

NEW JERSEY SHELLFISHERIES COUNCIL

How to Participate in a Virtual Public Meeting

Using Microsoft Teams

To Join Meeting through NJ Fish & Wildlife Website

- ☞ Meeting information as outlined in the document can be found on the NJ Fish & Wildlife website, click the following link: <https://dep.nj.gov/njfw/fishing/marine/marine-councils-meeting-schedule/>
 - 🕒 Under Atlantic Coast or Delaware Bay Section of the Shellfisheries Council you will find meeting information to access the virtual meeting using your computer or phone.
 - 🕒 In addition, there will be a copy of the meeting agenda and other meeting materials

To Join Meeting by Link

- ☞ To join the meeting select [Click here to join the meeting](#)
- ☞ A prompt will open showing three (3) options:
 - 🕒 **Download Teams**
 - This will prompt you to download the desktop app to your computer.
 - 🕒 **Continue on this browser**
 - No download/installation required; the meeting will open in your web browser.
 - 🕒 **Open Teams**
 - If you already have the Microsoft Teams app downloaded on your phone or computer, it will open the meeting using the app.

How do you want to join your Teams meeting?



Download Teams (work or school)
Use the desktop app for the best experience.



Continue on this browser
No download or installation required.



Open Teams (work or school)
Already have it? Go right to your meeting.

- ☞ If you don't have a Teams account, you may enter your name to join the meeting as a guest.
- ☞ If you have a Teams account, select Sign in to join.
- ☞ Depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

To Participate via Telephone

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- ☞ If you are unable to use the Teams app or Teams on the web, you can by calling a phone number.
 - ☛ Call in ten minutes prior to the scheduled start of the meeting using the toll-free number listed here: **1-856-338-7074**
 - ☛ You will be asked to enter the following access code followed by the pound sign (#):
342 265 109#
 - ☞ If you are calling in by phone, you can unmute your phone during the public segment by pressing *6.
 - ☛ Upon accessing the meeting, you will be asked for your name so that you can be identified during the meeting

NOTE: The meeting will be accessible a half hour before the scheduled start time

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Virtual Meeting Information

The Bureau of Shellfisheries and the NJ Shellfisheries Council would like to thank you in advance for your interest and participation. The virtual meeting will follow the usual meeting structure as closely as possible. We appreciate your patience as we adjust to these changes.

MEETING STRUCTURE

- ☞ The organizer will cover “Rules of the Road” for the meeting, expected etiquette, introduce each topic, presenters and administer public discussion.
- ☞ The meeting will closely follow the agenda provided. The organizer will open the meeting and introduce each topic and presenter.
- ☞ Public attendees will have their microphones muted by the organizer during the meeting.
- ☞ Staff will be monitoring the “Chat” feature to address questions and take comments throughout the meeting. See **Public Comment** section below for more info.
- ☞ The topic will be introduced and discussed. The Council will have the first opportunity to respond and interact with presenters.
- ☞ Following discussion, the Council will then open the topic to the general public. The presenter and Council may then respond to public comments.

Options for Accepting Public Comments:

Public attendees have the following options for submitting public comment:

- Use the raise hand feature (see Figure 1. below) to be recognized by staff to speak. Unmute your microphone to allow comments to be entered into the record. Microphone should be muted after comment.
- Use the **Chat** function (see Figure 1. below) to submit comments to be read aloud by staff during the meeting on your behalf.
- Use the **Chat** function to ask to be recognized by staff to speak during the public segment following each topic. Unmute your microphone to allow comments to be entered into the record. Microphone should be muted after comment.
- If you are calling in by phone, you can unmute your phone during the public segment by pressing *6.
- Submit comments in advance to staff to be read out aloud during the meeting on your behalf.
- Note: all video, audio, and chat dialogs will be recorded as a matter of public record.

MEETING ETIQUETTE

- ☞ Users should leave audio off until instructed or required. Click the microphone and camera buttons to turn these off when logging in (see Figure 1. below). They appear red with a line through them when off.
- ☞ If you wish to speak, indicate by chat and staff will turn your webcam and audio on. If by phone, enter *6 to unmute yourself. Note: if a repetitive or intentional disruption occurs, staff may “lock” the meeting to maintain order.

Figure 1.

