

Virtual Meeting Technology Guide
Audience: General Participants

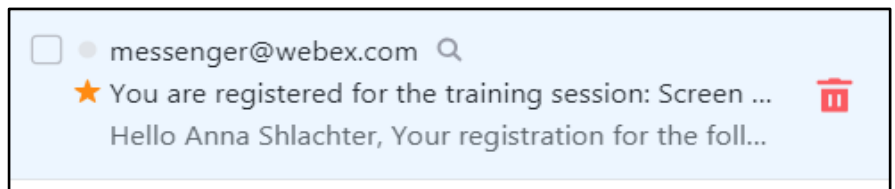
Pre-meeting: Registration Required

Step 1: Register for the [Meeting](#). Registration for the meeting closes 10/9. Do not attempt to register after this date. We will have to manually register you.

Step 2: Pre-Meeting: After registering, check your email for your personal registration link.

IMPORTANT: Your registration link is personalized to only you. Do not forward or share your registration details as each participant who is connecting a device must have their own registration confirmation and link.

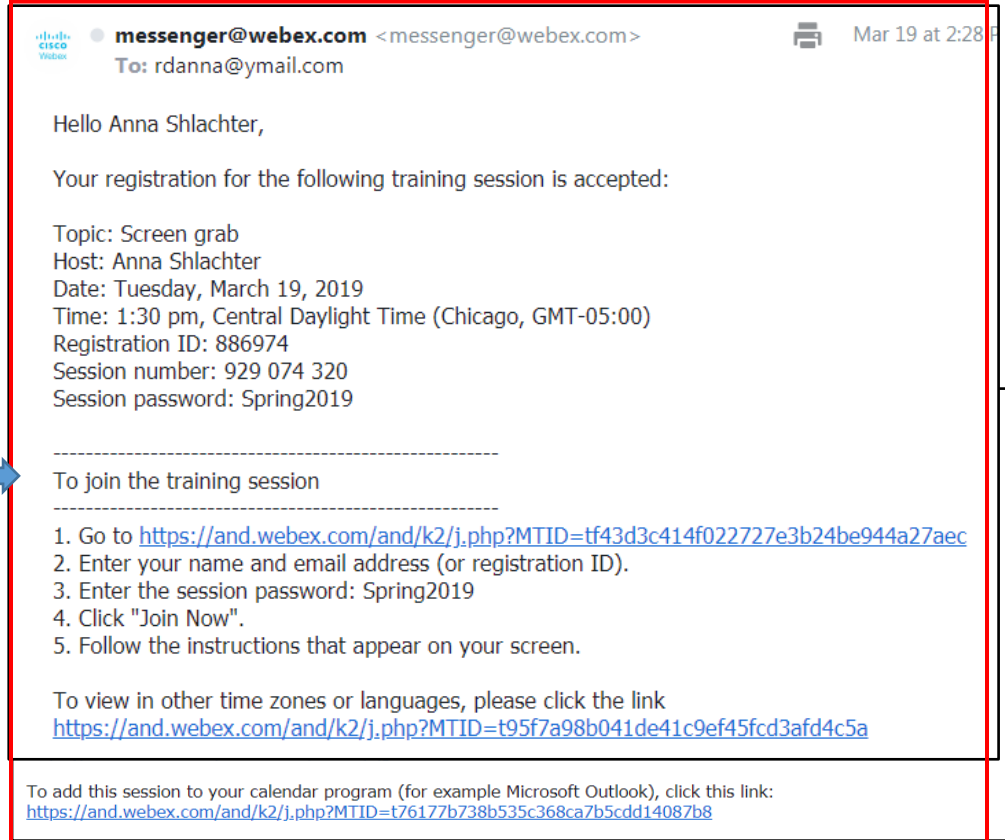
- Check your email, including your **spam or junk box**; add messenger@webex.com to your safe sender list.
 - If you did not receive the registration email, contact HOD@eatright.org **IMMEDIATELY**



- There will be three separate confirmations (one for Happy Hour, one for Thursday, and one for Friday). Add the meeting to your calendar or save/flag the email links so you can find them each day.

You must have this information to join the meeting:

- WebEx link
- Name, Registration ID, and password
- The option to add the meeting to your calendar



Step 3: Day of Meeting: Join Meeting

- **It is best to use a computer or laptop for the meeting.** We cannot guarantee mobile devices or tablets will work.
- First, connect to the WebEx meeting using the personalized link in your email or your calendar and click **join now**.
 - You may be prompted to insert the registration ID and password from your email.
- Join **at least 15 minutes prior to the start time of the meeting** to ensure your device is working correctly. You may be prompted to run a temporary application

...ed for the session.

