User Guide for the
Electronic Submission Rule Proposal
Public Hearing

Topics

How to Unmute Your Microphone to Submit Oral Testimony
How to Mute Your Microphone After Submitting Oral 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, Permit Administration Section and updated by the Watershed and Land Management Program

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How to Unmute Your Microphone to Submit Oral 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 oral testimony.
How to Mute Your Microphone After Submitting Oral 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 .
How to 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 to 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 .