VIRTUAL WORKSHOP PARTICIPANT GUIDE
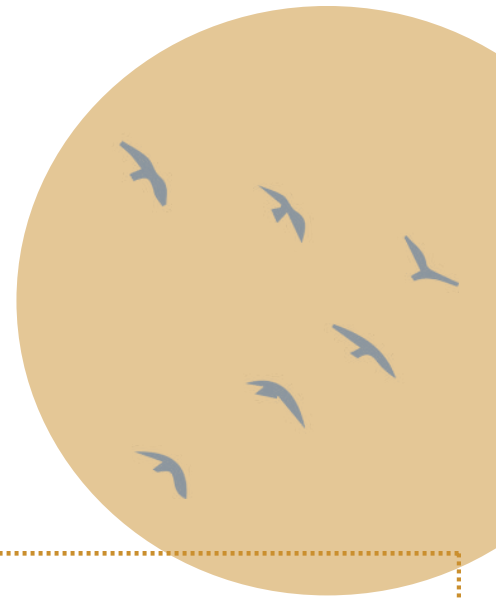
FIRST NATIONS LAND MANAGEMENT RESOURCE CENTRE

Training, Mentorship & Professional Development

TMPD

www.labrc.com

Table of Contents

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*

First Name

Last Name*

Last Name

Email Address*

join@company.com

Organization*

Your organization

Job Title*

Your 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 futu
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: 31 Google Calendar
17 Outlook Calendar (.ics)
Yi 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

Click on "Join Meeting"

Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser:
https://us06web.zoom.us/w/87444011390?tk=wlZQp5oGmP5u_jsOl

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.
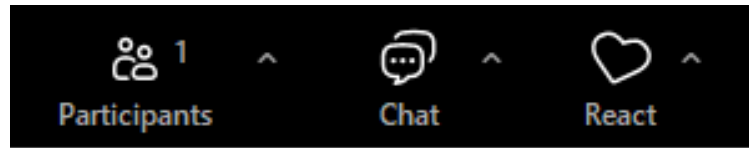
REMINDER:
These sessions are recorded.

Tools & Functions

Audio **Video**

Participants 1 **Chat** **React**

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.

Polling Questions in Progress	00:00:19
Attendees are now viewing questions	1 of 1 voted
1.What is your favorite color?	
Red	(0) 0%
Green	(0) 0%

View

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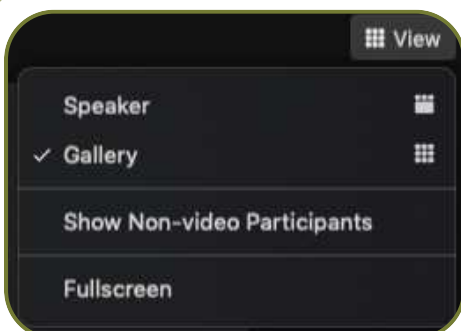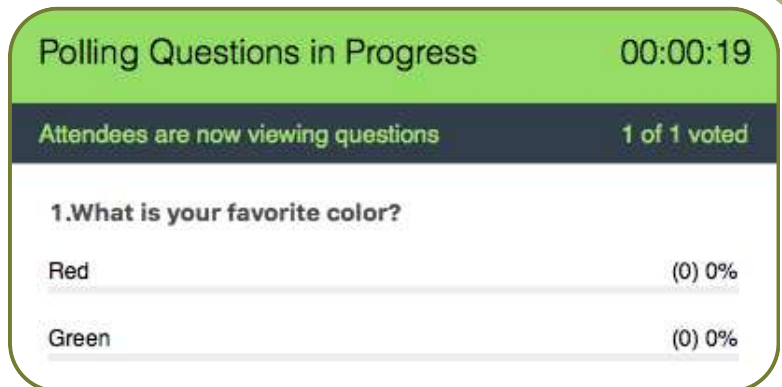
Use the 'View' button at the top right of your screen to adjust how participants and speakers appear. Select 'Speaker' view to focus on the current speaker, ideal for presentations, or 'Gallery' view for a grid showing everyone at once.

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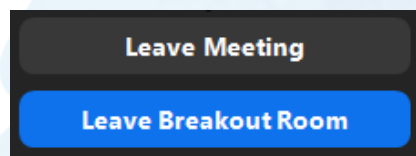
Asking for Help
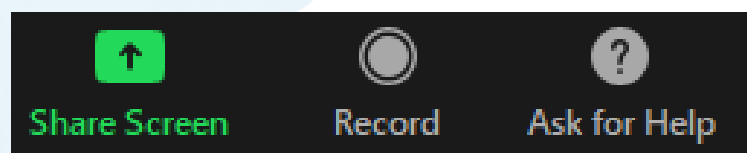
In your breakout room, you'll find an 'Ask for Help' button at the bottom of your screen. Click it if you need assistance, and the host will be invited to join your room.