...ed (Registration)
...day, March 19, 2019
...pm, Central Daylight Time (Chicago, GMT-05:00)
...ur
...Shlachter

...300 338
...5JG3
...ceive a call back, provide your phone number when you join
...aining session, or call the number below and enter the access
...
...d States TOLL: +1-415-655-0003
...y all global call-in numbers
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...e)

English : Chicago Tr

Join Session Now

To join this training session, provide the following information.

Registration ID:

Session password:

[Join Now](#)

[Join by browser](#) **NEW!**

If you are the host, [start your session](#).

*Please see your registration confirmation for the registration ID and session password. If you lost your registration ID, [click here](#) to have it sent to you again.

Or you may see this screen

Join Session Now

To join this training session, provide the following information.

Your name:

Email address:

Session password:

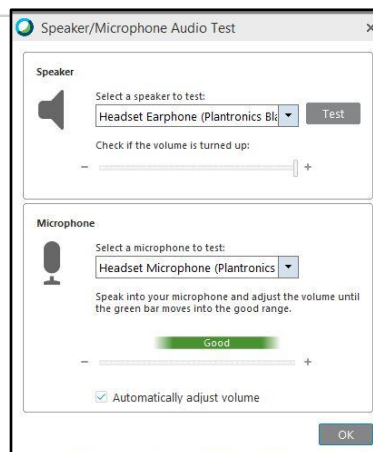
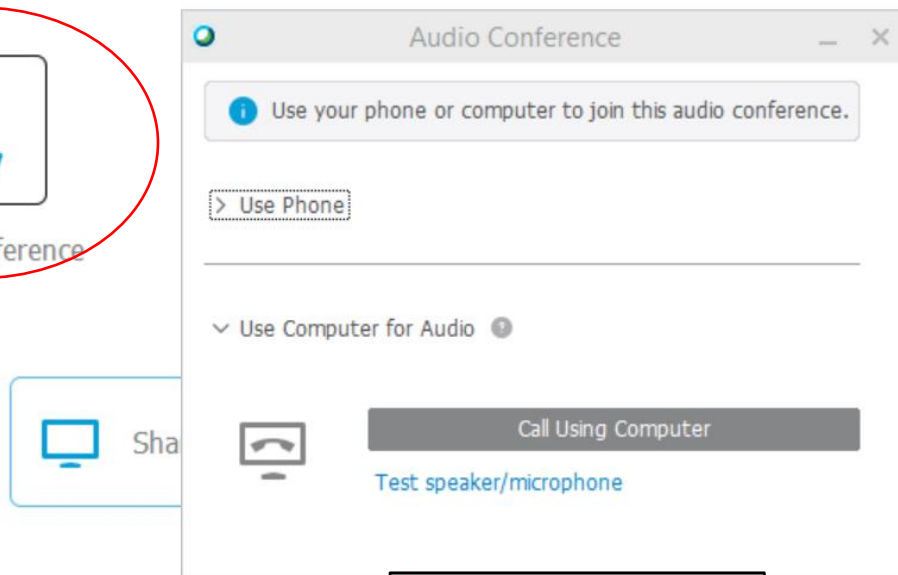
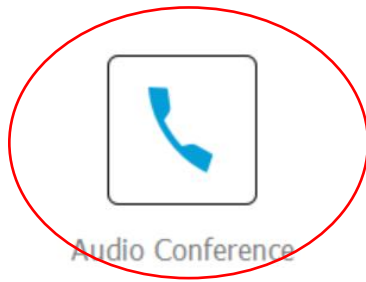
[Join Now](#)

