



Getting Started

1. Find your meeting

A. Open the Orange County Meeting Website

Open a browser window and enter the “Orange County Meetings” website URL and press “Enter” or “Return” on your keyboard.

Orange County Meeting URL:

<https://meetings.ocny.clients.superb.net>

ENTER URL HERE

MEETING TIME	MEETING TITLE / SUBJECT	AGENDA	REGISTER
Thu, Jan 14, 2021 5:00 PM CST	<p>Reimagining Public Safety Reinvention and Collaborative Plan #2</p> <p>Orange County Executive Steven Neuhaus has announced the creation of the Orange County Police Reform and Reinvention Collaborative Advisory Panel per Gov. Andrew Cuomo's Executive Order #203 to review the Orange County Sheriff's Office policies and practices.</p> <p>...</p>	Agenda	Register
Thu, Jan 7, 2021 1:00 PM CST	<p>Internal planning meeting for Police Reform Advisory Board</p> <p>This is the internal planning meeting for Police Reform Advisory Board.</p>	Agenda	Register

B. Search for your specific meeting

Use the **MYDIGITAL** dropdown field to locate the applicable meeting group.

*In this example, **Emergency Management and Policing** is used.*



Use a computer with Chrome, Firefox, or Safari as the browser. Please note that Internet Explorer and earlier versions of Edge are not supported.

If you are joining from an iOS device, only Safari is supported.

C. Group Meeting List Automatically Updates

After selecting the applicable meeting group, a list of meetings for the specific group will be displayed. You can view upcoming meetings or past meetings by toggling between the ‘Upcoming’ and ‘Past’ tabs.

The illustration below reflects the automatic updates.

The screenshot shows the Orange County website interface. At the top, there is a navigation bar with the Orange County logo, social media icons for Facebook and Twitter, and a search bar. Below the navigation bar, the breadcrumb trail reads 'Home / Category / Emergency Management and Policing'. The main heading is 'Emergency Management and Policing'. A search box is located to the right of the heading. Below the heading, there are two tabs: 'UPCOMING' (active) and 'PAST'. A dropdown menu shows 'Emergency Management and Policing'. The main content area displays a table of meetings with columns for 'MEETING STATUS', 'MEETING DATE & TIME', 'MEETING TITLES & SUBJECTS', 'AGENDA', and 'REGISTER'. Two callout boxes point to the 'MEETING TITLES & SUBJECTS' and 'MEETING AGENDAS AND REGISTRATION' columns.

MEETING STATUS	MEETING DATE & TIME	MEETING TITLES & SUBJECTS	AGENDA	REGISTER
	Thu, Jan 14, 2021 5:00 PM CST	Reimagining Public Safety Reinvention and Collaborative Plan #2 Orange County Executive Steven Neuhaus has announced the creation of the Orange County Police Reform and Reinvention Collaborative Advisory Panel per Gov. Andrew Cuomo's Executive Order #203 to review the Orange County Sheriff's Office policies and practices. ...	Agenda	Register
	Thu, Jan 7, 2021 1:00 PM CST	Internal planning meeting for Police Reform Advisory Board This is the internal planning meeting for Police Reform Advisory Board.	Agenda	Register

Getting Started Continued

2. Register for your meeting

A. Register Link

Select the “Register” link to open the registration page.

The screenshot shows the Orange County website interface. At the top, there is a navigation bar with the Orange County logo, social media icons for Facebook and Twitter, and a search bar. Below the navigation bar, a breadcrumb trail reads 'Home / Category / Emergency Management and Policing'. The main header features a landscape image with the text 'Emergency Management and Policing'. Below this, there are tabs for 'UPCOMING' and 'PAST', and a 'MYDIGITAL' logo. A dropdown menu is set to 'Emergency Management and Policing'. The main content area contains a table with the following data:

