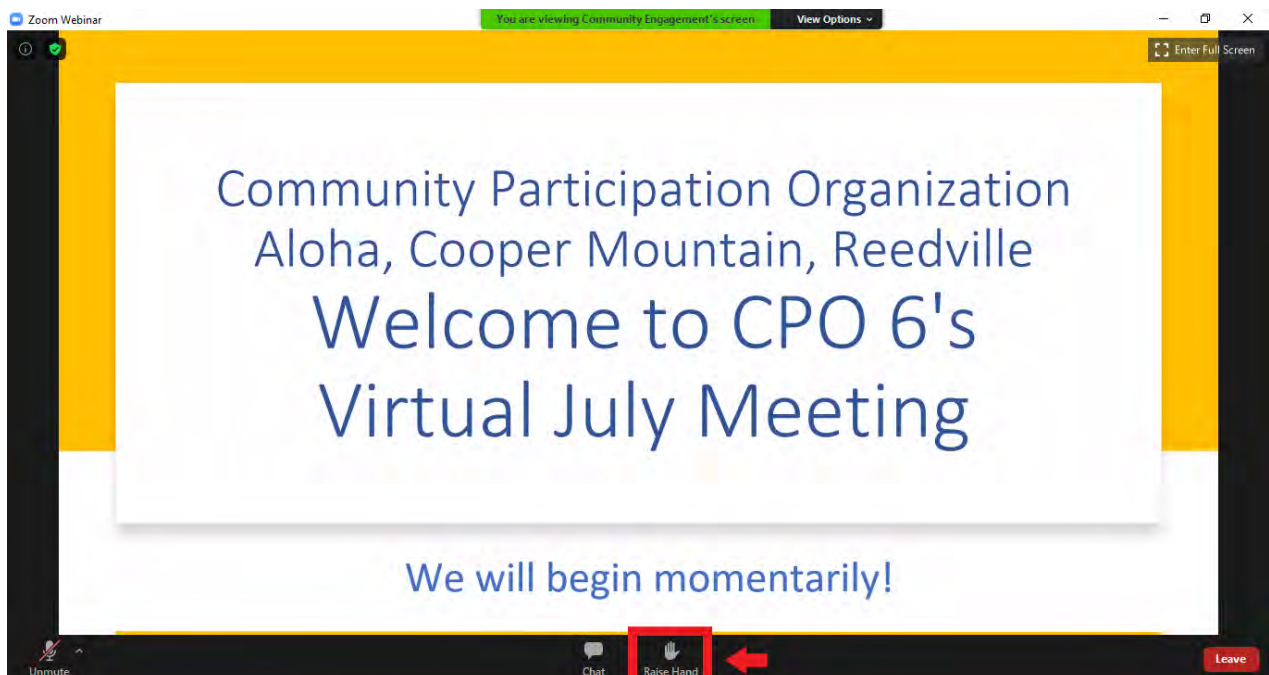
Mute/Unmute

Video On/Video Off

Leave Meeting

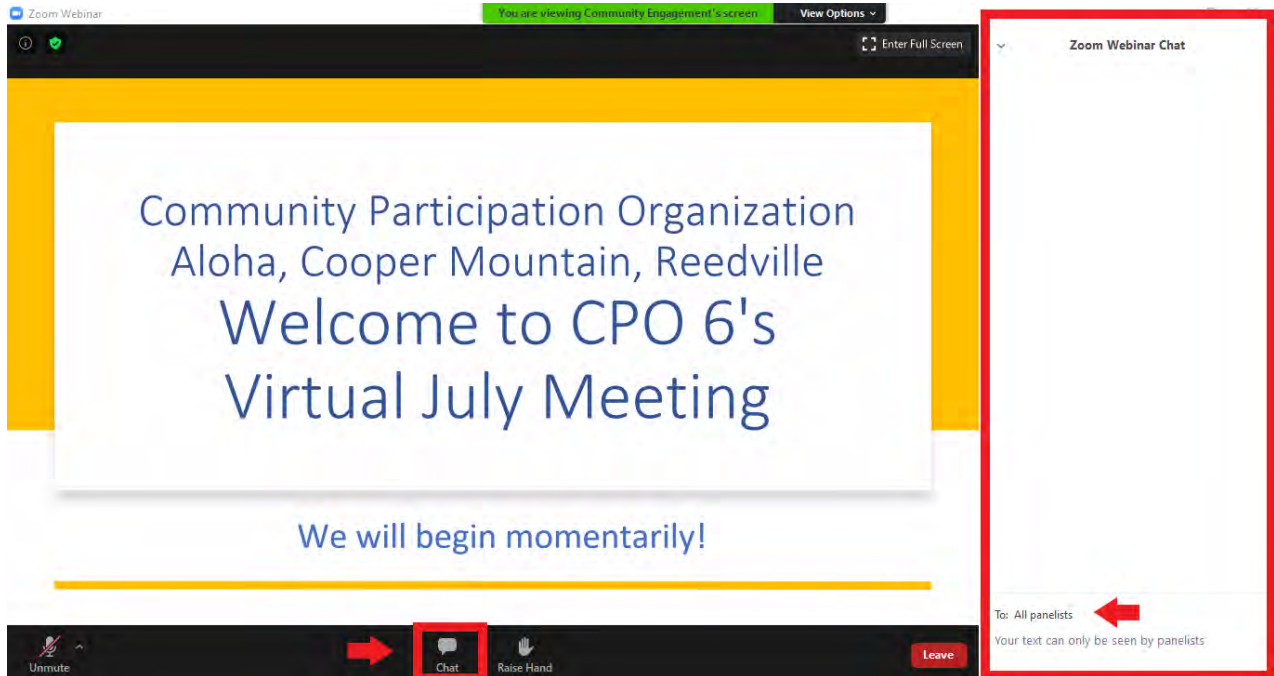
Raise Hand

The "Raise Hand/Lower Hand" feature is used to let the webinar hosts know you have a question or comment you'd like to share. Click the button once and your hand will stay raised until you or the host clicks it a second time to lower it.



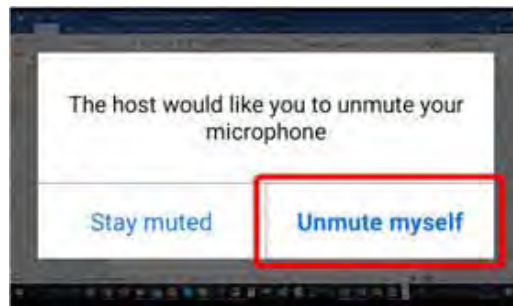
Chat

When you click on the “Chat” button, a window will open allowing you to type a message to webinar attendees. In the chat window, there is a drop-down menu that will allow you to send messages to either Panelists only or Panelists and Attendees. Panelists are typically your CPO leaders and guest speakers. Attendees are community members. The chat window is often used to share opinions or questions without interrupting the webinar.



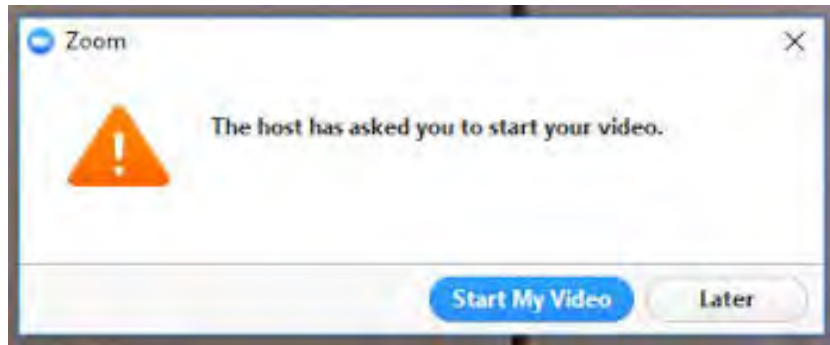
Mute/Unmute

You will only be able to unmute and mute your audio if your CPO leader gives you access to. You may see the unmute/mute button at the bottom of your screen if the CPO leader has given attendees access to unmute and mute themselves at anytime. If you don't see the button, you can use the chat window to communicate questions or comments you have without speaking. If you use the Raise Hand button, your CPO leader will give you access to unmute. You will see a window pop up letting you know they've given you access when they're ready for you to speak, and then you can use the unmute button to speak.



Video On/Video Off