[Join by browser](#) **NEW!**

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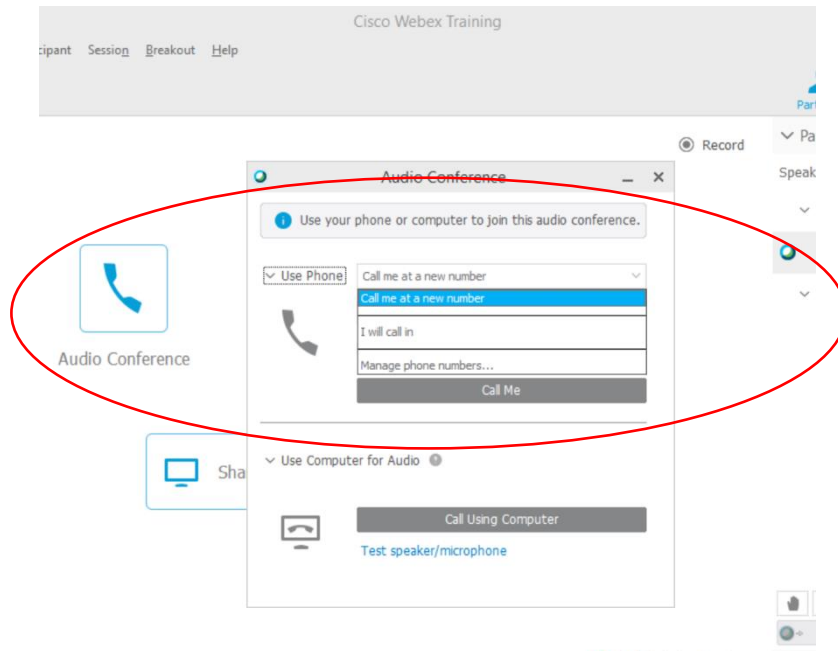
Step 4: Day of Meeting: After connecting to WebEx, select your preferred Audio connection by clicking audio conference and following the prompts in WebEx.

- **Computer Audio:** You must use a headset with a microphone. Do not use your computer's speakers/microphone as it causes feedback issues in WebEx.
 - Follow the prompts to test the audio by selecting the appropriate speaker/microphone.
 - Once the test is completed, press "OK" to connect your computer audio and microphone.



If your audio is not working correctly, we will be asking you to disconnect from audio only and reconnect using the phone. DO NOT leave the WebEx meeting (only audio).

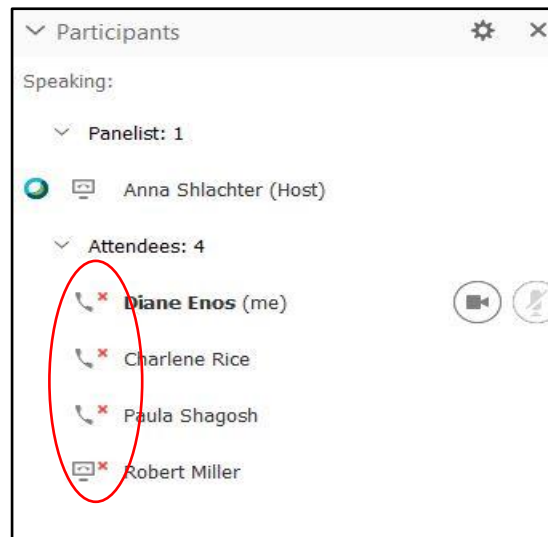
- **Phone:**
 - Click the “Call Me” feature and enter your phone number.
 - Once you enter your number and press “call me”, you will receive a call that you should answer; follow the prompts on the phone call.
 - You may only do this with a phone that has a direct line. If you have an extension, instead of a direct line, you will need to use the pull down and select “I Will Call In”
 - Required: Use a headset with a microphone or hold the phone. Do not use speakerphone.
 - **IMPORTANT:**
 - Avoid speakerphone as it will be difficult to hear in a group setting.
 - Do not put yourself on hold during the meeting. If necessary, hang up and reconnect to the audio when you are available. You can follow the steps to have the system “Call Me” when you are ready to reconnect the audio.



If you have any problems logging on or connecting, email hod@eatright.org or text 773-750-7915. ONLY use one method and identify yourself and what you need help with.

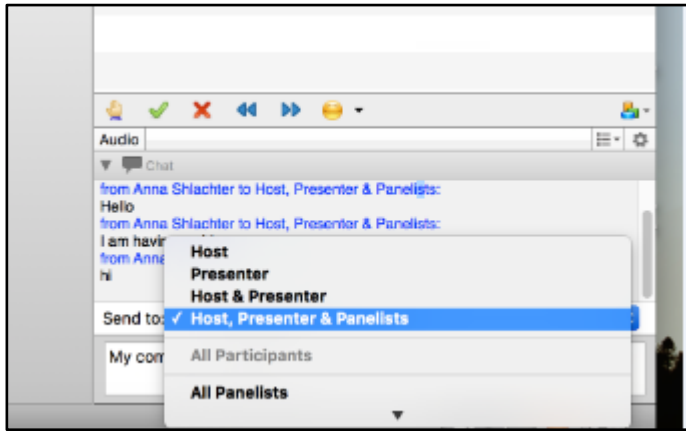
Step 5: Participate in WebEx

All participants are muted upon entry and will remain this way in the large group