MEETING TIME	MEETING TITLE / SUBJECT	AGENDA	REGISTER
Thu, Jan 14, 2021 5:00 PM CST	Reimagining Public Safety Reinvention and Collaborative Plan #2 Orange County Executive Steven Neuhaus has announced the creation of the Orange County Police Reform and Reinvention Collaborative Advisory Panel per Gov. Andrew Cuomo's Executive Order #203 to review the Orange County Sheriff's Office policies and practices. ...	Agenda	Register
Wed, Jan 6, 2021 4:15 PM CST	Reimagining PS and Collaboration Orange County Police Reform and Reinvention	Agenda	Register

A red callout box with the text 'REGISTER LINK' is positioned at the bottom right, pointing to the 'Register' link in the table.

B. Meeting Registration Page

Enter your “**First Name**”, “**Last Name**”, and “**Email**” address. Then select the “**Register**” button.

The screenshot displays the Orange County website interface for a meeting registration page. At the top, the Orange County logo and navigation links (Home, Details, Agenda, Register) are visible. The meeting details are: Meeting Time: Wed, Jan 6, 2021 4:15 PM CST; Location: Online. The registration form includes the following fields:

- First Name:** e.g. John
- Last Name:** e.g. Smith
- Email:** e.g. john.smith@example.com

A blue **Register** button is located below the form fields. A callout box at the bottom of the screenshot highlights this button with the text **REGISTER BUTTON**.

C. Meeting Confirmation

