TMPD

FIRST NATIONS LAND MANAGEMENT RESOURCE CENTRE

Virtual Workshop Participant Guide

Contents

Updated November 2021

Steps for Registration & Saving Zoom Link to Calendar

Step 1- Fill out your details and click "Register"

First Name*

Last Name*

Email Address*

Confirm Email Address*

Organization*

Job Title*

I would like to share at this session, please contact me.*

* Required information

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accord
with their Terms and Privacy Policy.

Register

Step 2 - Click "Add to Calendar"

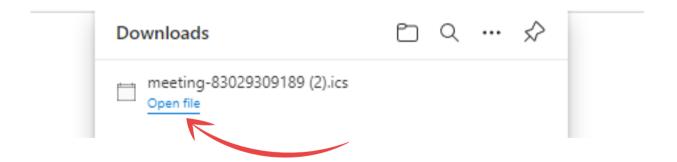Meeting Registration Approved

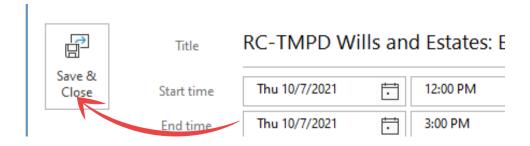|	
Topic	RC-TMPD Wills and Estates: Exploring Future Needs
Description	The Objectives for this information and knowledge sharing workshop will be to: • Provide an overview of Wills & Estates and the Framework Agreement • Share First Nation perspectives, experiences and approaches to estate management under a Land Code • Explore improvements to policy and legal authority with regards to future amendments to the Framework Agreement
Time	Oct 7, 2021 09:00 AM in Pacific Time (US and Canada) 📅 Add to calendar ▾

Step 3 - Choose your preferred calendar

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

📅 Add to calendar ▾

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

Meeting ID:

To Join the Meeting

Step 4 - A "downloads" window should open up. Select "Open File".

Downloads   📁 🔍 ⋯ 📌

📅 meeting-83029309189 (2).ics
   Open file

Step 5 - Select "Save & Close". The Zoom link will now 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

Download Zoom

- If this is the first time that you are using Zoom, simply click on the provided link and you will be prompted to download the software. Follow the instructions provided during download. This should be very quick and you should automatically join the meeting.

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

- Click on "join my meeting"

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.

Audio/Video Options

- Once you have joined the meeting, you will have options for connecting to audio. It is recommended to select "Join with computer audio", you may also choose to join by phone. **Note: you must select only 1 audio option**.

- If you call in and select computer audio, there will be an echo. **Please keep your audio off unless asking a question or in breakout rooms.** Feel free to keep your video on, we would love to see you!

- A reminder that these sessions are recorded.

Zoom Tools & Functions

Zoom Toolbar

The red slash shows that your audio is muted and video is off. Please keep your device muted while listening to the speakers. Unmute yourself if you would like to ask a question.
You are welcome 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.
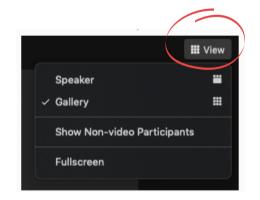
Zoom Polls

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

Gallery vs Speaker View

At the top of your screen, you will have a "view" button in the right corner. You can adjust how the participants and speakers are displayed on your screen. "Speaker" view will display the person who is speaking in full screen. This works well for armchair discussions and presentations. "Gallery" view will display all participants (like the Brady Bunch).
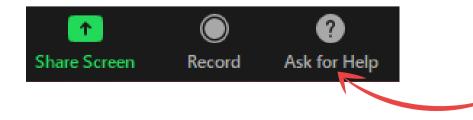
Breakout Rooms

- You will be randomly assigned to a room

- Look for a pop-up on on your screen and select "**join**" to enter your breakout room

- There will be an RC Facilitator & Notetaker to assist with your group discussion & recording

- We will provide prompts to assist with timing

- You will automatically rejoin the main workshop when time is up. However, if you are prompted to leave the breakout room please remember to select LEAVE BREAKOUT not LEAVE MEETING