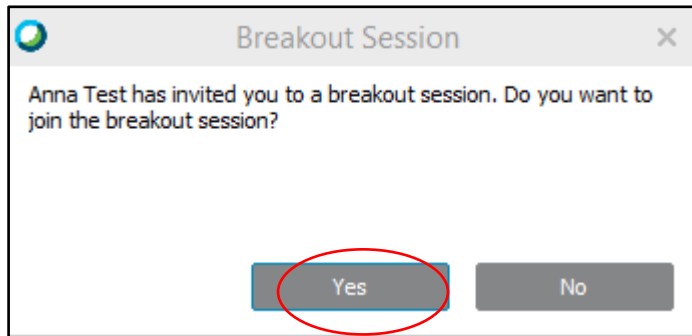
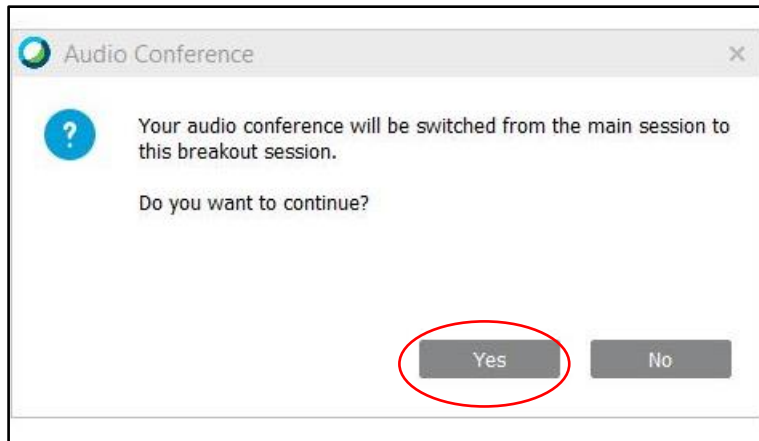
You may use the chat box to communicate if necessary

- Use the pull down and select *Send to Host, Presenter and Panelist*. This chat box is only for the main group.



Step 6: Small Table Breakouts

- You will be automatically placed into the breakouts after clicking yes to the following two prompts:



This is what the right side of your screen will look like. Be patient as it might take a while to get everyone in the group. **Everyone is muted, but YOU can unmute yourself.** Click on your name and click the “unmute” button.

Please ensure you have a quiet location to participate in the meeting. If you have constant background noise, the Table Facilitator will force mute you and have you chat in the chat box, so it is not distracting to the other participants. You may raise your hand to be unmuted or type in the chat box.

This chat box is ONLY for your breakout.

If someone logs in on a mobile device or tablet that is not updated/compatible, there is a chance they will not have the buttons like the hand or the other features to the right of the hand.

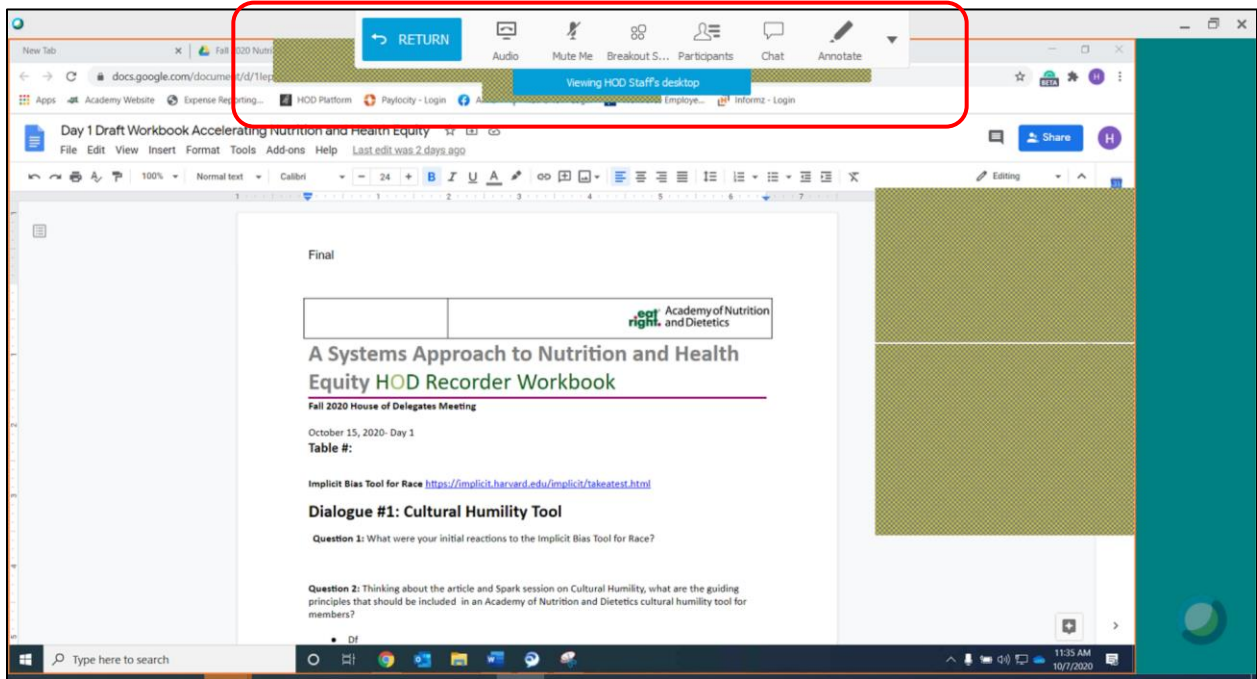
You may click the “ask for help” button at any time.

