

# VIRTUAL WORKSHOP PARTICIPANT GUIDE



Training, Mentorship &  
Professional Development



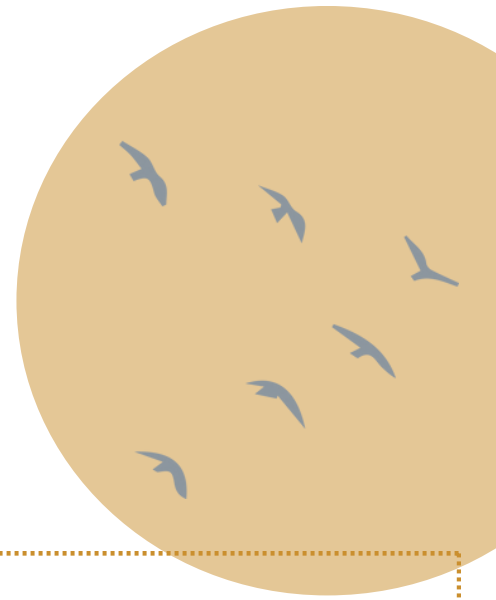
[www.labrc.com](http://www.labrc.com)



# Table of Contents

- 01**    **Zoom Registration**
- 02**    **Add Meeting to Calendar**
- 03**    **Downloading Zoom**
- 04**    **Tools & Functions**
- 05**    **Breakout Rooms**
- 06**    **Trouble Shooting**
- 07**    **Trouble Shooting cont.**
- 08**    **Closed Captions**
- 09**    **Need Assistance?**

# Zoom Registration



It is my pleasure to invite you to the next TMPD Webinar on 2024.

Please use this link to register: <https://us06web.zoom.us/me>

From the email invitation, use the link to register



## Meeting Registration

**First Name\***

**Last Name\***

**Email Address\***

**Organization\***

**Job Title\***

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their [Terms and Privacy Policy](#).

Register

After clicking the link, you will be invited to fill out registration details and click "Register"



You have successfully registered

A confirmation will appear and an email is sent out soon after



# Add Meeting to Calendar

**Step 1**  
Click “add to calendar”

Meeting Registration Approved

Topic RC-TMPD Wills and Estates: Exploring Future Needs

Description The Objectives for this information and knowledge sharing workshop will


- Provide an overview of Wills & Estates and the Framework Agreement
- Share First Nation perspectives, experiences and approaches to estate Code
- Explore improvements to policy and legal authority with regards to future Framework Agreement

Time Oct 7, 2021 09:00 AM in Pacific Time (US and Canada)




 [Add to calendar](#) ▾

**Step 2**  
Choose your preferred calendar

Time Oct 7, 2021 09:00 AM in Pacific Time (US and Canada)

 [Add to calendar](#) ▾


Meeting ID:

-  Google Calendar
-  Outlook Calendar (.ics)
-  Yahoo Calendar

To Join the Meeting

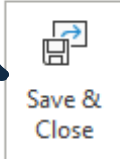
**Step 3**  
A “downloads” window will open.  
Select “Open File”.



Downloads

 meeting-83029309189 (2).ics

[Open file](#)

**Step 4**  
Select “Save & Close”.  
The Zoom link will be saved in your calendar.

 Save & Close

Title	RC-TMPD Wills and Estates: E	
Start time	Thu 10/7/2021 	12:00 PM
End time	Thu 10/7/2021 	3:00 PM

# Downloading Zoom

If you're using Zoom for the first time, click the link to download the software. Follow the on-screen instructions, and you'll quickly join the meeting.

If you require any assistance, click on the help center page:  
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

## Join from PC, Mac, iPad, or Android

Click on "Join Meeting"

Join Meeting

If the button above does not work, paste this into your browser:

[https://us06web.zoom.us/j/87444011390?tk=wIZQp5oGmP5u\\_jsOI](https://us06web.zoom.us/j/87444011390?tk=wIZQp5oGmP5u_jsOI)

## Audio & Video Options

After joining the meeting, choose how to connect to audio. We recommend selecting "Join with computer audio," but you can also join by phone.

Note: Choose only one audio option.

If you use both phone and computer audio, there will be an echo.

