

SYSTEM REQUIREMENTS

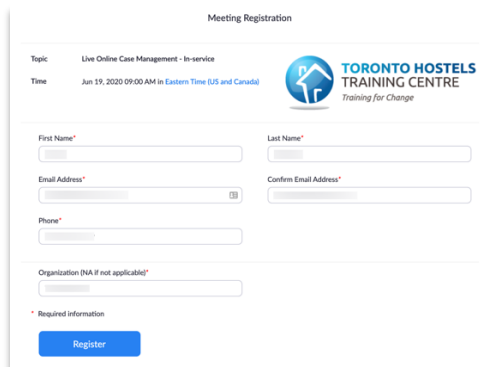
THTC strongly recommends using a computer (**PC** or **Mac**) to join live online training. Mobile devices such as smartphones and tablets have limited functionality.

Once connected to the meeting, participants can choose between **computer audio** or a **local phone number** to connect to the audio conference. If using computer audio, it is recommended participants use a **headset** for the best experience. A built-in camera or **webcam** is strongly recommended for all sessions and required for some.




For detailed system requirements, visit <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.

BEFORE THE SESSION



Meeting Registration

Topic: Live Online Case Management - In-service
Time: Jun 19, 2020 09:00 AM in Eastern Time (US and Canada)

 **TORONTO HOSTELS**
TRAINING CENTRE
Training for Change

First Name* Last Name*

Email Address* Confirm Email Address*

Phone*

Organization (NA, if not applicable)*

* Required information

Step 1 (required):

Sign up for the live session. THTC will email you the sign-up link no later than three business days before the training date. After signing up, you will receive a confirmation email containing information about joining the session.

Step 2 (strongly recommended):

Download and install the Zoom desktop client on your PC or Mac from <https://zoom.us/download>.

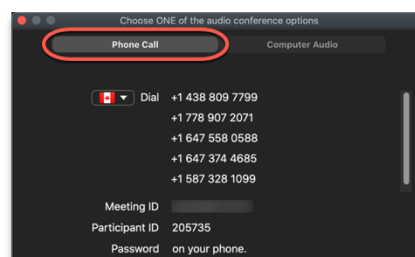
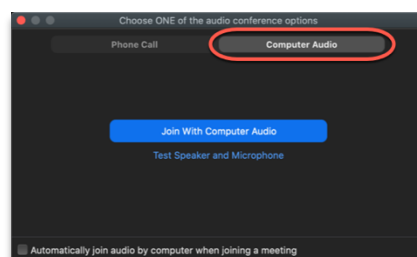
Step 3 (recommended):

Join a test meeting at <https://zoom.us/test> to test your internet connection and audio setup, as well as familiarize yourself with Zoom. To learn more about Zoom, visit their help centre at <https://support.zoom.us/hc/en-us>.

Tips for looking (and sounding) great: [How to look your best on a video call](#)

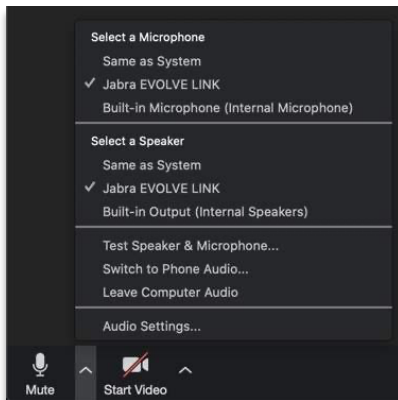
DURING THE SESSION

Join early on the day of the session to test your audio setup and allow time for troubleshooting, if required. Once you've joined the session, select whether to join the audio conference by **computer audio** or **phone**:

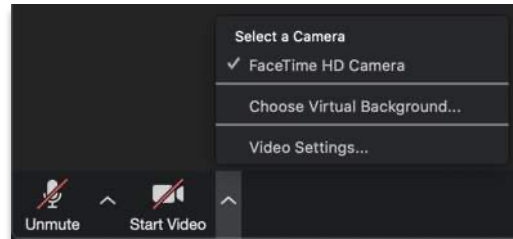


Need help during the session? Email us at elearning@thtcentre.com or call (416) 469-0007 Ext. 24.

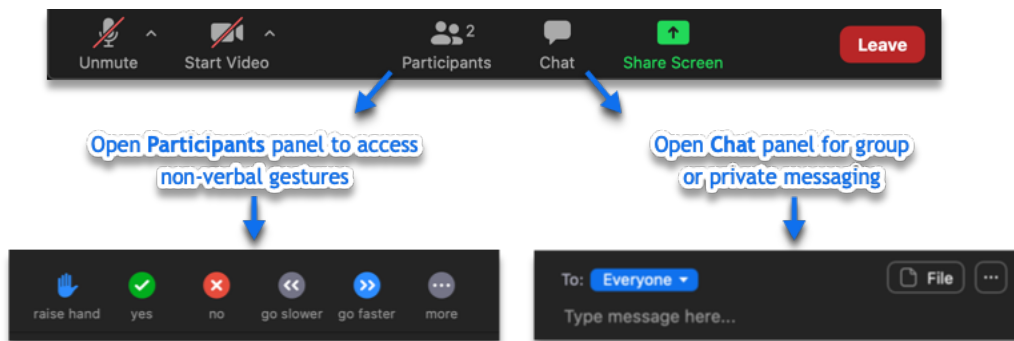
If joining with computer audio, make sure the correct **microphone** and **speaker** are selected:



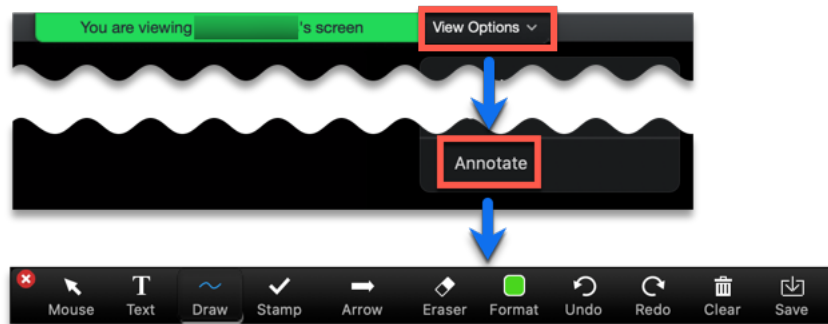
Click on **Start Video** to turn on your **camera**. It is recommended you check your **Video Settings** to preview your video before sharing:



Open up the **Participant** and **Chat** panels:



During the session, you may be asked to annotate on the screen (e.g., type on whiteboard). Hover over the top of the screen to reveal and expand the **View Options** menu. Then, select **Annotate** to activate the toolbar:



AFTER THE SESSION

Please fill out the training evaluation at the end of the session, or promptly after it has ended. **Thank you!**

<https://www.surveymonkey.com/r/THTCEVAL>



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