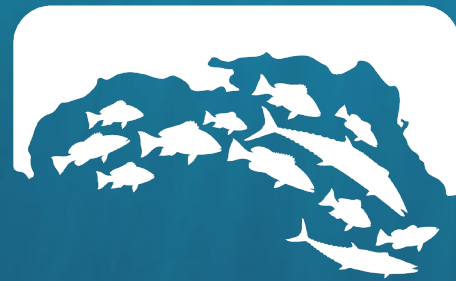


# How to Provide Virtual Public Testimony



**GULF  
COUNCIL**

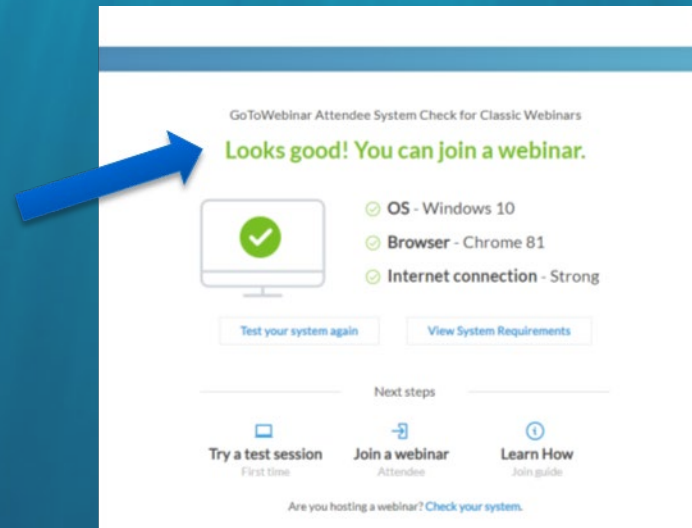
# TEST YOUR SYSTEM BEFORE THE MEETING



We will use the GoToWebinar Platform for the meeting



Run a check on your system before using GoToWebinar  
<https://support.goto.com/webinar/system-check-attendee>



# REGISTER FOR THE MEETING

[REGISTER](#) for the meeting

[SSC Meetings](#)

[AP Meetings](#)

[Technical and Other Meetings](#)

You will receive a registration confirmation via email from Gulf Council via [meetings@gulfcouncil.org](mailto:meetings@gulfcouncil.org)  
Save this email! (note - you may need to check junk or spam inbox)

Reef Fish Advisory Panel Meeting

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Tue, Oct 6, 2020 9:00 AM - 5:30 PM EDT  
[Show in My Time Zone](#)

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\*Required field

First Name\*  Last Name\*

Email Address\*  111

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

[Register](#)



# JOIN THE MEETING

- Click the link located in your registration confirmation email.  
Note: This link should not be shared with others; it is unique to you.

Thank you for registering for "Reef Fish Advisory Panel Meeting".

Please send your questions, comments and feedback to: [gulfcouncil@gulfcouncil.org](mailto:gulfcouncil@gulfcouncil.org)

## How To Join The Webinar

Tue, Oct 6, 2020 9:00 AM - 5:30 PM EDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

**1. Click the link to join the webinar at the specified time and date:**

Join Webinar

*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

# CONNECT TO AUDIO

## TWO AUDIO OPTIONS

OPTION ONE: Computer Audio (headset or earbuds with mic is best)

In Audio Settings box select “Computer Audio” Next, select the microphone and speaker options that correspond with your computer

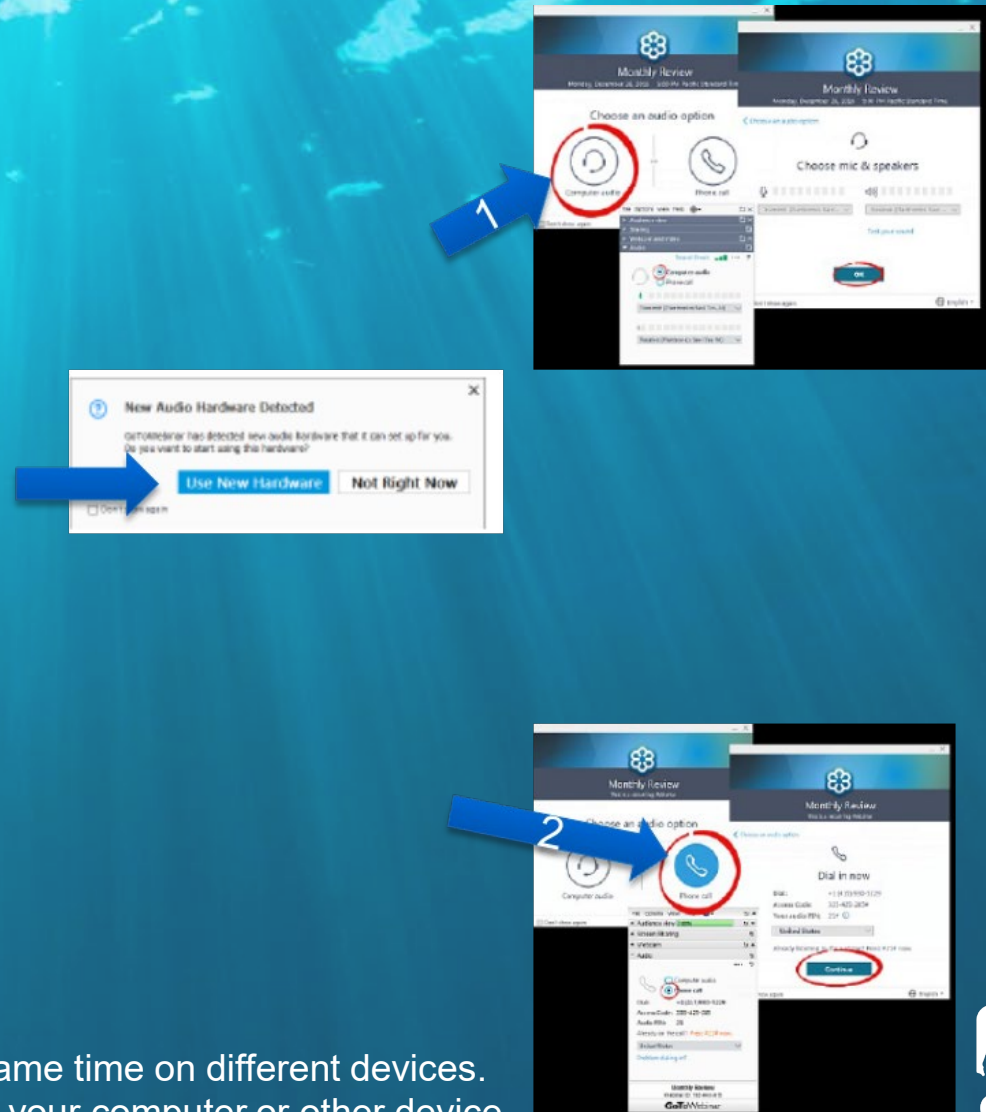
PRO TIP: you may have to unplug and re-plug in your audio device for your pc to recognize and setup the device for use.

