

### SYSTEM REQUIREMENTS

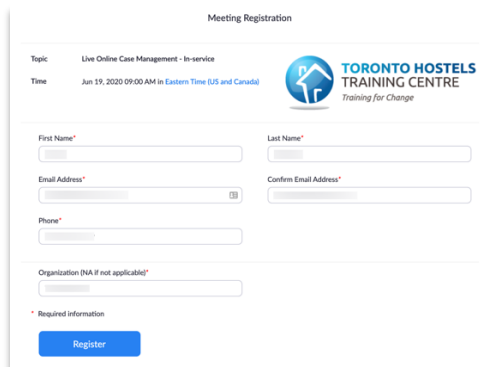
THTC strongly recommends using a computer (**PC** or **Mac**) to join live online training. Mobile devices such as smartphones and tablets have limited functionality.

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>.

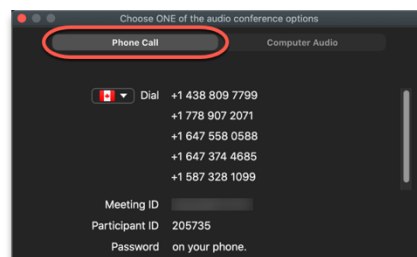
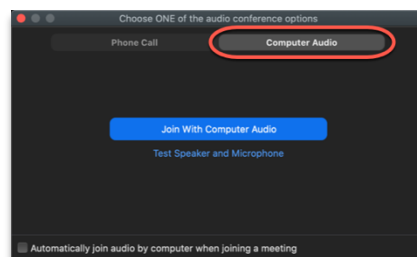
#### Step 3 (recommended):

**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](#)

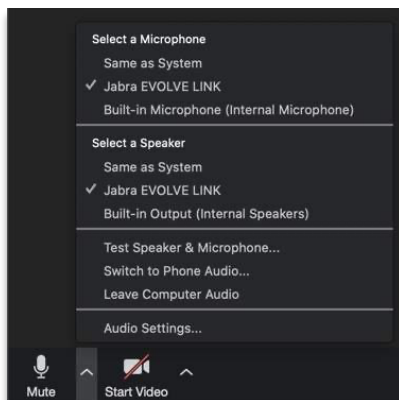
### DURING THE SESSION

**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**:

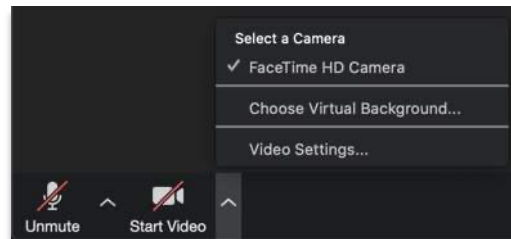


Need help during the session? Email us at [elearning@thtcentre.com](mailto:elearning@thtcentre.com) or call (416) 469-0007 Ext. 24.

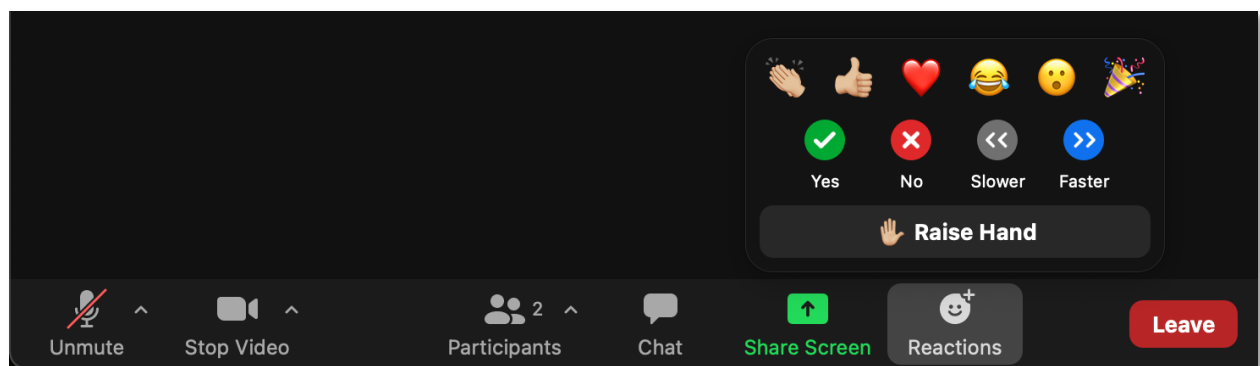
If joining with computer audio, make sure the correct **microphone** and **speaker** are selected:



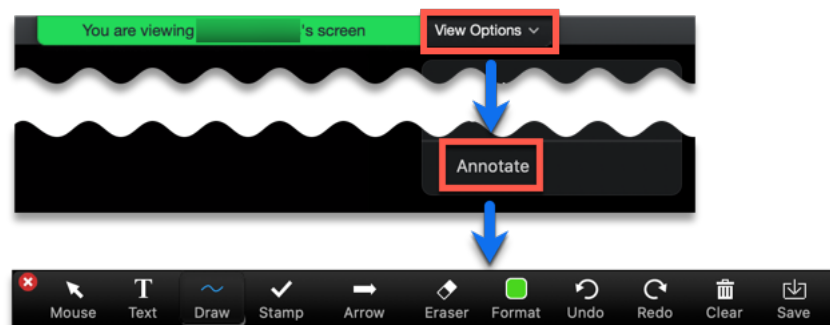
Click on **Start Video** to turn on your **camera**. It is recommended you check your **Video Settings** to preview your video before sharing:



Open up the **Participants** and **Chat** panels and use **Reactions** to interact with the instructor:



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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