

Instructions for Using Zoom

Joining the ULRASA/ULFA virtual panel presentation: Retirement: Now What?

Dear Member,

How to Register for the Event

We are using Zoom for this virtual event. To register, click on the “Zoom Registration” link in the event flyer. After registering, you will automatically receive an email with a hyperlink link to join the event (**save this email**). In this email you will also have the option to add the event to your calendar (**choose the type of calendar that you use**).

To Join the Zoom event – click on the hyperlink in *the email confirming your registration (as above)*, or you can also find the Zoom link in your calendar if you added it from the confirmation email (*as above*).

Instructions on using Zoom - see “Using Zoom” at the bottom of this attachment.

Before joining our virtual meeting:

- **Test your connection.**
 - o **If this is your first-time using Zoom**, please test your connection prior to the event.
 - Click on the meeting link above.
 - Click on the audio and video icons to test your system (bottom left of the screen)
- **Sign in early** for the Zoom event – (**at 3:15 Jan. 29 2021**) to allow time to troubleshoot any tech issues.
- **Camera & Microphone** – When you join the meeting, your camera and microphone will be off, so click on the icons to turn them on.

What to Expect

- **Presenter** – When a presenter is talking your microphone will automatically be turned off by the Zoom host (Sharon Yanicki).
- **Video** – During the presentations we suggest you participate with your video off to reduce WIFI bandwidth. After the presentations are completed, there will be an open time for discussions. You may turn on your video after the presentations.
- **Asking a Question:** During the presentations, you may type a question for a panel member in **the Chat box (click on the icon)**. The chat box will be monitored during the presentations and the moderator will ask panel members to respond to questions at the end of the presentations (time permitting).

Technical Problems

If you have any questions about Zoom *before* the AGM, **email:** admin@ulfa.ca ULFA staff)

If you have problems *joining or technical problems*, **email** admin@ulfa.ca or phone (403) 329-2578 (ULFA staff)

Using Zoom

In order to participate in a Zoom meeting, use a computer with a camera, speakers, and a microphone

- If you have a headset for your computer, this helps to reduce background noise.
- Alternatively, you can join using an I-Pad, Media pad or smart phone.

If you're connecting to a Zoom meeting for the first time on a computer, you will be asked to

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download and [install Zoom](#) (click this link for an automatic download for windows) or click here for instructions to [install Zoom on a Mac](#).

The download should start automatically and you will be asked to confirm. Once the download is finished, install the software on your computer.

If you're unable to install the Zoom client, you will have the possibility to join the Zoom meeting from your browser, albeit with limited functionality.

If you've already got Zoom installed, a small pop-up will appear asking "Open zoom.us?" Click Open to be connected to the meeting.

If you want to learn more about controls in a Zoom meeting, check out these support pages:

- [Attendee Controls in a Zoom meeting](#)

*Adapted from the Centre for Community Organziations. (2020) Retrieved from: <https://coco-net.org/doing-a-online-agm/>