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.

  Join with Computer Audio

  Test Speaker and Microphone

- Increase the volume on your device.

- Check your computer settings to ensure that the appropriate speaker is selected (see image below).

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.

From here you can make sure you have the right microp

Select a Microphone
✓ Microphone (CMTECK   )
Same as System

Select a Speaker
Digital Audio (S/PDIF) (2- High Definition Audio Device)
DELL S3219D (NVIDIA High Definition Audio)
✓ Speakers (2- High Definition Audio Device)
Same as System

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio
Audio Settings...

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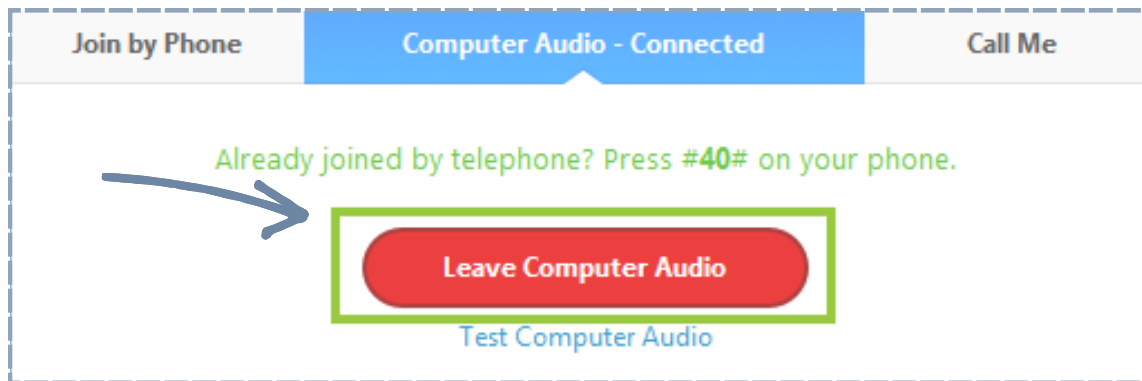If it persists, contact Lise or Leana (contact information on last page of this document)

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.

Join by Phone	Computer Audio - Connected	Call Me

Already joined by telephone? Press #40# on your phone.

Leave Computer Audio

Test Computer Audio

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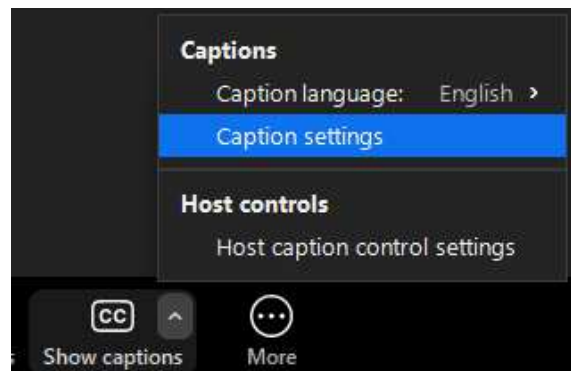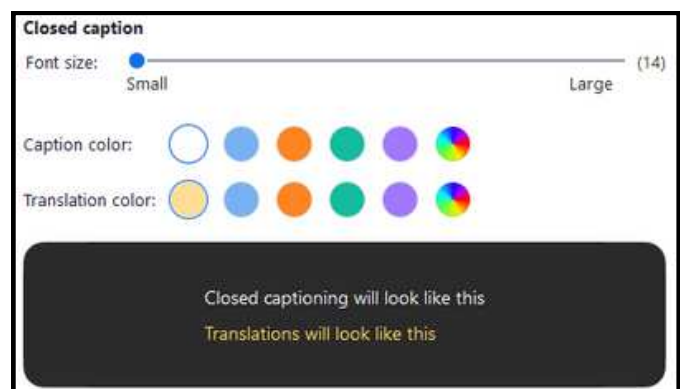
Click on "Show Captions" from the menu bar on your screen.

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

Set the caption language for this meeting

Caption language

Captions will appear in this language for everyone.

English

Save   Cancel

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

Captions
Caption language: English >
Caption settings

Host controls
Host caption control settings

CC   ^   ⊙
Show captions   More

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

Closed caption

Font size: ●————————————————— (14)
Small   Large

Caption color: ○ ○ ○ ○ ○ ○

Translation color: ○ ○ ○ ○ ○ ○

Closed captioning will look like this
Translations will look like this

Need Assistance?

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