

User Guide for NJPDES Program Virtual Public Hearings

Topics

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Prepared by the Division of Water Quality

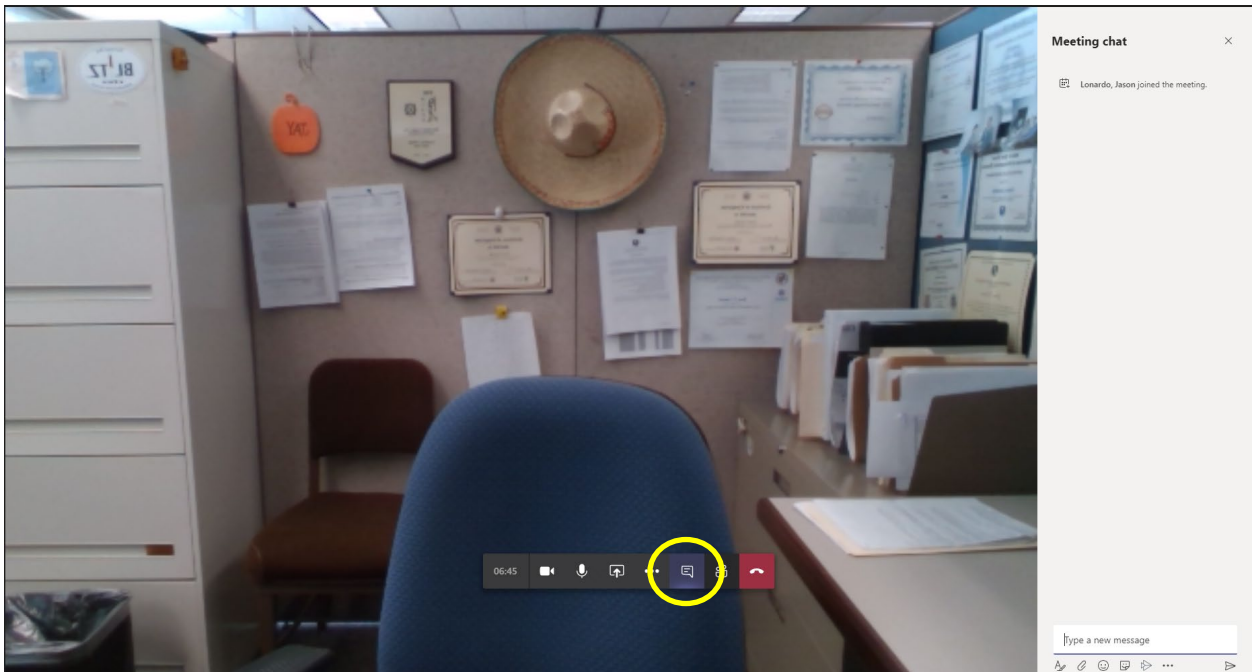
Updated on July 14, 2020

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.



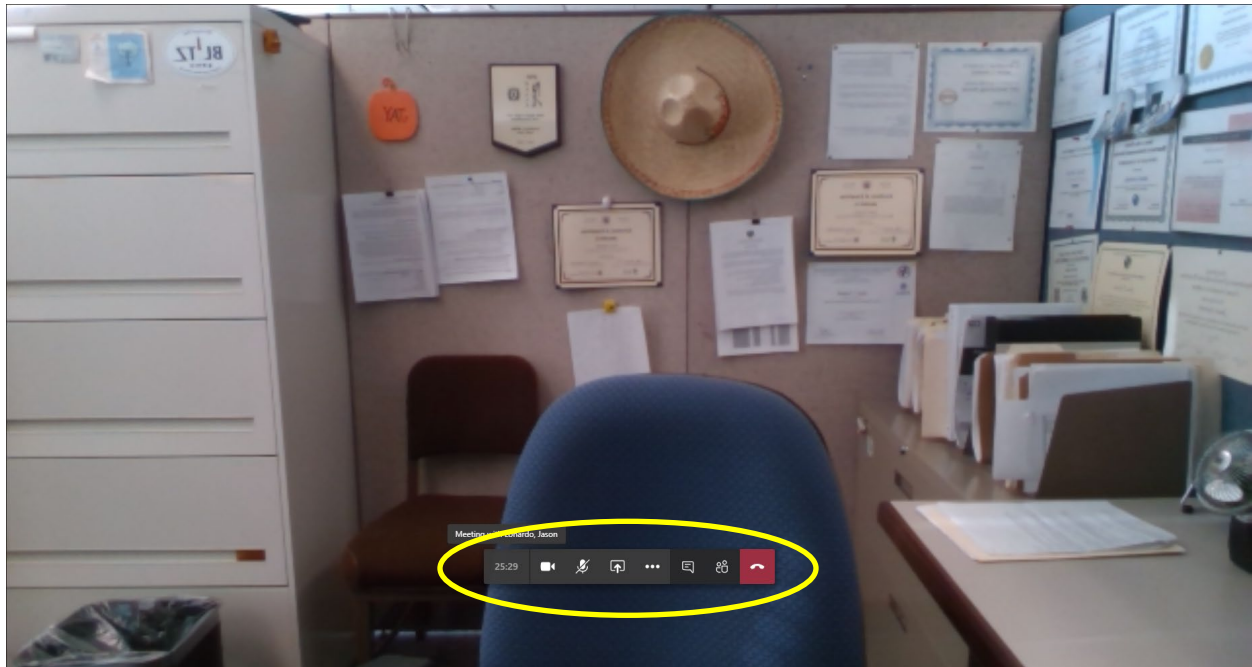
- 3) Type your full name and the name of the organization that you represent in the *Type a new message* field at the bottom of the *Meeting Chat* box. When entering this information use the following format: First Name + Last Name + "(" + Organization + ")". See below for an example.







