



# Louisiana Department of Natural Resources, Office of Conservation, Environmental Division VIRTUAL MEETING INSTRUCTIONS

## **Joining the Meeting via Computer:**

1. Click the meeting link on the Louisiana DNR, Office of Conservation, Environmental Division website  
<http://www.dnr.louisiana.gov/index.cfm/page/135>
2. After clicking the zoom link, join the meeting using one of these methods:
  - Click Join a Meeting if you want to join without signing in.
  - Sign in to Zoom then click Join.
3. Select if you would like to connect audio and/or video and click Join.

## **Raising your Hand to Speak via Computer:**

This option is next to name under the Participants Tab. Click the raise hand button in order to notify the hearing officer you wish to make a oral comment. During the hearing, the hearing officer will unmute and call on you to enter oral comments into the public record.

## **Joining the Meeting via Phone (dial-in):**

1. On your phone, dial the teleconferencing number provided for the virtual meeting (available at the following web link: <http://www.dnr.louisiana.gov/index.cfm/page/135>)
2. Enter the meeting ID number when prompted using your dial pad.

## **Entering a Oral Comment via phone:**

During the public hearing, each attendee who has manually dialed-in on a phone (e.g. you are NOT using the Zoom App), will be called upon by phone number and invited to enter a oral comment into the public record.