Asking for Help

- While in your breakout room, you will have access to a button "Ask for Help" at the bottom of your screen

- If you require any assistance, click on this button and it will invite the host to join your breakout room

At the bottom of your screen, you will have an "Ask for help" button which will invite the host to join your room.
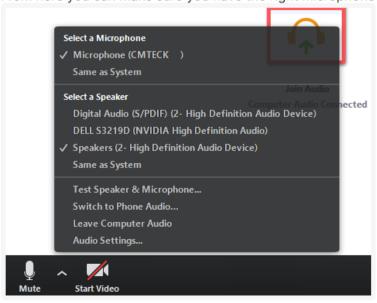
Trouble Shooting

My Audio isn't working

- If you are unable to hear the meeting, ensure that you have selected "join with computer audio" when you join the meeting and that your speakers are ON
- Increase the volume
- Check your computer settings to ensure that the appropriate speaker is selected (see image below)
- If this still doesn't work, leave the meeting and try again. If this persists, call Lise or Leana (contact information at the bottom of this document)

No one can hear me

- Make sure that you are not muted
- Make sure the correct microphone is selected - click on the arrow next to the microphone icon and select your mic (see picture below)
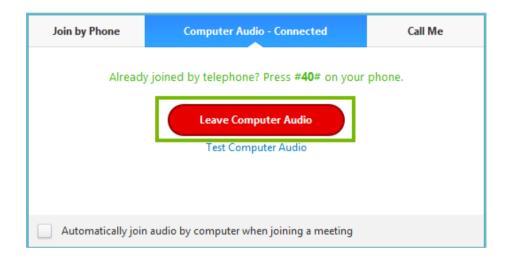

2. From here you can make sure you have the right microphone selected.

I Hear an Echo

- Feedback (or echo) can happen when both the computer and phone audio are active at the same time - ensure that you are using sound from only **ONE** device. If you are logged onto your computer and listening from your phone, be sure to "Leave Computer Audio" (see image below)
- Your microphone may be picking up the sound from your speakers.

Connectivity Issues

If you are experiencing connectivity issues, please note that after the workshop, you will be able to view the recording on www.labrc.com - Training, Support & Resources - Training & Workshops - Past Events.
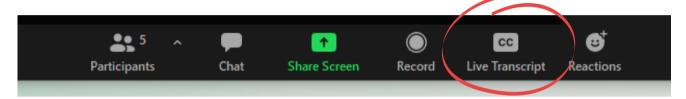
Once you have watched the recording, you are more than welcome to provide your feedback. We would love to hear from you!
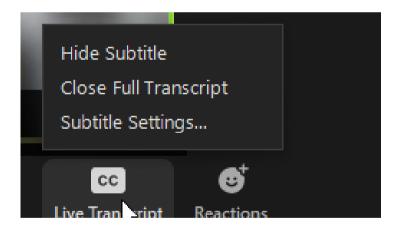
Closed Captions CC

If you would like to enable the closed captions during the workshop please follow these instructions:

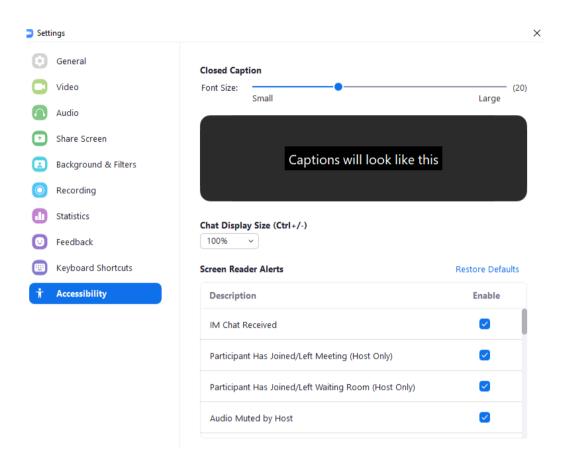Click on **"Live Transcript"** on the bottom of your screen.

You can adjust your settings and view the full transcript by clicking on the menu.

By clicking on "Subtitle Settings", you can adjust the font size.