



PARTICIPATION AT PUBLIC MEETINGS

IN-PERSON MEETING ATTENDANCE

Orange County Sanitation District
Headquarters
18480 Bandilier Circle
Fountain Valley, CA 92708

ONLINE MEETING PARTICIPATION

You may join the meeting live via Teams on your computer or similar device.

We suggest joining the Teams meeting on your device prior to the commencement of the meeting to ensure accessibility. For recommendations, general guidance on using Teams, and instructions on joining a Teams meeting, please see pages below.

Please mute yourself upon entering the meeting. If you wish to speak during the public comment section of the meeting, raise your hand and the Clerk of the Board will call upon you using the name you joined with.

Meeting attendees are not provided the ability to make presentations. Please contact the Clerk of the Board at least 48 hours prior to the meeting if you wish to present any items. Additionally, camera feeds may be controlled by the meeting moderator to avoid inappropriate content.

HOW TO PARTICIPATE IN THE MEETING BY TELEPHONE

To join the meeting from your phone:	Dial (213) 279-1455
When prompted, enter the Phone Conference ID:	<i>Located on the Agenda</i>

Please mute yourself upon entering the meeting to alleviate background noise. If you wish to speak during the public comment section of the meeting, raise your hand by using *5 and the Clerk of the Board will call upon you by using the last 4 digits of your phone number as identification, please use *6 to unmute.

NOTE: All attendees will be disconnected from the meeting at the beginning of Closed Session. If you would like to return to the Open Session portion of the meeting, please rejoin the meeting and wait for re-admittance.

WATCH THE MEETING ONLINE

The meeting will be available for online viewing at: <https://ocsd.legistar.com/Calendar.aspx>

For any questions and/or concerns, please contact the Clerk of the Board's office at 714-593-7433. Thank you for your interest in OC San!

How to Join Public Meetings via Teams on iOS or Android Devices

If you experience technical issues, please call the OC San IT Department at 714-593-7018.

Instructions to join a meeting on an iOS/Android device:

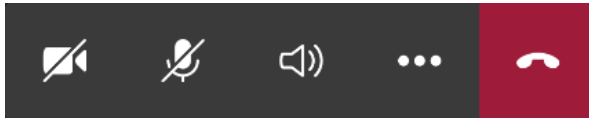
You will need the most current Teams app installed on your mobile device.



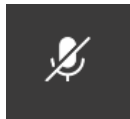
1. If you do not have the app installed on your device, install the app from the App Store. Search for “Microsoft Teams” and install the app. Your Apple ID/Google Play ID may be needed for downloading and installing the app. You may want to have this information readily available.
 - Once installed, close the app. DO NOT sign in/sign up via the app.
 - The link to join the meeting can be found online on the Agenda here:
<https://ocsd.legistar.com/Calendar.aspx>.
 - From the Agenda, click on the link “**Click here to join the meeting**”
 - When prompted, select “**Join as a guest**”, enter your **Name**, and select “**Join meeting**”
 - You have now joined the meeting and are waiting in the lobby; someone will admit you shortly
 - If prompted for Camera and Microphone access, select “**OK**”
2. If you already have the Teams app on your device and **ARE** signed into Teams on your device:
 - The link to join the meeting can be found online on the Agenda here:
<https://ocsd.legistar.com/Calendar.aspx>.
 - From the Agenda, click on the link “**Click here to join the meeting**”
 - You will automatically join the meeting using your account
 - You have now joined the meeting and are waiting in the lobby; someone will admit you shortly
 - If prompted for Camera and Microphone access, select “**OK**”
3. If you already have the Teams app on your device and **ARE NOT** signed into Teams on your device:
 - The link to join the meeting can be found online on the meeting Agenda here:
<https://ocsd.legistar.com/Calendar.aspx>.
 - From the Agenda, click on the link “**Click here to join the meeting**”
 - When prompted, select “**Join as a guest**”, enter your **Name**, and select “**Join meeting**”
 - You have now joined the meeting and are waiting in the lobby; someone will admit you shortly
 - If prompted for Camera and Microphone access, select “**OK**”

Meeting Hints:

- If the meeting includes Closed Session items, you will be asked to leave the meeting, or the moderator will disconnect you from the meeting. To rejoin the meeting, follow the steps above. You will be readmitted to the meeting once Closed Session has ended.
- The command bar will appear at the bottom of your device:



- To **mute/unmute your microphone**, tap the microphone button:



- To **enable/disable your camera**, tap the camera button:

