Pacific AIDS Network
Mental Health and Substance Use Community of Practice
# Web Meeting Joining Instructions

Registering for the Web Meeting

1. Click on the link sent to you via email from Carlene
2. Fill out the registration form
3. You will receive an email titled, "Confirmation of registration," from

   stacy@pacificaidsnetwork.org with the link **Join Now** to the Web Meeting. **This link is unique to you and it is very important that you keep this email so that you can sign in for the meeting. The email confirmation looks like this:**

4. We suggest that you click on the meeting request in the email so that the link is saved directly to your calendar
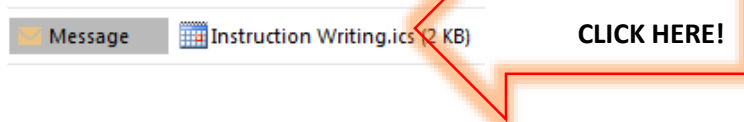
Before the Web Meeting

1. Our video Conferencing uses Adobe Flash. Please make sure that you have the most recent version of Flash on your computer. **CLICK HERE**
2. If it is possible, use a wired internet connection over wifi.
3. Restart your computer. This is a very important step. Just as our brains get tired, so do our computers. Reduce chances of complications by having your computer freshly restarted and as few as possible programs running during the Web Meeting.
4. Make sure you have a headset for the meeting. If you don't have a headset please use earbuds/earphones. Please do not use your computer speakers as this creates feedback and it makes the call very loud and hard to hear for everyone.
5. **Join Now** Join the meeting 5- 15 minutes early. We will let 1 person into the meeting at a time to problem solve with each person to make sure that the meeting starts on time.
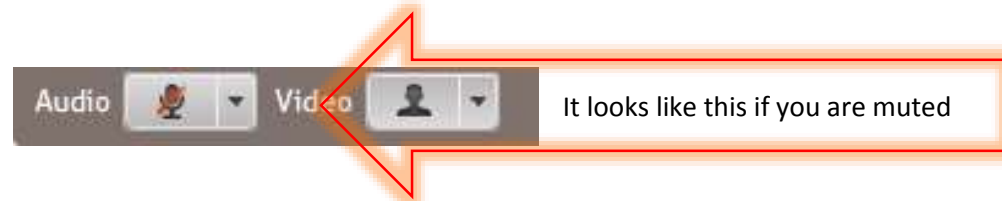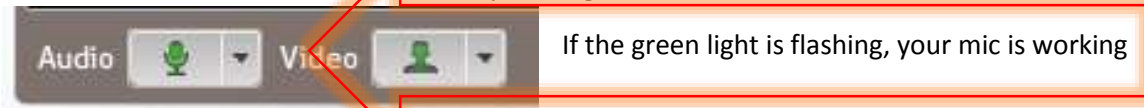

During the Web Meeting

1. Once you join the meeting, you will sit in a virtual "waiting room" with music until we invite you into the virtual "meeting room". The "waiting room" will be open and playing music for 20 – 30 minutes before the start of the session to allow you to confirm that you can receive audio and set the volume to the best setting.
2. Once the web meeting room is opened and participants are moved into the room, the platform will look similar to this:


3. Only Carlene, the host of the meeting and a PAN IT support staff member will be on video. Everyone else will have Voice and Chat capabilities.

4. You can mute your mic, by clicking the Audio button beneath the video screen.

| Audio | 🎤 | ▼ | Video | 👤 | ▼ | If the green light is flashing, your mic is working |

| Audio | 🎤 | ▼ | Video | 👤 | ▼ | It looks like this if you are muted |

5. If you are having trouble with the platform or have questions, please do not speak into the mic about it but type into the Chat Function. One of the PAN IT staff will invite you into a private chat to help you troubleshoot and resolve any issues.

CHAT (NUMBER OF ATTENDEES: 1)	Translate ⚙ — ▢
Write a message	SEND ↵
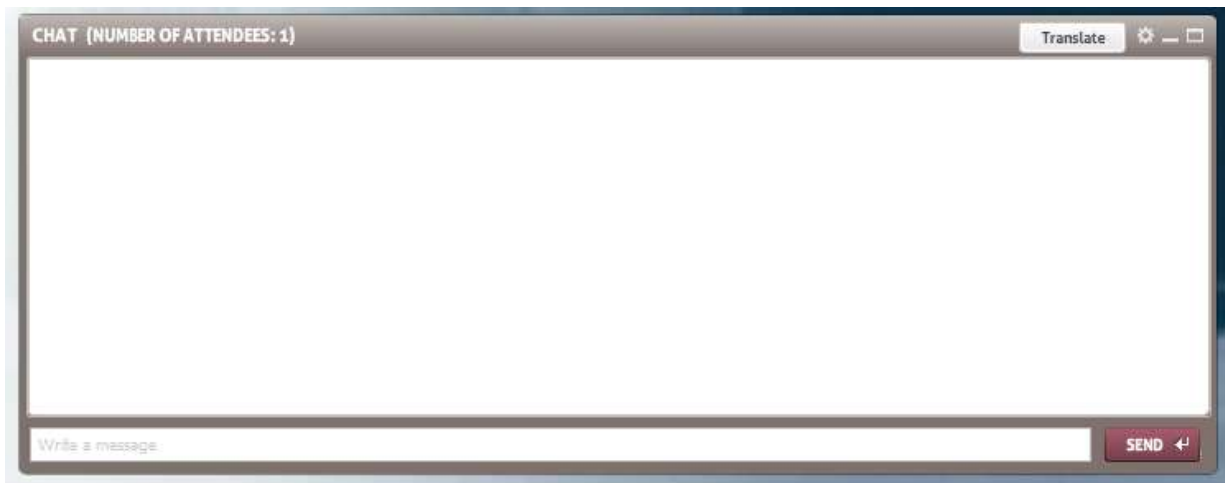
6. As with any technology patience is always appreciated. Please remember that PAN IT staff are managing all participants and we ask for your patience as we assist people with any technical issues that they may be having.
7. Enjoy the meeting.