




## SfB CCHCSP Webinar Participation Instructions

### 1. Mute your line

- Your line should be automatically muted. You should see a message like this which you should close by clicking the "x" on the right hand side:






- Please double check you are muted.
- At the bottom of your screen you should see this:  muted or  unmuted
- Please be sure to mute your line if it is not already muted.
- If you called in at [+1 \(647\) 317-3399](tel:+16473173399) plus use \*6 to mute your line if you are not already muted.
- If you do not have a microphone & cannot speak it will permanently be on  or greyed out


### 2. Stop your video feed

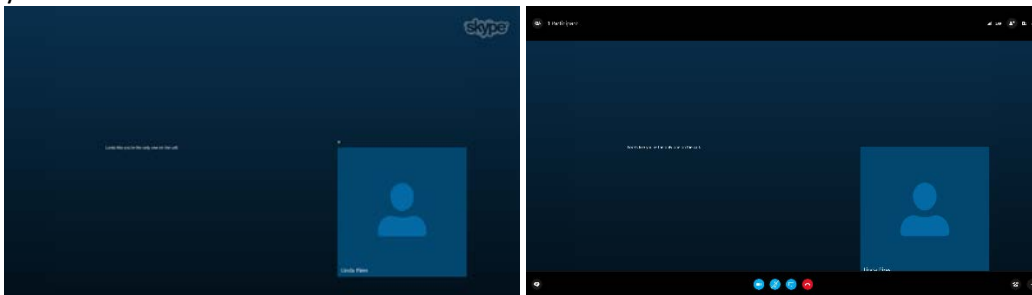
- Your video feed should be automatically stopped. You should see a message like this which you should close by clicking the "x" on the right hand side:



- Please double check your video feed is blocked.
- At the bottom of your screen you should see this:  no video or  video
- Please be sure to block your video if it is not already blocked.
- If you do not have a camera & cannot send video it will permanently be  or greyed out

### 3. Maximize your view

- To ensure you get the best picture possible please maximize your view by pressing  on the top right corner of your screen. Your screen should now look like this:

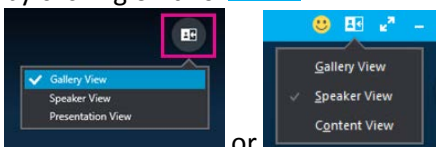


- To get the top menu bar back (screen shot on the right) you can hover you mouse/cursor over the top or bottom edge of the screen:

### 4. Make sure you are in Speaker view or content view.

- To ensure you get the best picture please select **Speaker View** or **Content View** on the top right corner of your screen

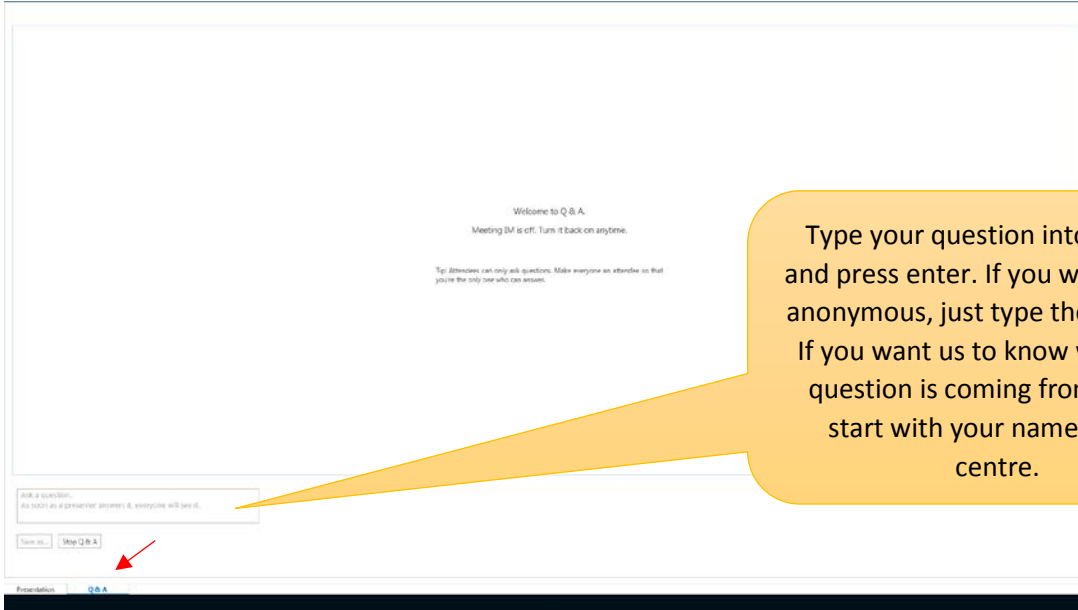
by clicking on this:



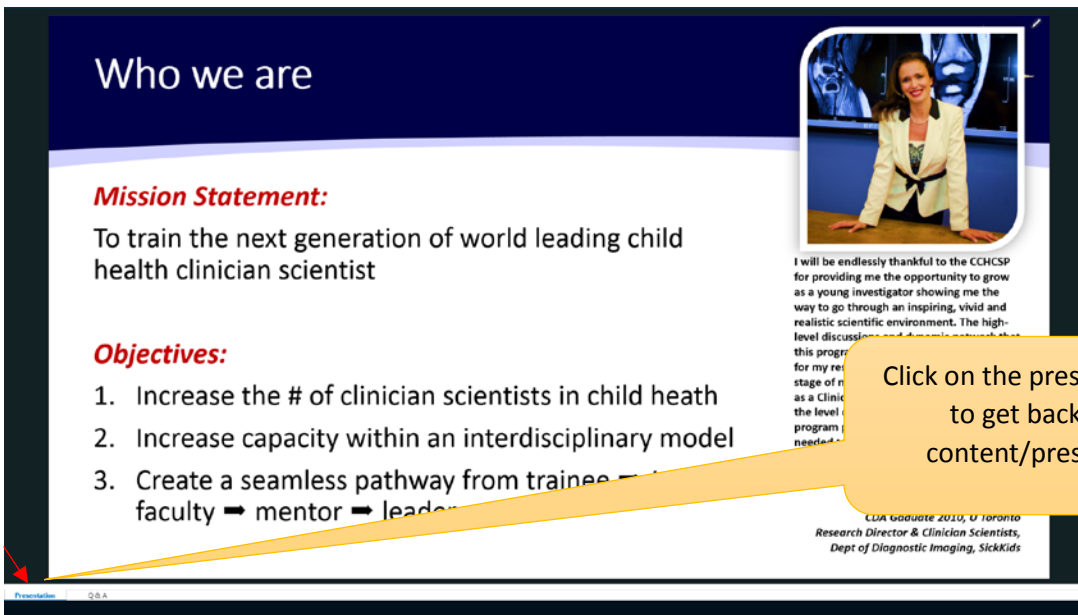
or

## 5. Participate in the Q&A session as an attendee


- When the Q&A session is started by a presenter, all the meeting attendees can send questions to the presenter. Only you and presenters will be able to see all your questions, not other attendees. Only presenters can answer them, via (1) a text back in the Q&A application or (2) verbally. For this webinar all questions will be answered verbally by the presenter.
- Once the Q&A session is started Instant Messaging will be turned off and your screen will automatically switch to the Q&A tab. You can switch between the Q&A and Presentation tabs at any time during the meeting. We are suggesting that you keep your screen on the content tab and only switch to the Q&A tab when you have a question.
- Here is a screen shot of what it will look like when it starts:

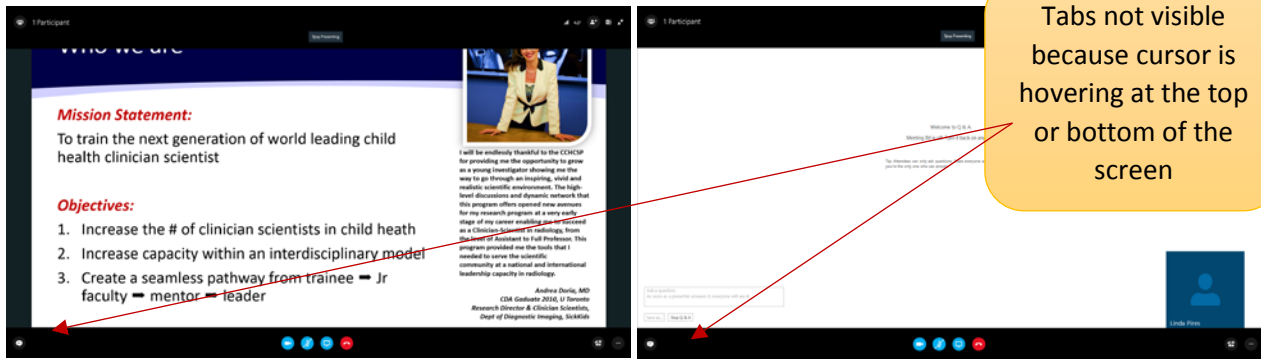


Type your question into this box and press enter. If you want it to be anonymous, just type the question. If you want us to know where the question is coming from, please start with your name and/or centre.

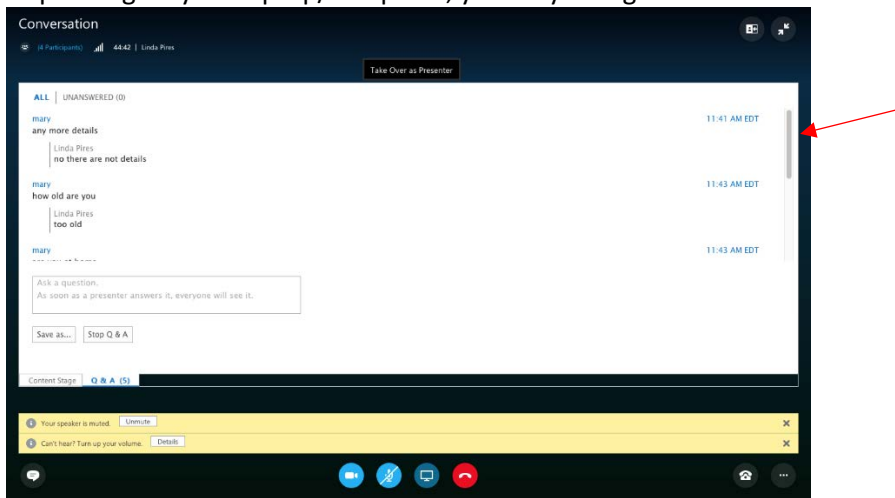


Click on the presentation tab to get back to the content/presentation

- Please note if your cursor/mouse is hovering at the top or bottom of the screen while in the "Maximize screen" setting, you will not be able to see the tabs at the bottom (see examples below). In order to get out of this setting, please move your cursor to the middle of the screen and wait 5 seconds. Alternatively you can exit the maximum screen view by clicking on . We do not however encourage this as the content screen will become much smaller.



- Depending on your laptop/computer, you may also get a cursor bar to scroll through your questions. See below:



**You are now ready to interact with us for the CCHCSP Webinar. We hope you enjoy it.**

**Give us your feedback after the webinar by clicking on this link:**  
<https://surveys.sickkids.ca/surveys/?s=NAC4448347>