OPTION TWO: Phone Audio

In Audio Settings box select “Phone call” Then, using your phone, call the number provided and when prompted enter the Access Code and Audio PIN

Your Audio PIN is unique to you. Do not share it with others.

NOTE: Either option can be used but please do not use both at the same time on different devices. Doing this will create an echo when speaking. Make certain to MUTE your computer or other device.



# MUTE AND UNMUTE

Please use the RAISE HAND feature to be recognized.

When your name is called the meeting organizer will unmute your line. You must also unmute yourself to speak. Click the “microphone” button to mute and unmute.

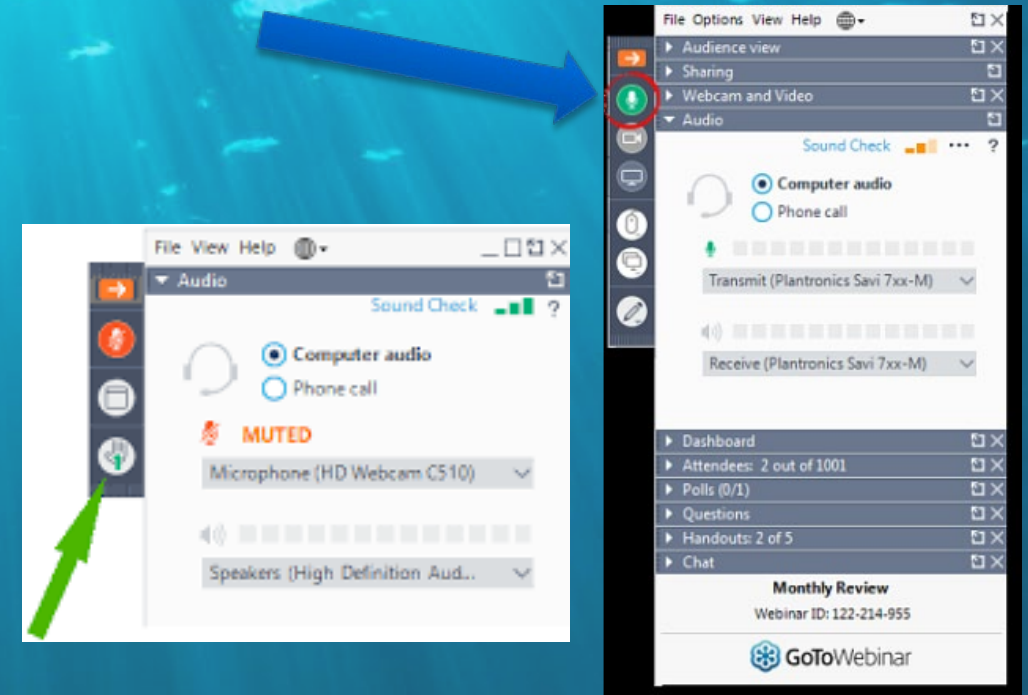
Unmuted = **GREEN**

Muted = **RED**

You may also use the muting/unmuting function on your phone if using telephone audio.

Please mute yourself when you are finished speaking.

NOTE: Either option can be used but please do not use both at the same time on different devices. Doing this will create an echo when speaking. Make certain to MUTE your computer or other device.



# TROUBLE SHOOT CONNECTION ISSUES

If you have trouble joining the meeting, require assistance, or have questions, contact:

[meetings@gulfcouncil.org](mailto:meetings@gulfcouncil.org)

(813) 348-1630