Join with computer audio

Test speaker and microphone

### **Not sure if you are using the latest version of Zoom?**

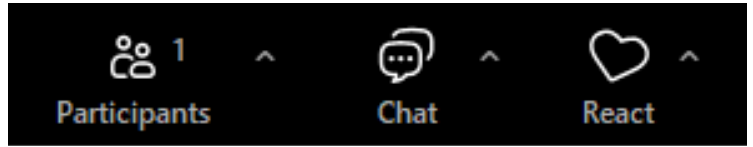
Sign-in to your ZOOM account, click on your little picture in the top right corner, then click "Check for Updates". If there is a newer version, ZOOM will download and install it.

### **REMINDER:**

These sessions are recorded.



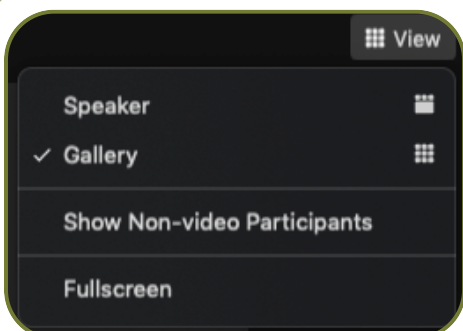
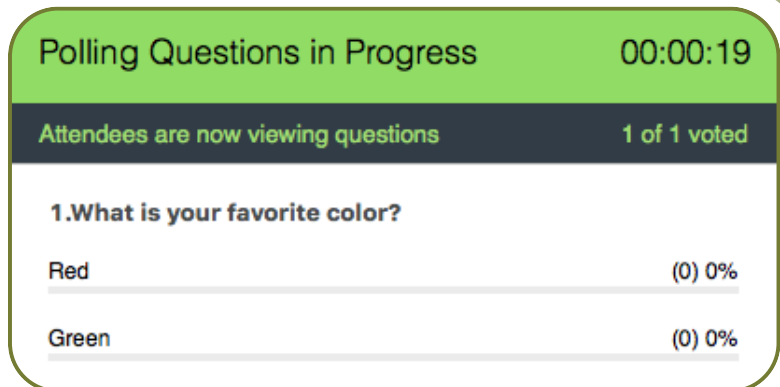
# Tools & Functions



A red slash means your audio is muted and video is off. Please stay muted while listening, and unmute to ask questions. Feel free to keep your video on - we'd love to see you!

Click here to open the chat box. This will allow you to chat with participants.

If we engage Zoom polls, questions from the presenters will appear on your screen. Please participate where you can and are able.



Use the 'View' button at the top right of your screen to adjust how participants and speakers appear. Select 'Speaker' view to focus on the current speaker, ideal for presentations, or 'Gallery' view for a grid showing everyone at once.

# Breakout Rooms

## Joining a Breakout Room

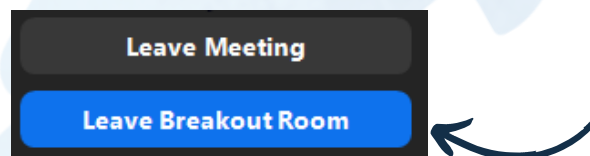
You will be randomly assigned to a room; a pop-up will appear. Select "**join**" to enter your breakout room.



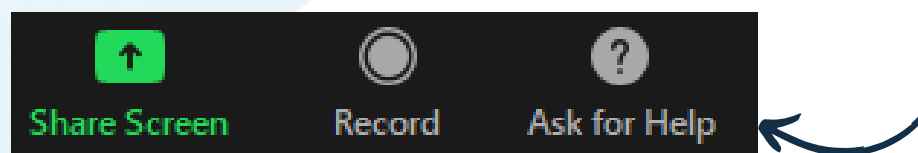
There will be an RC Facilitator & Notetaker to assist with your group discussion & recording, and will provide prompts to assist with timing.

## Leaving a Breakout Room

You'll automatically rejoin the main workshop when time is up. If you are prompted to leave, select "Leave Breakout Room", not "Leave Meeting".



## Asking for Help



In your breakout room, you'll find an 'Ask for Help' button at the bottom of your screen. Click it if you need assistance, and the host will be invited to join your room.

