

Tips for Participating in a Maine Shared CHNA Virtual Event

To join a meeting: All you need to do is click the link and type in the meeting password provided in your registration confirmation. You can also go to zoom.us, click, 'join a meeting,' and type in the meeting ID provided in your registration confirmation. While the application should download automatically for your first meeting you can access the download ahead of time here: <https://zoomvideo.site/index.php?l=c3a3d47964088fcaf8ef9571b3093ce0>

When prompted, click the 'join by computer audio.' You do not need to dial in separately if you are using a device that has a camera and a microphone, such as a laptop, smartphone, or tablet.

Plan to join 5-10 minutes early so you test your audio and video. We can also use this time to answer any of your technical questions.

Chat Box: You are able to chat with your host, facilitator, and other attendees. You can pose questions, ask for help, or provide your input. We will download the chat at the end of our sessions to ensure we capture everything.

Recordings: Events will be recorded and posted to the www.mainechna.org website. We will record up to the end of the data presentation. We will not record discussions in the breakout rooms.

Breakout rooms: This event will use the Zoom Breakout Room function. You do not need to do anything to join a breakout room, we'll do that for you. If you are curious, you can learn more at this link: [Participating in Breakout Rooms](#).

Closed Captioning: We will turn on this feature throughout the event.

Web links: A couple of times during the event we will ask you to follow a web link. If you can, make sure you are at a computer where you can click on the links that we will place in the chat box. While these links will take you to different web pages, you will always be able to return to the meeting by clicking on the Zoom icon at the bottom of your computer screen. Here is an example of a Zoom icon. It is the last blue square on the right:



Other tips for success:

- Find a space that will be free from distractions and background noise. Be comfortable.
- Feel free to stand and stretch and to take breaks.
- Turn your computer on at least 15 to 30 minutes prior to the event in case there are updates that need to install.
- If you have any questions, please contact your local host. Their contact information can be found on our [Contact Us](#) page on our website. They can direct you further if need be.