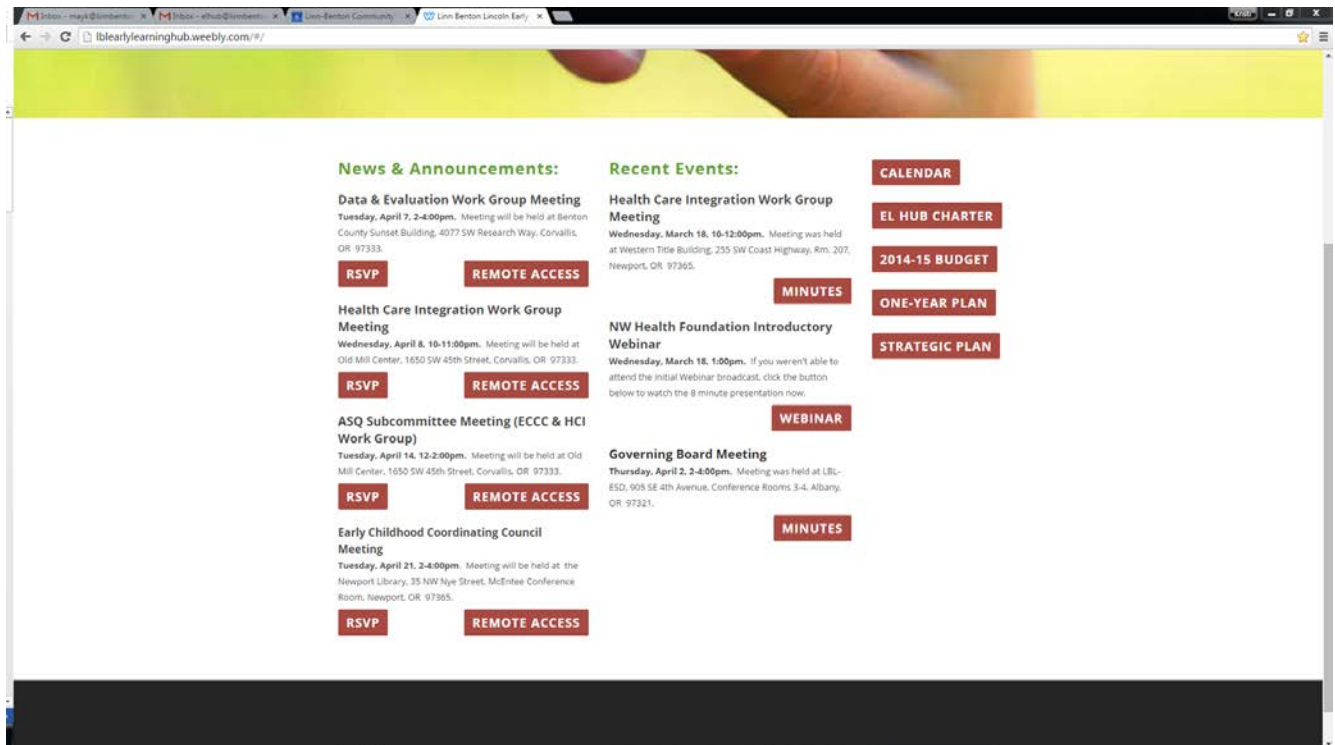


LBL EL HUB WORK GROUP PARTICIPANTS

Remote Access Instructions

Join a meeting

1. Go to the Linn Benton Lincoln Early Learning Hub website following this link <http://lblearlylearninghub.weebly.com/>



