



VIDEOCONFERENCING MEETING PROCEDURES

- 1) **IMPORTANT:** If you picked up a laptop from the Clerk's Office, please note that it's your Chamber laptop; therefore, if you attend a Board or Committee meeting from inside the Chamber or Committee Room, please be sure to **bring that laptop with you**. Unfortunately, we do not have extra.
- 2) Log in to Microsoft Teams (*instructions on how to join a meeting can be found in the attachment "Joining Offsite Board Meeting via Teams"*)
 - a. Username: Your complete SFGOV email (.....@sfgov.org)
 - b. Password: Your email password
- 3) When you see the floating menu, take note of the camera button , as well as the microphone button . These two buttons will allow you to turn your camera and microphone off and on. **You control your own microphone and camera.** If the microphone is on mute, the President/Clerk will ask you to turn it on.
- 4) **Update your profile picture** by clicking your account in the top right corner, the icon with your initials in the circle. At the top of the drop-down menu is "Change Picture." Click and follow the directions to add a picture of yourself. When you are not using your camera, it is difficult to identify you - the picture will make it easier to see who is in the meeting.
- 5) A list of videoconferencing best practices can be found in the separate attachment "**Videoconferencing Best Practices.**" Please *review before the meeting and follow during the meeting*, to ensure a *smooth meeting*.
- 6) **ROSTER under "Meeting Chat":** The messaging window on the side, "Meeting Chat," is being utilized as the "Roster."

DO NOT use this for back and forth conversation (*anyone could request a copy of this record*).

Place your name on the "Roster" by typing your last name in the box, "Type a new message," to signal the President/Clerk that you wish to be acknowledged.

- a. **Wait** for the President to acknowledge you before you speak.
- b. If you change your mind and **no longer want to speak**, right-click on your name (in the "Roster"/"Meeting Chat") and select "**Delete.**"
- c. When you are **done speaking** right-click on your name (in the "Roster"/"Meeting Chat") and "**Like**" (thumbs up) so the President/Clerk knows you are done with your comments.

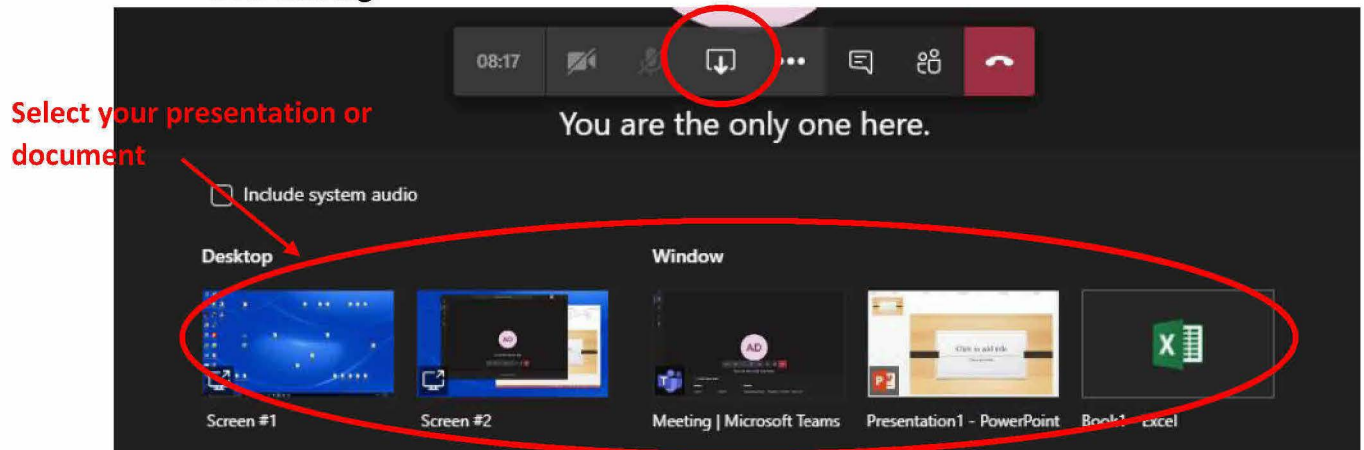
- d. Department Heads or staff may only utilize the “Roster” if they are asked a direct question by a Supervisor. They must place their name on the “Roster” and wait to be called upon by the President/Clerk.
- e. All contents of the “Meeting Chat” window are seen by all participants of the meeting; **it is not private.**

The Clerk will also be utilizing the “Meeting Chat” window to display which **Agenda “Item Number”** is up for discussion.