You will receive an email confirmation stating you are registered for the meeting. You can add the meeting to your calendar using the **“Add to Calendar”** link. This is the email that you will use to join the meeting. You can join using a device with online capabilities, such as; computer, iPad, or cellphone. Select the **“Join Meeting”** link located in the center of the page.

You can also join the meeting by calling the phone number provided in the meeting invitation. You may be prompted to enter the access code.

The image shows a screenshot of an email confirmation for a meeting. The email header includes the subject "Fwd: Your Registration for Reimaging PS and Collaboration" and the date "Wed 1/6/2021 3". The main body of the email contains the following information:

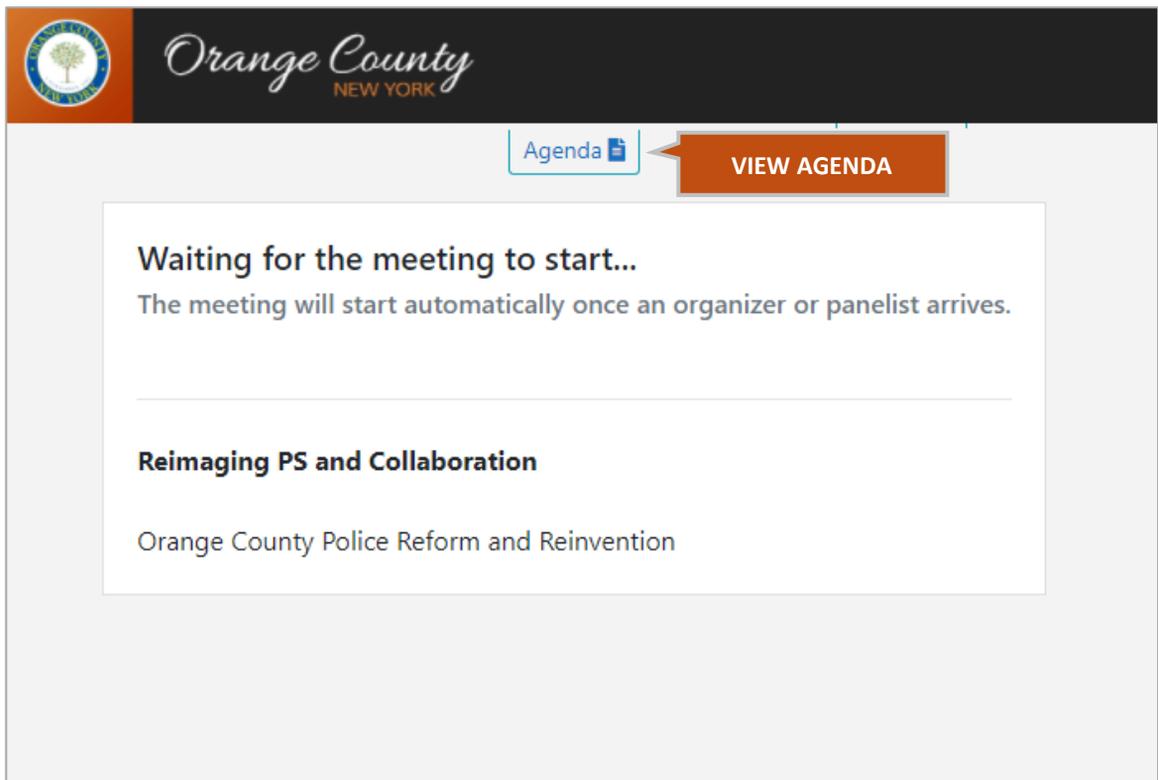
- CONFIRMATION**: A large orange callout box pointing to the word "CONFIRMATION" in the email body.
- You are registered!**: A large grey box with the text "You are registered!" in the center.
- Reimaging PS and Collaboration**: The title of the meeting.
- Orange County Police Reform and Reinvention**: The organization name.
- When**: The date and time "Wed, 06 Jan 2021 16:15:00 America/Chicago".
- Add to Calendar**: A blue link with an orange callout box labeled **ADD TO CALENDAR LINK** pointing to it.
- Join online in browser**: A section header with a small "Join Meeting" link below it.
- OR Join by phone**: A section header with an orange callout box labeled **JOIN MEETING LINK** pointing to the "Join Meeting" link.
- United States: +1 (202)-519-4709**: The phone number.
- Access Code: 219030808**: The meeting access code.
- JOIN BY PHONE INFORMATION**: A large orange callout box at the bottom of the page.