2. Click on the Remote Access button for the meeting you wish to participate in.

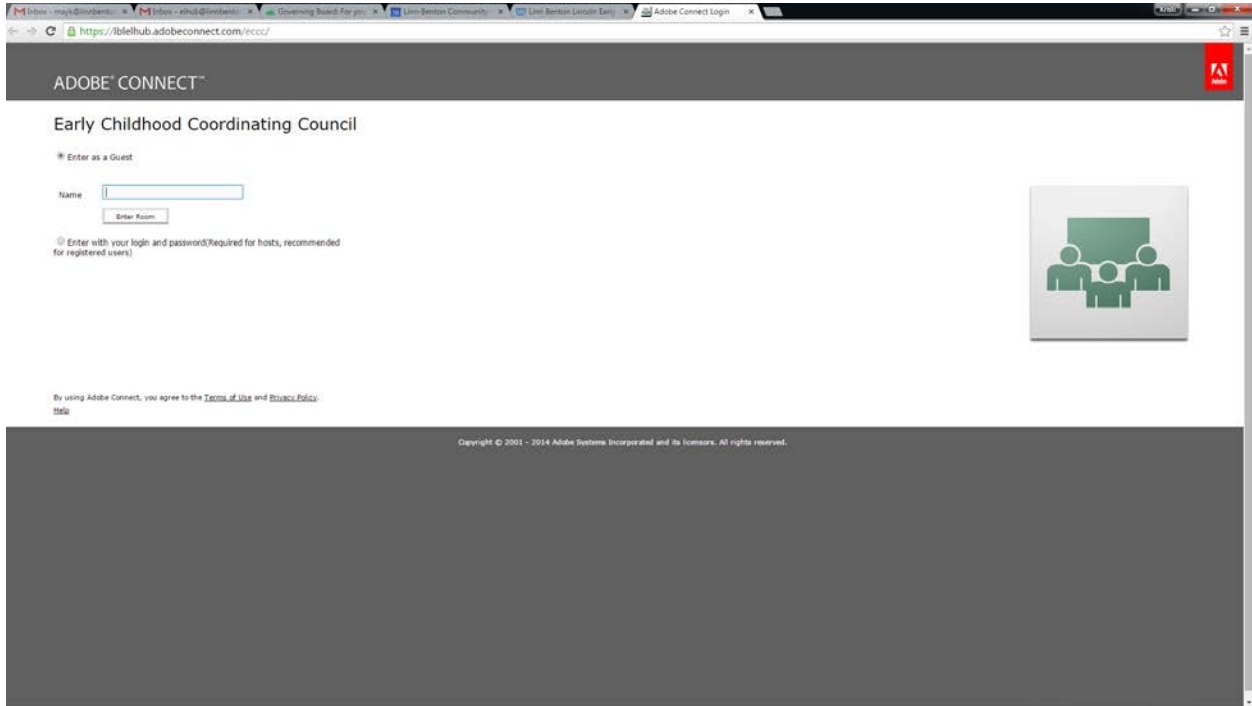
Early Childhood Coordinating Council Meeting

Tuesday, April 21, 2-4:00pm. Meeting will be held at the Newport Library, 35 NW Nye Street, McEntee Conference Room, Newport, OR 97365.