# Trouble Shooting

## My audio isn't working

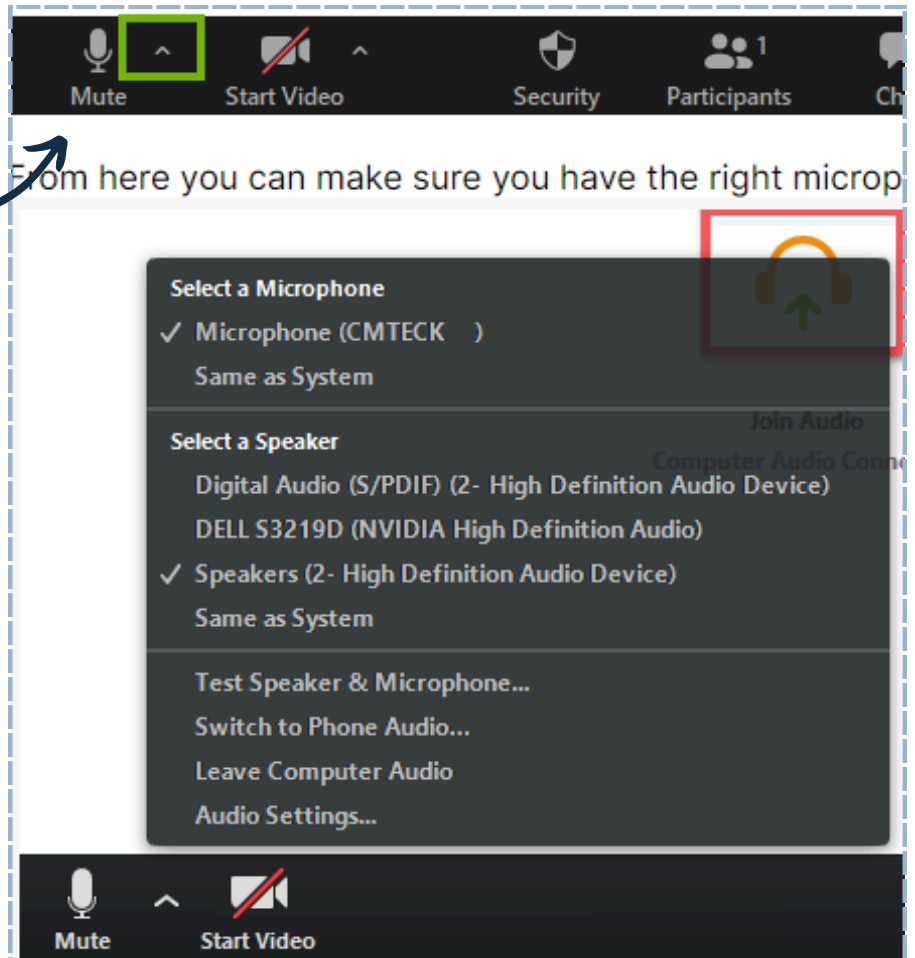
- If you can't hear the meeting, make sure to select "Join with Computer Audio" and check that your speakers are ON.
- Increase the volume on your device.
- Check your computer settings to ensure that the appropriate speaker is selected (see image below).

Join with Computer Audio

Test Speaker and Microphone

## No one can hear me

- Ensure that you are not muted.
- Select the correct microphone - click on the arrow next to the microphone icon and select your mic.



