



## Education via



*The impact of COVID-19 has afforded us the opportunity to make some changes. ONA is utilizing technology to enhance the delivery of vital education to membership!*

### What You Will Need

- ✓ A device that has good quality speakers, a microphone (*this is usually integrated in newer devices*), a web cam, and an internet connection.
- ✓ The Zoom App downloaded on your device in advance of the workshop.

### How to Participate

- Register for a Zoom workshop using our Education Registration Form available on our registration web page.
- Be sure to provide a personal or ONA-sponsored email address on your Form (*information will not be sent to an employer-sponsored email address to maintain confidential information*).
- We strongly encourage you to not use employer resources (i.e., employer computer).

**Once your Form has been processed, you will receive an email reply containing instructions, materials and a link to join the Zoom Meeting.**

**\*Please watch for this email. It contains important information to join the workshop!\***

### How to Join a Zoom Workshop

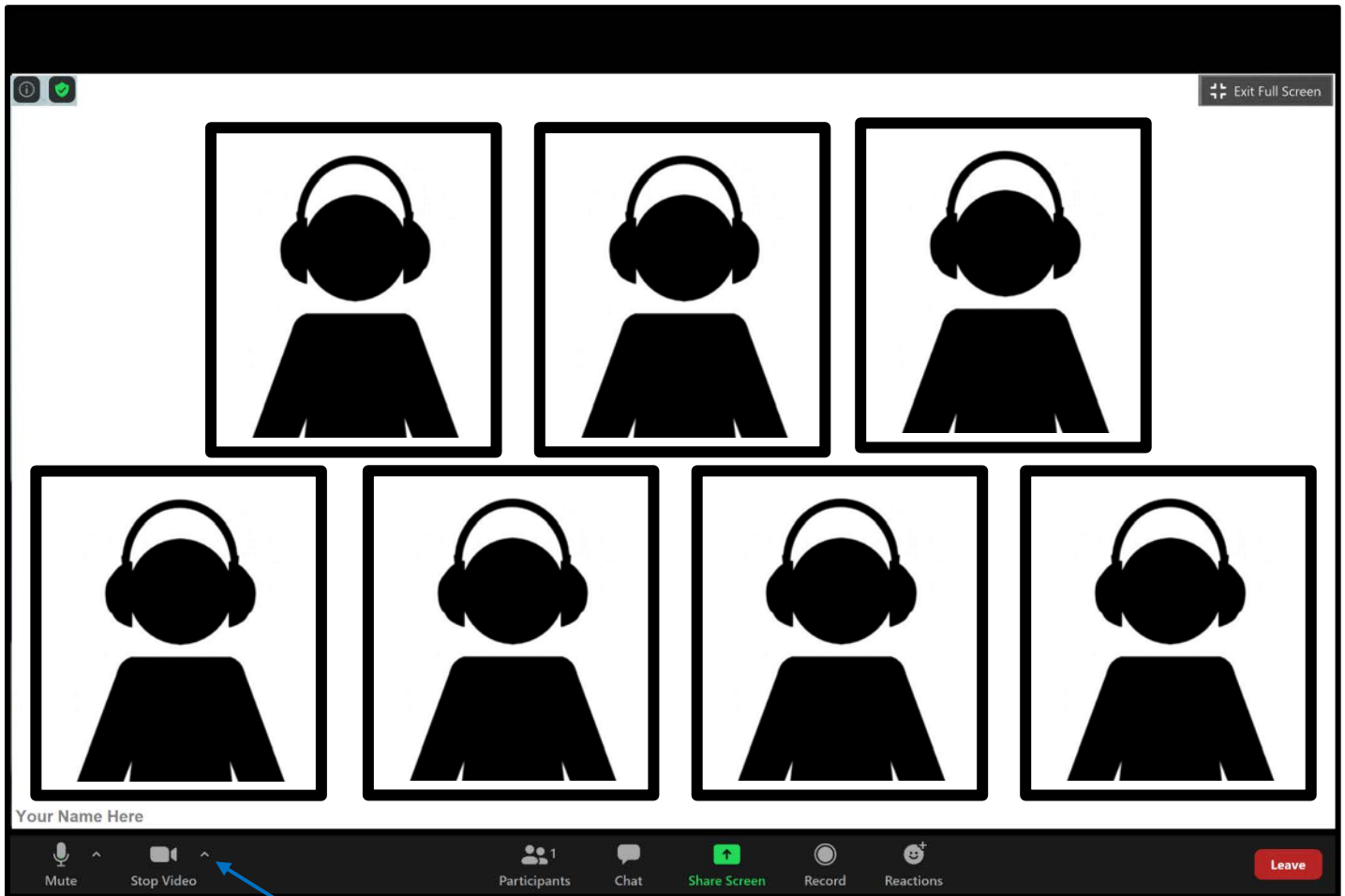
1. In advance of your Zoom Workshop, consider the best practices we have listed below.
2. When it is time to join the workshop, click the link provided to connect. Follow the instructions to test your speakers, microphone and camera – be sure to join with these tools enabled/turned on.
3. Once everyone has joined, the facilitator will provide all participants with an orientation to the various functions that will be utilized during the workshop.

**Do a test session before the workshop! Use this link to test: <https://zoom.us/test>**

### Best Practices for a Successful Zoom Experience

- Choose a location that is functional, quiet and free of interruptions.
- Be mindful of what is visible in the space behind you and have light in front of you so you can easily be seen by other participants.
- Do your best to look into the camera when speaking and remember that your facial expressions and body language are visible.
- If you need to step away, blow your nose, etc., click 'Stop Video' to limit distractions to others. If possible, save food and beverages to break/lunch time.

**If you need technical assistance, our IT Helpdesk staff can help: 1-800-387-5580, ext. 2328.**



Click here to mute and unmute your microphone.

Click here to stop and start your web cam/video.

Click this arrow to change your camera.

Click here to open the Participants Panel so you can raise and lower your hand.

Click on 'Chat' to send a message to the facilitator.

Click here to show a 'thumbs up' or 'hands clapping' icon to everyone in the workshop.