

June 2022 Summit

Zoom Meeting Technical Guide

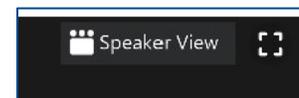
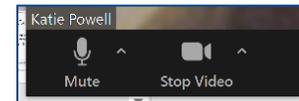
Thank you so much for joining our June 2022 Maternal Health Network Summit. We are glad you are here with us today. To ensure we are all capable of participating to the fullest extent possible in this virtual setting, we have crafted a technical guide for you that describes how to join our meeting, how to optimize your view settings, and how to participate in our engagement activities throughout the course of the day. **If you have any issues related to Zoom, please text Sierra Rich at 775-842-1077.**

Joining our Meeting:

- **Registration:** For security purposes, you will need to register in advance for this meeting: <https://us06web.zoom.us/meeting/register/tZElF-Ghrj4pH9HKthuvGNz3WNgzawToLKUs>
After registering, you will receive a confirmation email containing information about joining the meeting.
- **The meeting will be recorded.** By registering and attending this meeting, you consent to being recorded.
- **We recommend that you join on your computer and use your computer audio.** If you are unable to join by your computer audio, please make sure that you link your phone and computer when entering the Zoom by typing in your unique participant identification number in your Zoom invitation. If you have any difficulties, use the chat in Zoom to message Sierra Rich directly and she will link your phone and computer for you.
- **Use Chrome browser.** If you are a county employee, it is likely you will not be able to access our MHN website unless you use the Google Chrome browser.

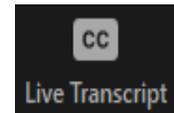
Setting Up Your View:

- Once you are logged into our Zoom meeting, you will be automatically muted, and your video will be turned off. If for whatever reason this does not happen automatically, we ask that you mute yourself and turn your video off by using the buttons at the bottom of your screen.
- We recommend that you change your view to “Speaker View” so that you will only see the person who is talking throughout the day. You can do this by clicking the “Speaker View” button at the top right corner of your screen.
- We also ask that you rename yourself upon entry so we know who all is participating. You can do this by clicking the “Participants” button at the bottom of your screen, finding your name (hint: it will be at the top of the list with (me) next to it), selecting “more” and then “rename.” We ask that you put your first and last name as well as your preferred pronouns (e.g., Katie Powell, She/Her).



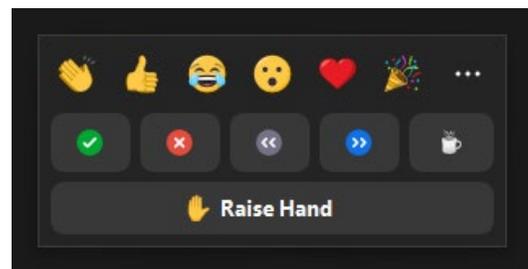
Closed Captioning:

- Closed Captioning will be available during the Summit.
- If logged on via a desktop or laptop, you'll see this icon and can turn on or turn off the Closed Captioning based upon your preference.
- If logged on via a phone or tablet, it will be on and cannot be turned off.

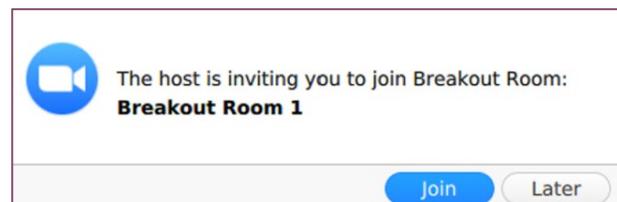


Participating in Activities:

- **Chat.** We will be using the chat throughout the day. Here you can pose questions to the speakers, connect with your fellow Network members, and provide us with your input on what is being discussed. When chatting, please make sure you select “all participants” so that folks can connect with you.
- **Raise Your Hand:** There will be opportunities for you to share with the larger group. To do so, please use the “Raise Hand” function to let us know you would like to share. To do this, please go to the bottom of your screen, open the “reactions” tab and select the “Raise Hand” button as shown in the example below.



- **Polling:** We are going to use polls to collect information. Periodically we will launch a poll in Zoom. It will automatically appear on your screen. Please answer the poll when prompted.
- **SurveyMonkey:** We will be asking you to complete two surveys during the Summit. **Please do not take these surveys until prompted.**
- **Breakout Rooms:** We are going to use Zoom Breakout Rooms to ensure Network members are able to connect with each other and process the information being discussed. You may be assigned to a breakout room or given the opportunity to self-select into a breakout room. Please select “Join Room.” Once in the room, you will have the opportunity to leave the breakout and return to the main room. However, we will automatically bring you back to the main room when the time for breakout discussions has ended.



THANK YOU!