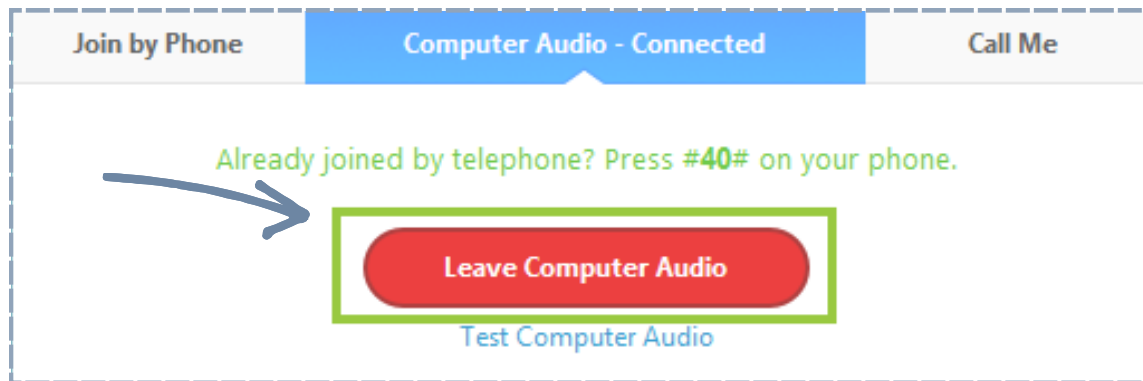
If you are continuing to experience problems, leave the meeting and try again.  
If it persists, contact Lise or Leana (contact information on last page of this document)



# Trouble Shooting Cont.

## I hear an echo

- Feedback/echo happens when both computer and phone audio are active.
- Use audio from only one device.
- If using your phone for audio, click "Leave Computer Audio" on your computer.
- Your microphone might pick up sound from other speakers.



If you are experiencing connectivity issues, please note that after the workshop, you will be able to view the recording on our website:  
labrc.com

- > Training, Support & Resources
  - > Training & Workshops
  - > [View Past Events](#)

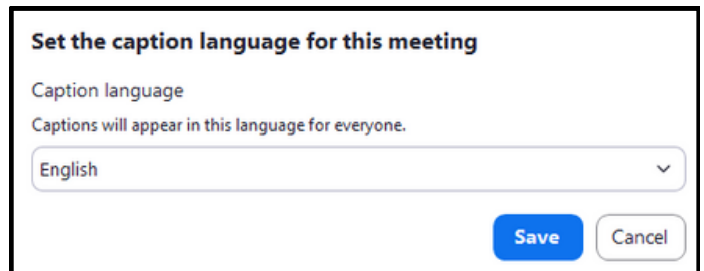
Once you have watched the recording, you are more than welcome to provide your feedback.  
We would love to hear from you!

# Closed Captions

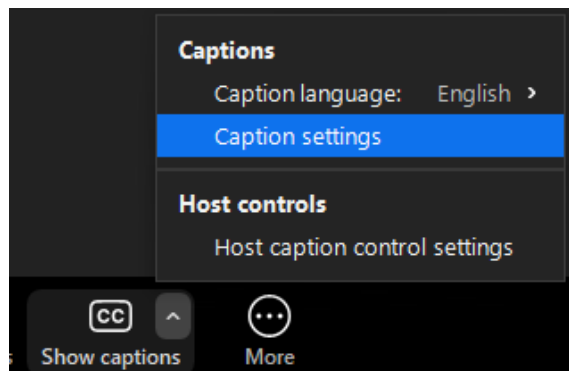
Click on "Show Captions" from the menu bar on your screen.



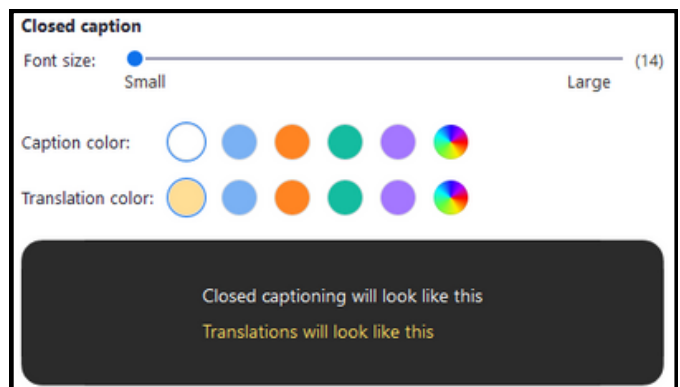
If you select a different language, it will change for everyone.



Select the Caption setting from the menu arrow, to adjust the caption text size.



Use the slide bar to adjust the size of the caption text.






# Need Assistance?

## **Llana Teichroeb**

TMPD Event Coordinator

 778-215-1471

 llana.teichroeb@labrc.com

## **Stephanie Hartlen**

TMPD Learning Experience Coordinator

 825-966-6679

 stephanie.hartlen@labrc.com