

Maine Health Care Association

Zoom Instructions for Web-Based Training Programs

MHCA will be utilizing **ZOOM** to host our upcoming workshop online. If you are new to Zoom, see below for quick links to Zoom's tutorials/resources. As you prepare for this webcast, we would like to draw your attention to a few important details:

- **Proof of Attendance:** To earn a Certificate, you must: (1) Register for the ZOOM meeting using your own name/email, (2) Use your assigned link to join/end the session on time, and (3) Respond to questions posed to the audience during the broadcast (via polling/chat features). *Zoom tracks activity behind the scenes and provides reports for documentation purposes, in lieu of sign-in sheets. Your link is unique to you so please do not share it with others; you are only allowed to join this webcast on one device.*
- **Joining the Meeting:** We recommend that you join the webcast at least 10 minutes early. When you are ready to do that, check your inbox for the confirmation that includes your unique link. After clicking on the link, you may need to load the Zoom software but, typically, it takes only a couple of minutes to do that.
- **Waiting Room:** Don't be alarmed if you don't see the speaker/slides right away. We have a practice session planned 30 minutes prior so access will be granted when we launch the program at the scheduled time. The Attendee Controls will appear on screen at that time:



*If you do not see these options, click on **View Options** and select the features you want access to during the broadcast. Some features may be accessible using the **More...** button.*

- **Audio Options:** Once connected, you will need to decide how you want to receive the audio portion. Most people *join the audio by computer*. If your device does not have speakers, select *phone* and follow the prompts to capture the audio portion.
- **ZOOM Features:** Your presenter will be using the *polling* and *chat* features to engage with you during the session. To avoid delays, please make sure you respond immediately.
 - **Polling:** When we launch a poll, a multiple-choice question will appear on screen. Just click on the answer of your choice and scroll down the page to click submit.
 - **Chat:** When the panelist asks you an open-ended question, to get your input in real time, open the "chat" feature, type your response, and click submit.
- **ZOOM Resources:** If you would like to take advantage of training resources provided by Zoom, to help you become more familiar with their platform, here's a few links you might find helpful:
 - [Zoom Help Desk](#)
 - [Joining A Meeting](#)
 - [Attendee Controls in a Meeting](#)