



How to use HD Meeting for Live Online Trainings

1

10 minutes before your live class session, open the **Meeting Location link** provided in your confirmation email to join the live class.



Details of Sessions

Start Time: 12/17/21 10:15 am PST

End Time: 12/17/21 02:00 pm PST

Location: <https://meeting.windstream.com/j/1116011516>

2

You will have the option of downloading the HD Meeting app or to open in browser. Choose which you prefer.

If you already have HD Meeting installed, it will open automatically.

Confirm Request

Would you like to continue to download OfficeSuite HD Meeting to this computer?

OK Cancel

3

When prompted, enter your **full name** and your **email address**. This helps the trainers keep track of attendance.

Click "Join Meeting" to join the class.

Enter your name

Vanessa Lewis - vlewis@jaynolan.org

Remember my name for future meetings

EMAIL ADDRESS

YOUR NAME

Join Meeting

Cancel

4

Keep your camera on. Remember to stay muted until it is your turn to speak. Click "Raise your hand" if you have a question.

Use the **chat box** to interact with the trainer and other participants.

Use the **menu** at the bottom of your screen to adjust your audio and video settings, and or leave the session.