If you have any problems, email hod@eatright.org OR text 773-750-7915 and state your name and problem! Important- use only one of these methods

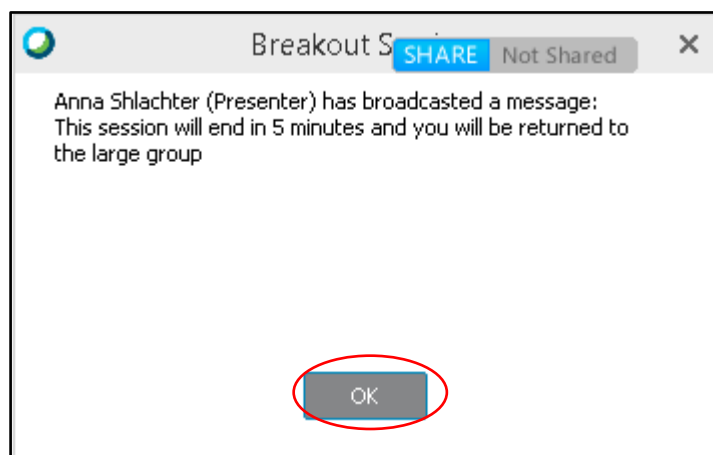
The screenshot shows the Zoom breakout session interface. At the top, there are three tabs: "Breakout Session", "Participants", and "Chat". Below the "Breakout Session" tab, a yellow banner states "You are currently connected to the breakout session 'Breakout session 1'." Below this banner are two buttons: "End Breakout Session" (red) and "Ask For Help" (grey). Below the banner, it says "Elapsed time: 11:17". The "Participants" tab is active, showing a list of participants: "Anna Shlachter" (muted), "Joshua Shlachter" (not muted), and "Test First Test Last" (muted). A red 'x' icon next to the name "Test First Test Last" indicates they are muted. A blue arrow points from this red 'x' to the "Unmute" button in the bottom toolbar. The "Unmute" button is circled in red. A text box next to the arrow says "The red x signifies you are muted". Another text box next to the "Unmute" button says "This will change between mute and unmute when they click the button". The bottom toolbar also includes icons for hand raise, video, audio, and chat.

Each person will be able to see the HOD Workbook from the Google drive link

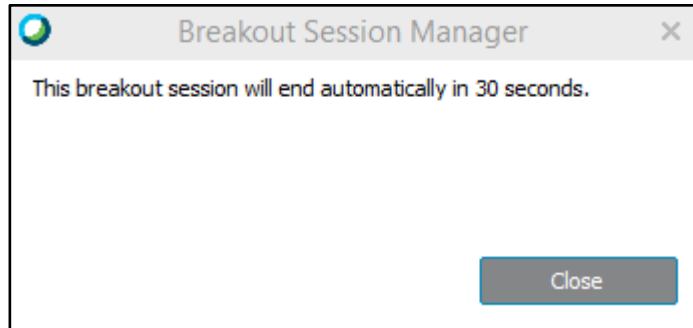
The scribe will be recording in the workbook. If the Table Facilitator shares the screen, the navigation changes a little. Below is what it will look like. You can click on participants and chat to bring the list and chat box up. You can also click the mute or unmute button from the navigation bar



There will be time warnings that will be broadcasted on the screen. Click OK to turn off the notification.



You will receive this message as the breakout session closes. When the breakout ends, you will automatically enter back into the main room.



If at any point you minimize your WebEx screen, look along your menu bar for the blue and white ball. Click on it to maximize the WebEx. This is how you can toggle between Google drive, HOD platform, documents and WebEx.



If you join the meeting late or leave the meeting while a breakout session is in progress, you will not be able to join/rejoin the breakout until the next session. Please arrive early!