

# Participant Notes for Aug. 12, 2020 Council Meeting

## How to enable closed captions

### Windows/Mac

1. When closed captions are in use, you will see a notification.
   * In a meeting, it will appear in the controls at the bottom of your screen.
2. After selecting **Closed Caption**, you will see the captioning at the bottom of your screen.
3. Optional: If you need to adjust the caption size, click on the arrow next to stop/start video and choose **Video Settings**.
4. Click on **Accessibility**.
5. Move the slider to adjust the caption size.

### iOS/Android

1. Log in to your Zoom account in the Zoom app.
2. Click on the **Settings** icon. (Looks like a gear)
3. Select **Meetings**.
4. Toggle the Option for **Closed Captioning** to on.
5. When you are in a meeting where Closed Captions are available, they will automatically appear on your screen.

External captions

If you prefer to read captions in a separate browser, a link will be provided in the Chat.

## External Captioning Link

If you would like to view captions in a separate browser, they are available through [StreamText](https://www.streamtext.net/player?event=MSCOD0812).

## How to pin a video (to view ASL interpreter)

### Windows/Mac

1. At the top of your screen, hover over the video of the participant you want to pin and click the **three-dot menu** (**...**).
2. From the menu, choose **Pin Video**.
3. To unpin a video, click **Switch to Active Speaker** in the upper left corner.

### iOS/Android

1. Switch to **Gallery View**.
2. Double-tap the video of the participant you want to pin.
3. To unpin a video, double-tap a pinned participant.

## Description of meeting commands

### Windows

* Show/Hide Meeting Controls: CTRL+ALT+SHIFT+H
* Navigate Through Zoom Pop up Windows: F6
* Mute/Unmute: ALT+A (dial \*6 if you are on the phone)
* Start/Stop Your Video: ALT+V
* Start/Stop Screen Sharing: ALT+S (only available to hosts)
* Enter/Exit Full Screen: ALT+F
* Show/Hide Chat: ALT+H
* Show/Hide Participants List: ALT+U
* Raise/Lower Hand: ALT+Y (dial \*9 if you are on the phone)

### Mac

* Show/Hide Meeting Controls: CTRL+OPTION+COMMAND+H
* Switch from One Tab to the Next: CTRl+T
* Mute/Unmute: COMMAND+SHIFT+A (dial \*6 if you are on the phone)
* Start/Stop Your Video: COMMAND+SHIFT+V
* Start/Stop Screen Sharing: COMMAND+SHIFT+S (only available to hosts)
* Enter/Exit Full Screen: COMMAND+SHIFT+F
* Show/Hide Chat: COMMAND+SHIFT+H
* Show/Hide Participants List: COMMAND+U
* Raise/Lower Hand: OPTION+Y (dial \*9 if you are on the phone)

## Further notes for participants

Participants will be muted upon entering the meeting. If you are called upon to speak, you must unmute yourself.

Chat is set to only allow messages to the hosts. If you have a technical assistance question or other question related to your participation in the meeting, please use the Chat function. If you are attending the meeting only through phone, email your questions to [linda.gremillion@state.mn.us](mailto:linda.gremillion@state.mn.us).

### General meeting rules

* One person speaks at a time.
* Say your name before speaking.
* Mute yourself when you are not speaking.
* Follow the agreed-upon methods for a chance to speak.
* If you are sharing your screen, describe what is on screen. The Screen Share function is not accessible.
* Alert the host or moderator if you need to leave the meeting early.