

Senator Checklist for Attending the Virtual Senate Meeting

1. Please **DO NOT** connect to VPN before you join the meeting. VPN is not intended for systems such as Zoom so it will add unnecessary encryption that will slow down the process.
2. Go to umd.zoom.us and click **SIGN IN** and then log in with your UMD CAS login information.
3. Go to the Zoom link for the Senate meeting:
<https://umd.zoom.us/j/462186749>
4. To help preserve bandwidth, please turn off your personal video unless you are speaking.
5. Go to the menu options at the bottom of the Zoom screen and click **Manage Participants** to see the list of participants. The **Raise Hand** feature is at the bottom of the Participants screen.
6. Go to either your mobile device TurningPoint app or web browser <https://tppoll.com/> and log in with your University email address and the password used to create your TurningPoint account (not your University ID & password).
7. Once logged in, enter **senate2020** as the Session ID and click **Join Session**.
8. Senators will see a slide with the information about the Session ID and a request for all Senators to press/click **1** on their mobile device/web browser to mark themselves as "Present" for attendance and quorum purposes.
9. All participants will be muted. Senators who wish to comment or ask questions during the discussion must use the **Raise Hand** feature to be unmuted.
10. During the voting, Senators will see the voting slide on their mobile device or web browser and will select the circled number 1, 2, or 3 at the

bottom of their screen that corresponds with their vote. After the vote, the results will also display on their screen.