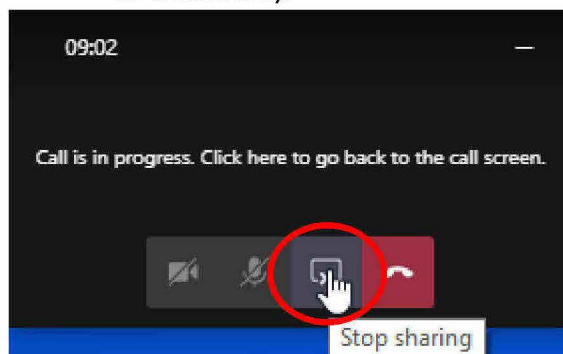
- 7) **Inform** the Clerk of any **power points or presentations** that you have, **prior to the meeting.** Any participant may **“Share”** their power point or presentation during a meeting. If you do not feel comfortable being able to “Share” it yourself, please let the Clerk know and we can be queued up to do it for you.

Instructions on **how to “Share” presentations** or documents during a meeting:

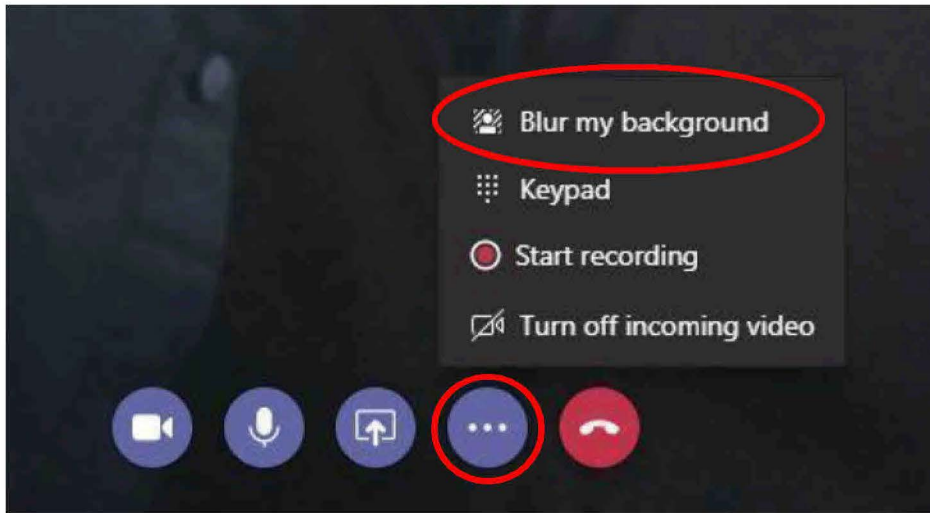
- a. The power point or presentation **must be open** on your desktop
- b. During the meeting, on the floating menu, click the **“Share”** button
- c. At the bottom of your screen, you will see a screenshot of every document you have open, **select the document** you want to share.
- d. The document you are sharing will appear on your entire screen with a red-line around it. The Teams window will minimize in the bottom right corner - **you are now sharing.**



- e. **To stop sharing**, click on the minimized Teams window in the bottom right corner and **click “Stop Sharing”** (it’s the same button to “Share,” but now has an “x” indicated).



- 8) To **blur the background** of your video, click the three dots on the floating menu and choose “Blur my background.”



- 9) **DO NOT forward the invitation** to anyone else (not even to your Aides); you will compromise the security and access to the meeting. If you need to join the meeting through another account, please contact IT so a new invitation can be sent.
- 10) **DO NOT give out the conference number**; again, you will compromise the security and access to the meeting.

The conference room number is NOT the public comment number. If members of the public are looking for a phone number to provide public comment, please direct them to our website (www.sfbos.org) for the appropriate phone number and/or access code to the specific meeting; a direct link to the phone number(s) will be prominent on the front page.