Getting Started Continued

3. Join your meeting

A. Waiting Area

Once you have selected the **“Join Meeting”** orange link from your email invitation, you will automatically join the meeting. If the Organizer has not arrived, you will be instructed to wait. During this time, you can view the agenda.



Orange County
NEW YORK

Agenda 

VIEW AGENDA

Waiting for the meeting to start...
The meeting will start automatically once an organizer or panelist arrives.

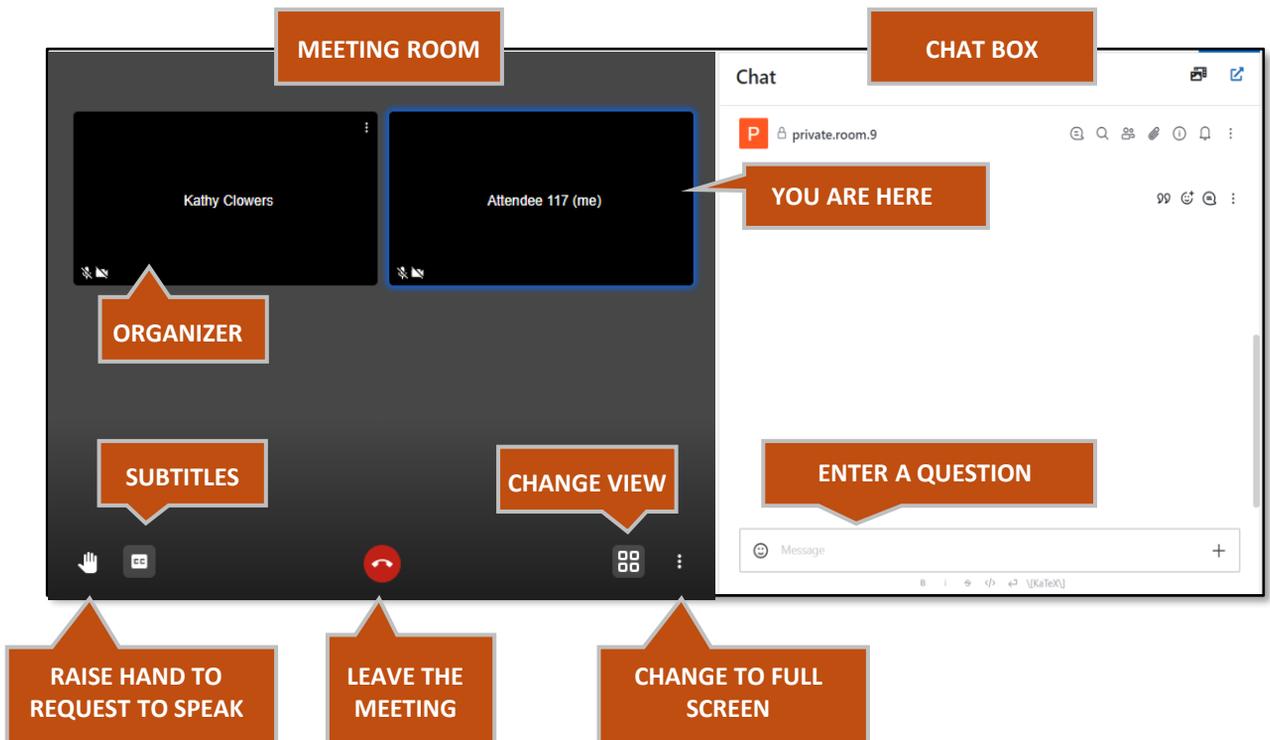
Reimaging PS and Collaboration

Orange County Police Reform and Reinvention

Attending a Meeting

Joining the Meeting Room

Once the Organizer has arrived, you will automatically join the meeting room. All attendees will enter the room on 'Mute' (no audio). You will be able to hear the meeting panelist when they speak. To ask a question, you will raise your hand and the Organizer will address your question. You may also ask a question in the Chat box. All questions are directed to the meeting Organizer.



For further definitions, refer to the **“Meeting Room Icon Chart”** on the next page of this guide.

Meeting Room Icon Chart – Toggle between On and Off

ON	OFF	DEFINITION AND USE
		HAND – Select to “raise” the hand to inform the organizer that you would like to speak or ask a question.
		TRANSCRIBER – Turns the automated meeting transcriber on and off. Used to display subtitles.

Troubleshooting

What do I do if I am unable to join the meeting?



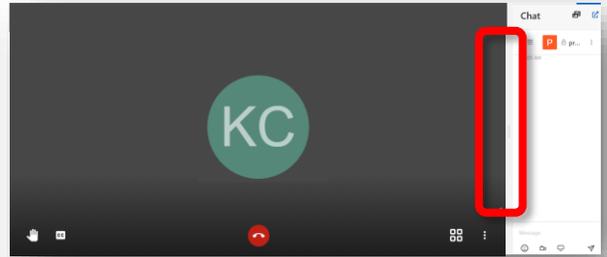
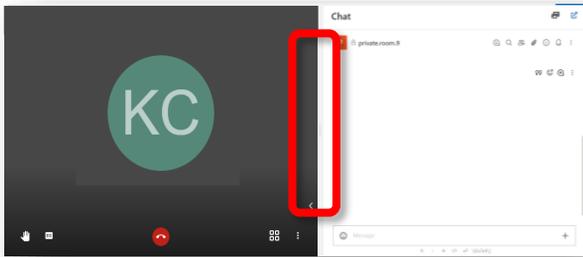
FIRST – Make sure your internet connection is working properly.

SECOND – Get immediate help by contacting your meeting organizer identified in your invitation email.

