

# 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.

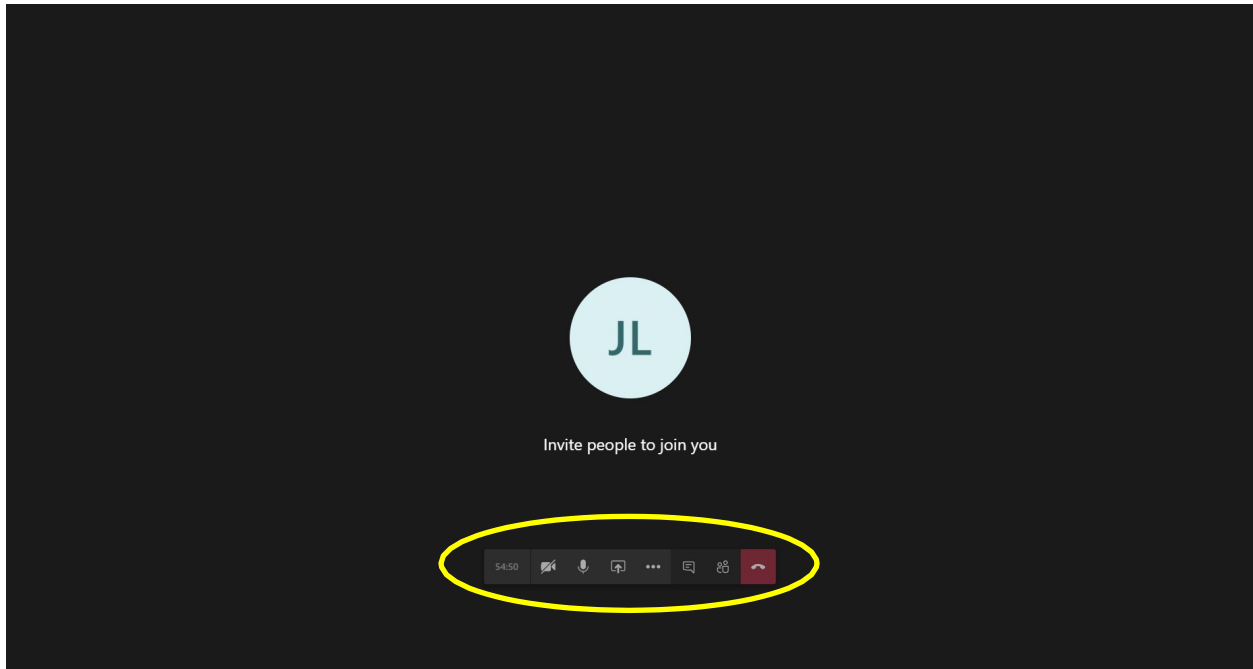






- 2) If you are unmuted (i.e. the  icon appears in the toolbar), click on the  icon to mute your microphone. The  icon will change to .

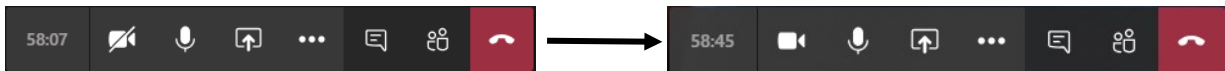


## How to Turn On Your Video Feed During the Public Hearing

- 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 .