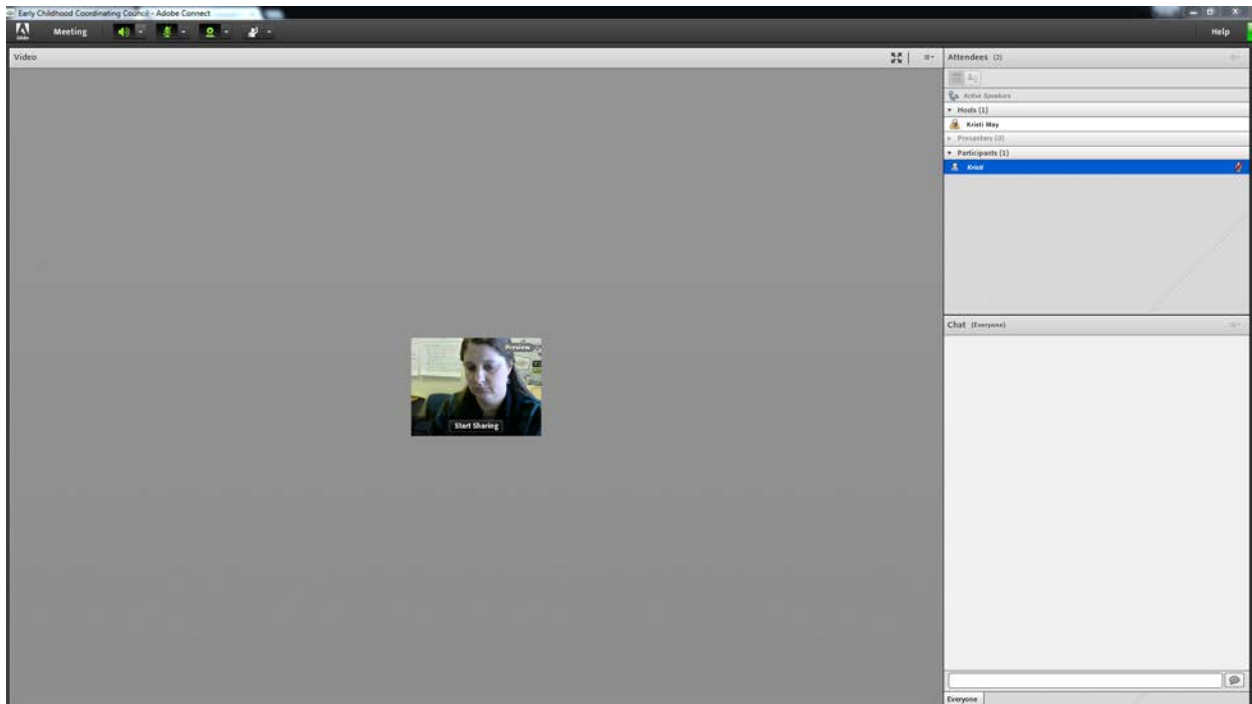
RSVP

REMOTE ACCESS

- The meeting launches in your browser. Type in your name and click “Enter Room”. If the meeting host has not yet arrived to the meeting you will be placed in a waiting room.



- Once the meeting host accepts you into the meeting, the meeting room interface appears.



Meeting audio

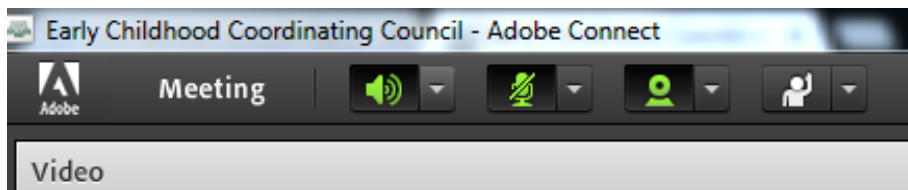
5. You will be able to hear meeting audio through your computer speakers. You will need to have a microphone (usually built-in to your webcam) for others to hear you.

Tips

- The speaker, microphone, and webcam icons at the top of the screen should be green when they are active. If they are white, you need to activate each one by clicking on it.

