



How to Attend EOCCO CAC Meetings Google Meets

Google Meets

To join by **COMPUTER-**

- Attend via clicking on the Email invitation from Linda Watson at l.watson@gobhi.org
- Email EOCCOcommunities@gobhi.org for joining information

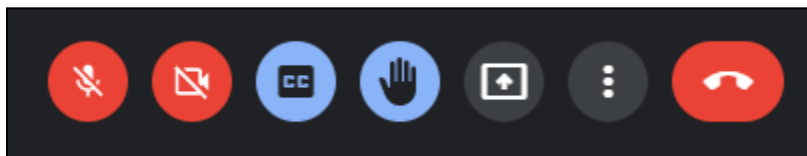
Once connected:

- Click on the *Join Google Meets* button and *Ready to join?* A new window will open up.
- Click the *Join now* button. It will connect you to the meeting.

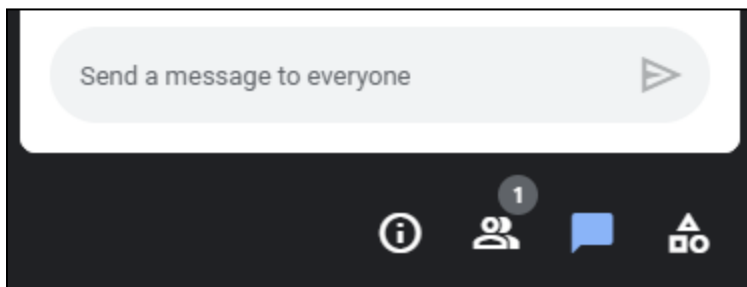
Troubleshooting:

- If your Wi-Fi is slow or you are having trouble, hang up the call and try joining again
- If issues continue, try “muting” the camera (click on the camera button and it will turn red- this means that no one can see you). Sometimes this helps a slow internet connection.

Please be sure to keep yourself on mute unless you are speaking. When unmuted, the microphone or camera will no longer be red.



Mute Mic/Camera * Closed Captioning * Raise Hand * Leave Meeting



If you have any questions, please contact us at EOCCOcommunities@gobhi.org.

Information button * Participants * Chat * Poll

To join by **PHONE****-

- Call in using the phone number provided. If you need a phone number for the meeting, please contact an EOCCO Field Team Member.
- Keep yourself muted. To come off mute, press *6 on your phone.

OR

- A Field Team member will call you prior to the start of the meeting (please arrange this at least 30 minutes prior to the start of the meeting).

**Joining by phone, you cannot see any of the participants, chat, or screen sharing that may occur during the meeting.

MEETING ETIQUETTE-

- Remain on “mute” when not speaking
- Use the chat if you are unable to unmute yourself
- Raise your “hand” and wait to be called upon (this minimizes confusion)
- Remember to respect others’ views
- When talking about a specific issue, keep it general. Please do not share your personal information. If needed, the Field Team will arrange a time to meet outside of the meeting to discuss the specific issue.

IF YOU NEED ASSISTANCE-

Please email EOCCOcommunities@gobhi.org or talk directly with your EOCCO Field Team member (Jill Boyd, Linda Watson, Marci McMurphy, or Tracey Blood).

EOCCO may be able to help with phone minutes or meeting equipment to assist with being able to attend the EOCCO CAC meetings. Please talk with your EOCCO Field Team member for more information and/or assistance.

The EOCCO Field Team will provide any technical assistance you may need.

If you have any questions, please contact us at EOCCOcommunities@gobhi.org.