- 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.

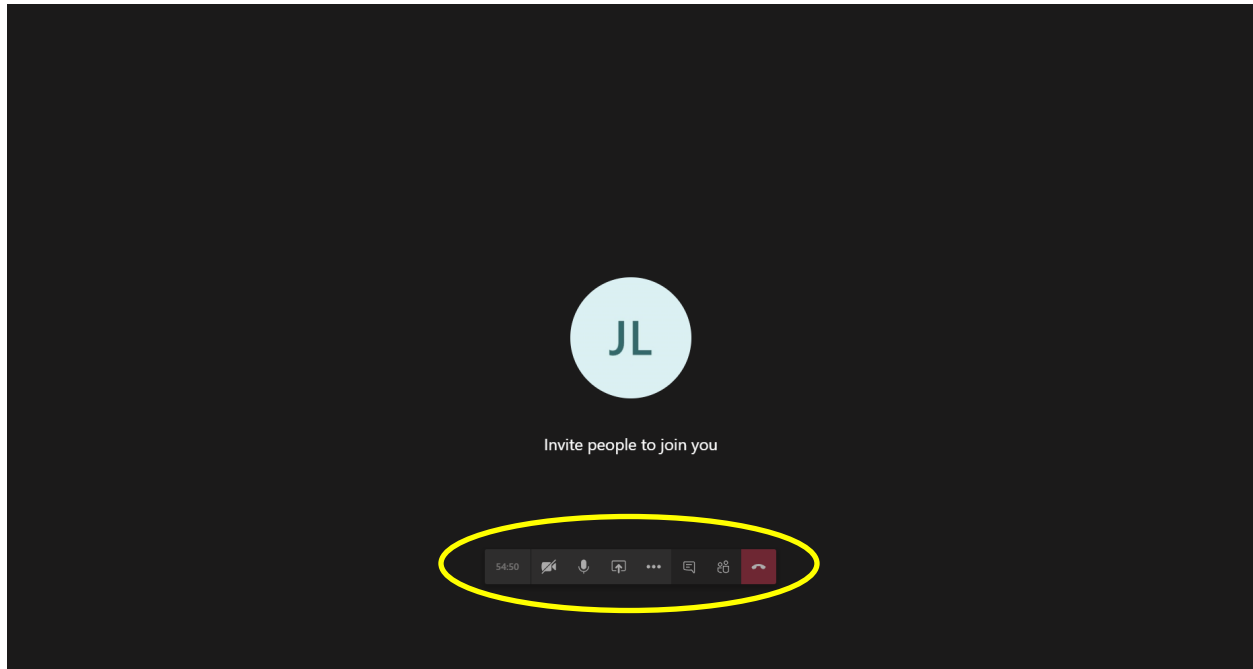






- 2) If you are unmuted (i.e. the  icon appears in the toolbar), click on the  icon to mute your microphone. The  icon will change to .

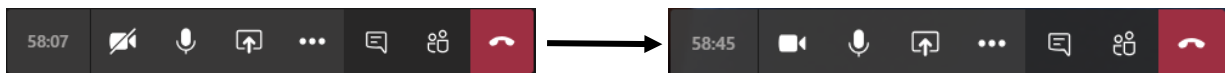


How Turn On Your Video Feed During the Public Hearing

- 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 .