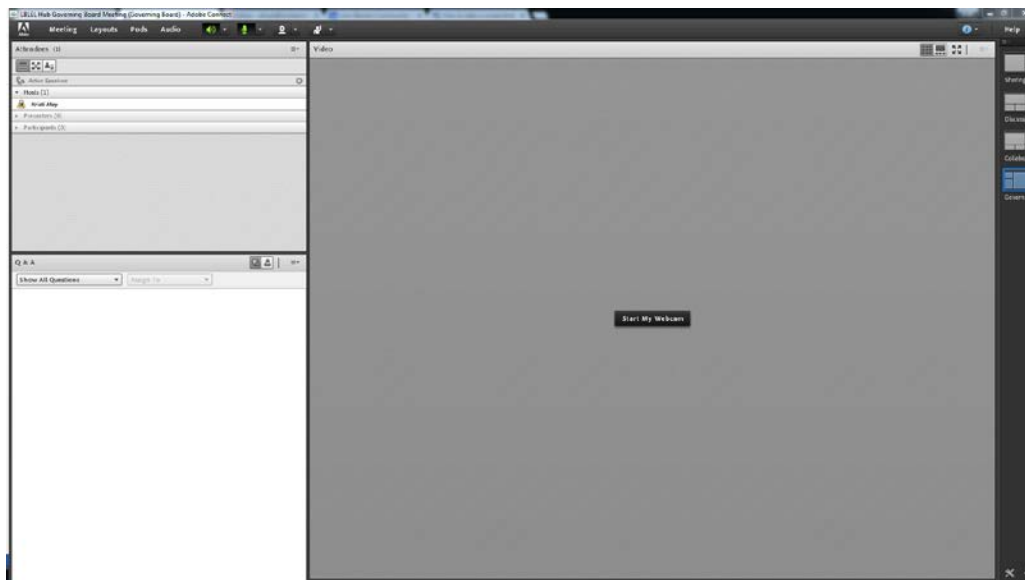


- Once you have activated your microphone, you can click on it again to mute it. A muted microphone looks like this:

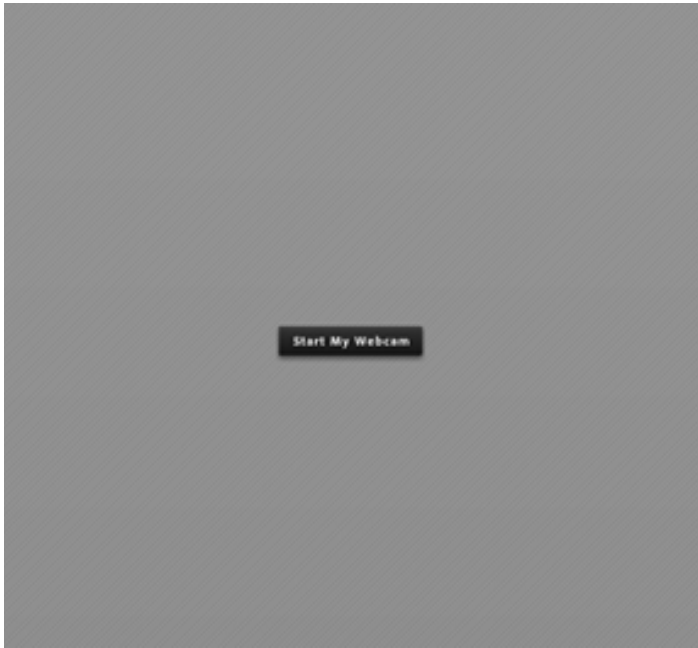


Share webcam video

6. The meeting host will ask you to use your webcam to share video so Governing Board Members can see and interact with you. A button enabling you to share your webcam will appear on the video pod.



7. To share your camera, make sure your web cam is plugged in and click the Share My Webcam button.

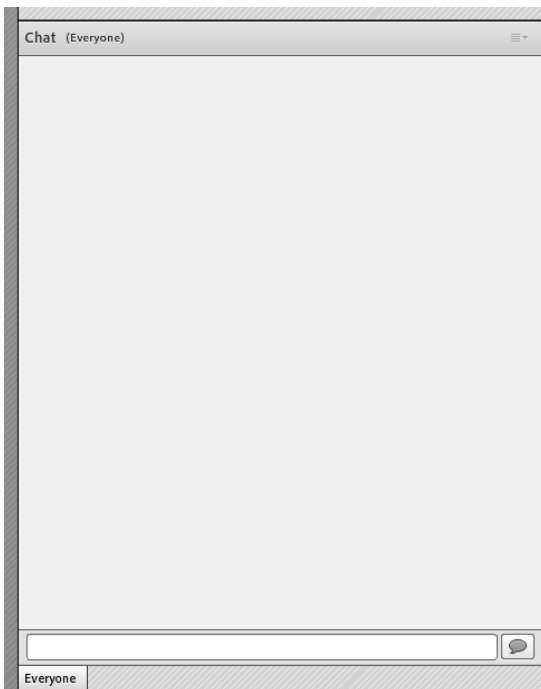


8. Adobe Flash may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click Start Sharing to share your video with all participants.

You can also click the webcam icon in the Application Bar to access your webcam and preferences.

Chat

9. If you would like to ask a question but do not want to unmute your phone line or are participating in "listen only" mode. Simply type the question in the Chat Pod and the group will respond.



Hub Staff will be happy to assist with testing your computer setup prior to a meeting if you would like!