You will only see this feature if your CPO leader chooses to give video access to all webinar attendees. If you choose Start My Video, your camera will turn on immediately. If you choose Later, the Video On/Video Off button will sit right next to the Mute/Unmute button and works the same way. Click once to turn your video on and a second time to turn it off at any time.



Leave Meeting

You can leave the webinar at any time by clicking on the Leave button in the bottom right hand corner of your screen.



Common Zoom Webinar Etiquette

- Some CPO leaders and members may be new to hosting and/or joining virtual webinars. Be patient while we work through any issues that come up. Sometimes PowerPoint presentations take a minute to load and sometimes folks forget to unmute themselves before they speak. Rest assured, we're all doing the best we can for a smoothly run webinar.
- In most cases, all participants will be muted and video will be turned off to reduce distractions and interruptions during the webinar. If your CPO leader offers participants the option of turning your video and audio on and off on your own, please be mindful of video and audio distractions during the webinar. Keep your audio muted if you are in a loud place or there is a lot of background noise.
- Don't worry, you'll have plenty of opportunities to speak up if you choose. The chat box will be open if you'd like to talk about what's being presented or you'd like to raise a question to your peers or a guest speaker. Your CPO leader will pause for questions periodically and during that time, you can use the raise hand feature or chat box to speak.
- Anyone sharing lewd or explicit content during the webinar will be removed immediately and reported to Zoom.