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| Healthcare coalition of southern maine  *Supporting Emergency Preparedness in the Healthcare Community*  hccsm@allclearemg.com |
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**VIRTUAL MEETING GUIDANCE:**

**Sign-In Information:**

To Access Zoom Via Computer: <https://zoom.us/j/380252241>

To Access Zoom Via Phone: +1 646 558 8656

You will then enter meeting ID: 380 252 241

**Muting/Un-Muting Yourself:**

Via Computer: On the bottom left hand corner there is a mute and unmute button

Via Phone: \*6 to unmute and \*6 to re-mute yourself

**Attendance:**

1. If you are on the computer, when you first sign on please go to the “chat” option and type out for attendance purposes:
   1. Your Name
   2. Your Facility/Organization
   3. Your Position/Title
2. If you are on the phone, please wait until we do introductions and I will read your number, then please provide the above information for attendance purposes
3. If for some reason you are unable to un-mute yourself/cannot be heard please send an email to [hccsm@allclearemg.com](mailto:hccsm@allclearemg.com) with the above information for attendance purpose

**Questions/Comments:**

1. If you are on the computer you can use the “chat” option to ask a question or type a comment

2. If you are on the phone, or the computer, and would like to un-mute yourself to ask a question or make a comment, please wait until the current speaker is done speaking (this helps avoid talking over each other)

**Prior to the Meeting:**

1. If you would like some assistance with zoom prior to the meeting, please call Allyssa or email her and she will assist you

2. Feel free to go onto zoom prior to the meeting to test how things work, see what the platform looks like

3. I will be sending the PowerPoint the day prior to our meeting for those of you who are only able to call-in via zoom