Viewing Options

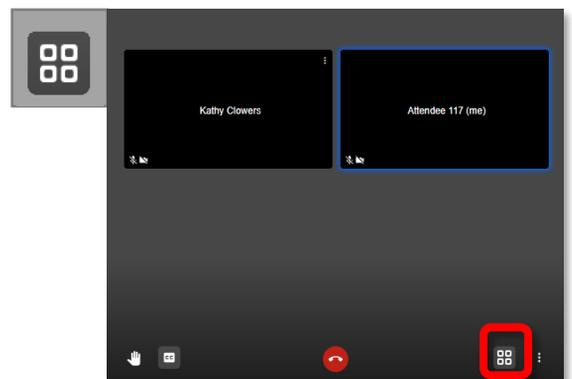
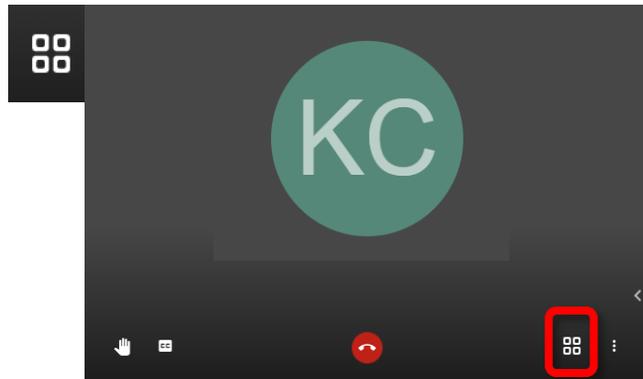
Expand or Collapse the Meeting Area

“Click and hold” the “Divider Bar” to drag it from the left or the right.



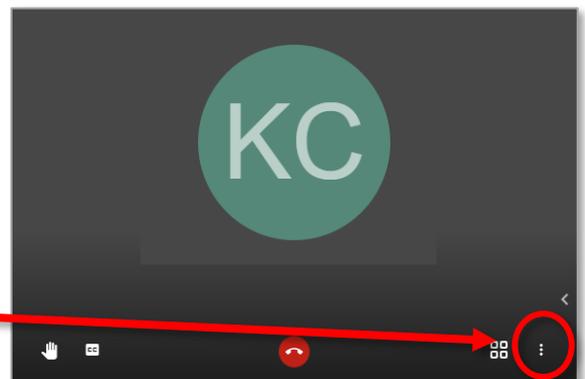
Change “Panel” View

Use the “Tile View” icon to toggle between participant views.



Expand to “Full Screen”

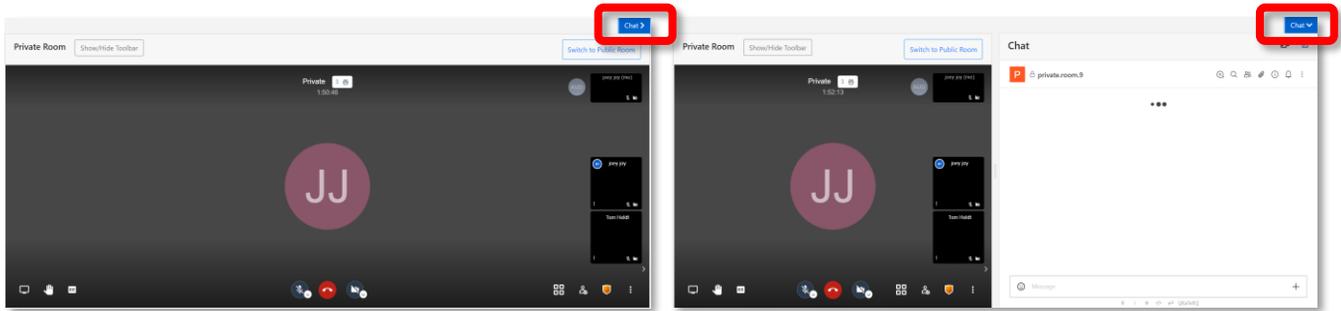
Select the “More Options” icon in the lower right-hand corner, then select the “View Full Screen” option.



