



## HOW TO JOIN A LIVE SESSION

### 1. Please make sure to have:

- a. **A headset/earphones** with microphone connected to your computer, is highly recommended for the best quality recording. You may use wireless earbuds if the sound test is successful. If necessary, you may use the internal microphone of your laptop.
- b. Please use a computer with a functional webcam (the laptop internal webcam will work).
- c. **A stable internet connection**, we recommend using wired internet if possible. If you use WiFi please make sure that you sit near the WiFi router. 4G cellular should not be used.
- d. **A quiet environment** to avoid interruptions while speaking (eg. pets, phone, doorbell, etc.)
- e. **A neutral background**, white, uniformly colored wall, or similar is recommended. Avoid bright backlight by making sure that the main source of light (such as a window) is in front of you. Please do not use virtual backgrounds.
- f. **If you are sharing a presentation during your live session, please have your PowerPoint presentation** (16:9 format) ready and open on your screen.
- g. Zoom software installed on your computer in advance. (To download the zoom software, [click here](#)). If you have used "Zoom" on your computer in the past, the meeting will open automatically.

### 2. Join the live session

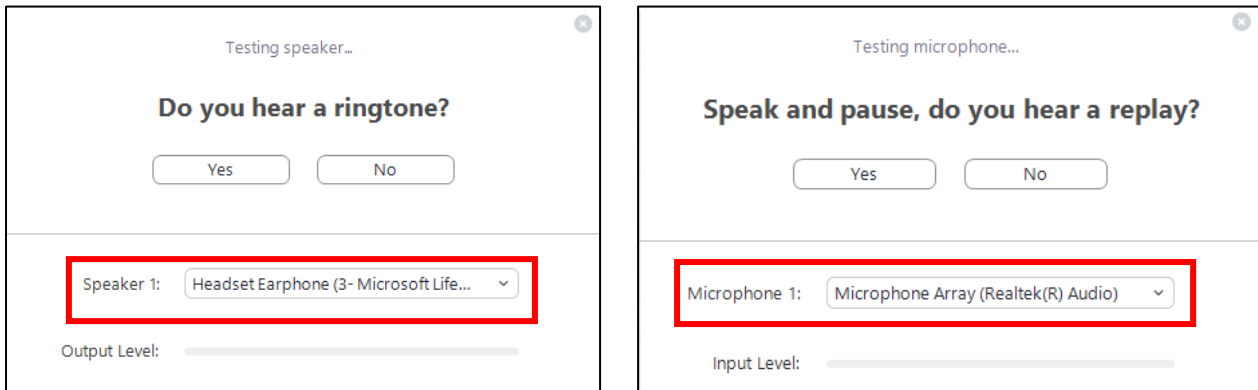
Reminder: the zoom link to join the live session can be found in the e-mail and calendar invitation sent to you a few days before the meeting.

Please make sure to enter the zoom link in advance of your live session. The calendar invitation you received should be for approximately 30 minutes before the live session starts to allow time for preparation. Once you enter the live session zoom link, a technician will be there to assist.

- a. Click the zoom link and enter your **Full name**, then click **Join Meeting**.
- b. Click **Test Speaker and Microphone**



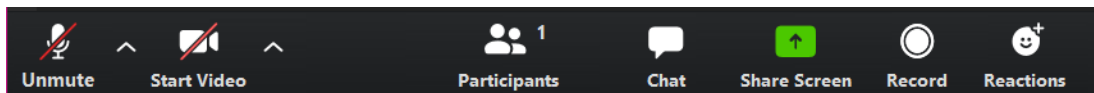
If you do not hear any sound, check that the correct speakers and microphone have been selected.



When both tests are completed, please click **Join with Computer Audio**.

### 3. During the live session

In the zoom window, at the bottom of the screen you will see the following icon menu:



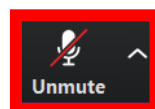
- **Audio:** When you speak, please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon)



- **Video:** Enable your video camera so you will appear on the screen

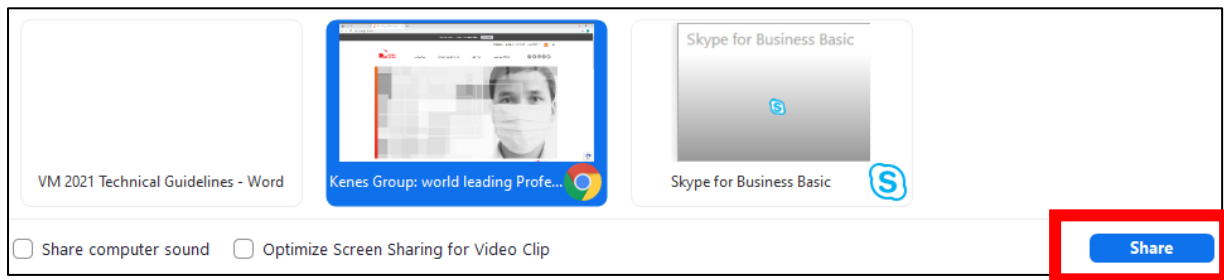
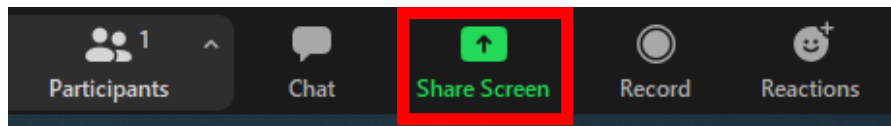


**Very important!** When someone else is speaking, please mute your microphone to prevent background noise

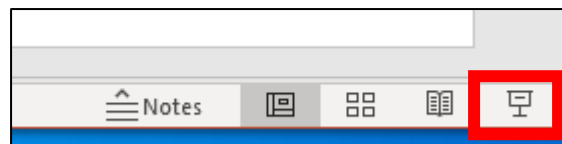


If you are sharing a presentation during the live sessions, you will need to share your screen.

- **Share Screen:** Click the 'Share Screen' icon, select the screen with your PowerPoint presentation and then click the blue 'Share' button.

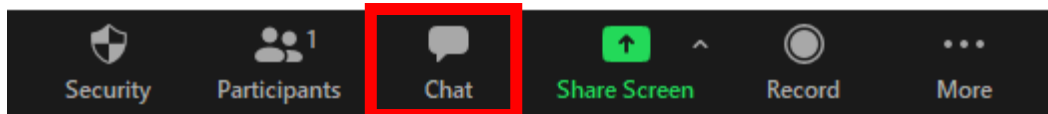


Be sure to use slideshow mode to start your presentation.

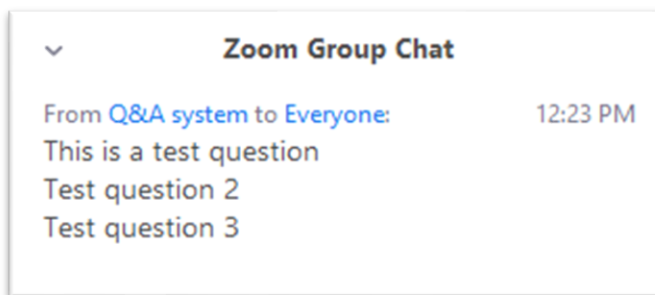


#### 4. Q&A from the audience

- All speakers and moderator(s) should have their cameras on.
- The audience can type their questions during the live session broadcast
- Incoming question will arrive in the "zoom chat" from the "Q&A system"
- You can find the Chat button in the "Zoom" toolbar



- Please click the "CHAT" button to see the questions submitted:



- The moderator will select questions and address them to the speakers using the microphone.