User Guide for NJPDES Program
Virtual Public Hearings

Topics

How to Inform the NJDEP Hearing Officer of Your Interest in Submitting Verbal Testimony

  How Unmute Your Microphone to Submit Verbal Testimony

How Mute Your Microphone After Submitting Verbal Testimony

  How to Turn On Your Video Feed During the Public Hearing

  How to Turn Off Your Video Feed During the Public Hearing

Prepared by the Division of Water Quality

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How to Inform the NJDEP Hearing Officer of Your Interest in Submitting Verbal Testimony

1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

2) Click on the icon to open the Meeting Chat box on the side of the screen.

3) Type your full name and the name of the organization that you represent in the Type a new message field at the bottom of the Meeting Chat box. When entering this information use the following format: First Name + Last Name + “(" + Organization + ")”. See below for an example.
4) Click the icon or depress “Enter” on your keyboard to submit your message and notify the NJDEP Hearing officer of your interest in submitting verbal testimony.
How Unmute Your Microphone to Submit Verbal Testimony

1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

2) If you are muted (i.e. the icon appears in the toolbar), click on the icon to unmute your microphone. The icon will change to .

3) Begin your verbal testimony.
How Mute Your Microphone After Submitting Verbal Testimony

1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

2) If you are unmuted (i.e. the icon appears in the toolbar), click on the icon to mute your microphone. The icon will change to 

![Teams Microphone Icon]

The icon will change to 

![Teams Microphone Icon]

How Turn On Your Video Feed During the Public Hearing

1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

2) If your video is off (i.e. the icon appears in the toolbar), click on the icon to turn your video feed on. The icon will change to.
How Turn Off Your Video Feed During the Public Hearing

1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

2) If your video is on (i.e. the 🔴 icon appears in the toolbar), click on the 🔴 icon to turn your video feed off. The 🔴 icon will change to 🔴.