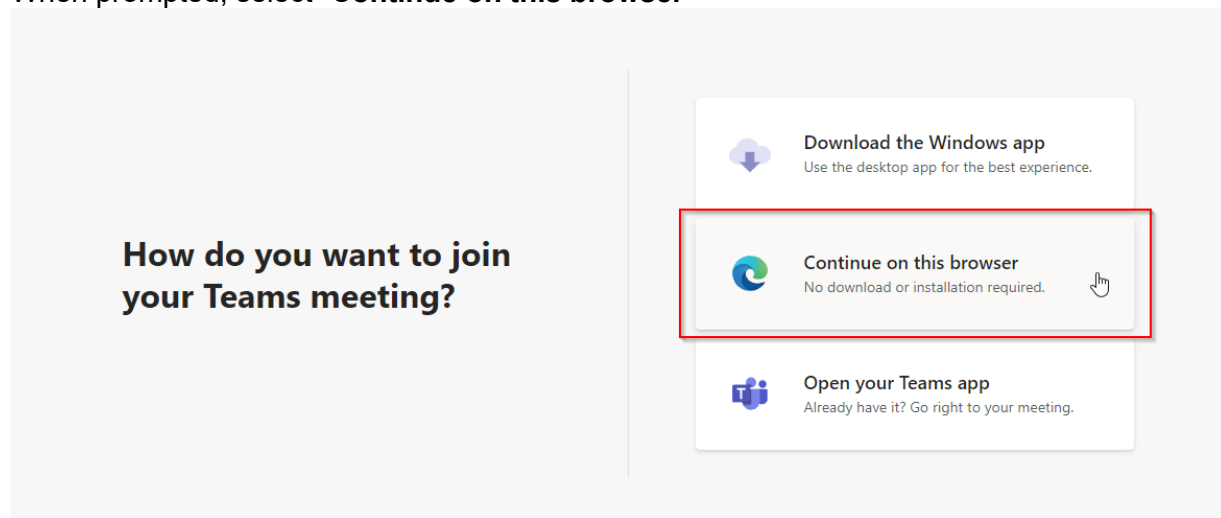


How to Join Public Meetings via Computer

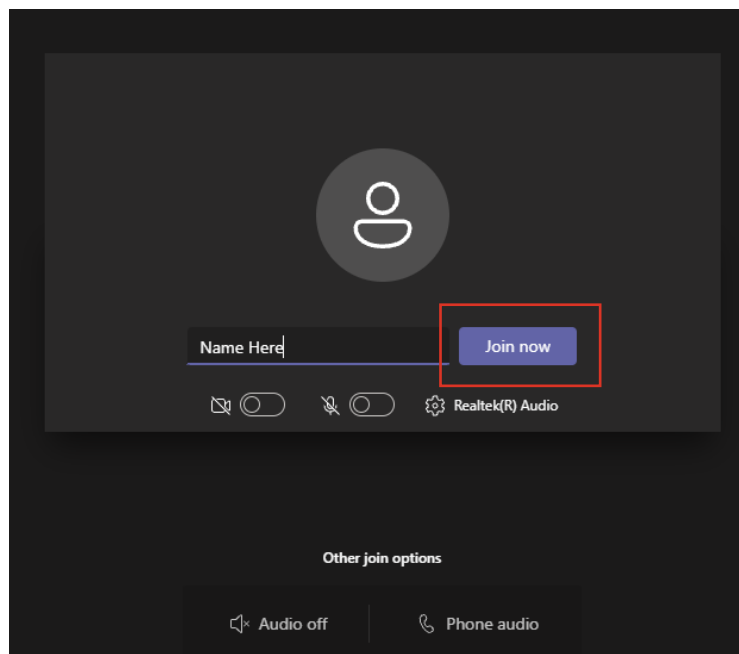
For the best experience, please use the Chrome or Edge browsers. If you run into any technical issues, please call the OC San IT Department at 714-593-7018.

Prerequisites: Device must include speakers. If you want to speak, your device must also include a microphone.

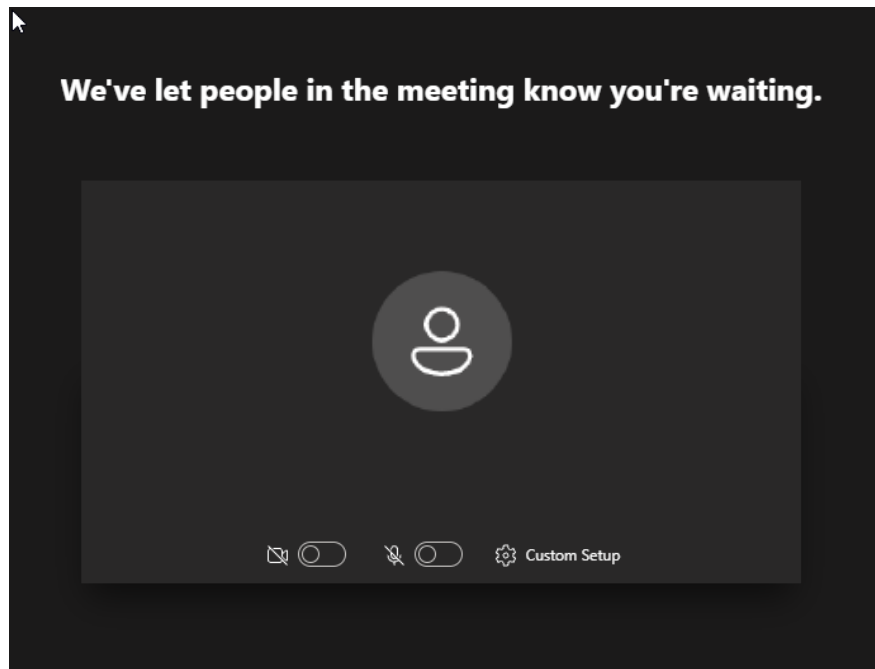
1. The link to join the meeting can be found online on the meeting Agenda here: <https://ocsd.legistar.com/Calendar.aspx>.
2. From the agenda, click on the link “**Click here to join the meeting**”
3. When prompted, select “**Continue on this browser**”



4. If prompted for Camera and Microphone access, select “**Allow**”
5. Type your name and select “**Join now**”



6. You have now joined the meeting and are waiting in the lobby; someone will admit you shortly.



Meeting Hints:

- If the meeting includes Closed Session items, you will be asked to leave the meeting, or the moderator will disconnect you from the meeting. To rejoin the meeting, follow the steps above. You will be readmitted to the meeting once Closed Session has ended.
- To **mute or unmute your microphone or use or enable/disable your camera**, hover over the meeting towards the top of the screen to show the command bar and use these buttons:

