

**Berkeley Division of the Academic Senate**  
**Division Meeting - October 19, 2021**

**Zoom Instructions:**

**Please log in using the Zoom application on a computer or tablet** rather than by phone. To be admitted into the meeting, please make sure that your *Zoom* name matches your real name.

Video and audio will be turned on only for presenters and speakers.

- Do not use video unless you are speaking;
- Remain on mute unless you are called on to speak;
- When acknowledged, state your name and department and limit your question to one minute.

To ask a question, please click the "Participants" icon at the bottom of the screen. Then, click on blue "raise hand" icon.

If you haven't used *Zoom* video conferencing, please test your *Zoom* capabilities before the meeting. Here are instructions and tips:

<https://senate.universityofcalifornia.edu/resources/video-instructions.html>(link is external)

<https://technology.berkeley.edu/video-conferencing>(link is external)

**To Participate by Telephone**

Dial +1 (669) 219-2599 (meeting ID: 961 7929 7760)

Callers will have limited functions, such as inability to see presentations and respond in a poll.

Phone commands:

- \*6 – Mute/unmute
- \*9 – Raise hand

Here is more information on joining by phone:

[https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h\\_36d1152f-01cf-43cf-a565-bc4cbb4d23e3](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_36d1152f-01cf-43cf-a565-bc4cbb4d23e3)(link is external)