Chat Box Tips

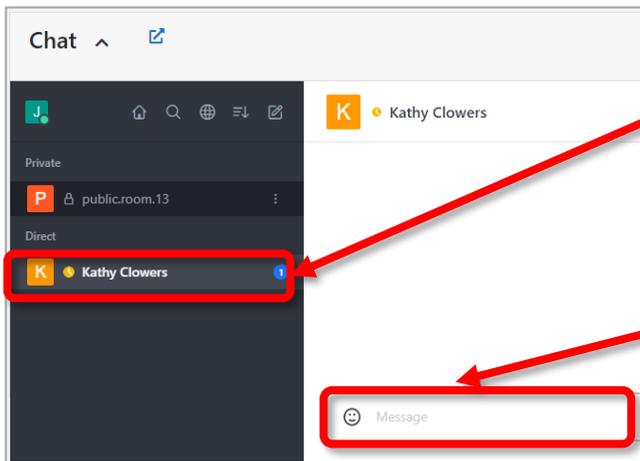
Expand or Collapse the Chat Box

Use the “Chat” icon to toggle between views.



Using the Chat Box

When you use the chat function, your conversation will be between you and the Organizer. Only the Organizer can add comments that appear to the entire meeting group.

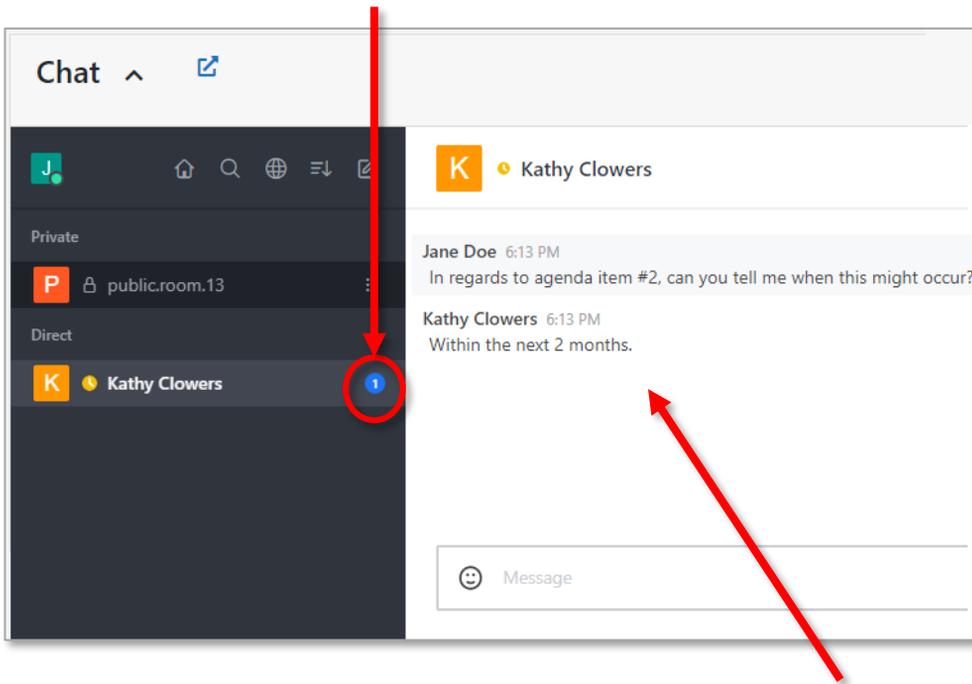


How to Chat with the Organizer

- A. Select the “Organizer’s Name”.
- B. The **Message** field will become available.
- C. Type your comment or question in the “**Message**” field and press “**Enter**” or “**Return**” on your keyboard.

Chat Box Tips Continued

A number will appear next to the Organizer's name indicating a question or response has been submitted.



Your question and answer will appear in the Chat box, as illustrated in the image above.

How to say Goodbye

Simply Hang Up

Use the “Phone” icon to disconnect.

