



Virtual User Guide

In order to participate fully in this session, you will need to have access to:

- A computer or tablet with internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers (or headset or headphones if you are in an open area) and a microphone
- A webcam

Connecting to the Broadcast from a Computer:

Follow these steps to connect your virtual training experience via your computer:

Step 1: Click on or paste the following link into your browser:

<https://eliinc.zoom.us/j/167618106>

- Before the meeting is scheduled to start, please test your connection to Zoom by clicking [here](#).
- If you have not used the Zoom meeting platform before, you will be prompted to run the meeting app installation. Please choose “Run.” This will take just a few seconds to complete.
- In order to enter the meeting room, you will be asked to input your name and email address. **Please enter your full name** and NTSB email address. Then click “Join.”

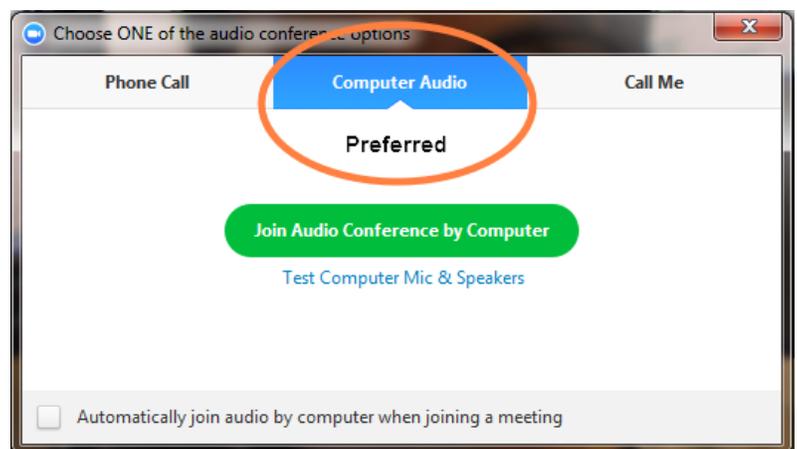
Step 2: Join meeting audio:

Click on the tab at the top of the audio pop-up window to choose how you would like to connect meeting audio (In order of preference below).

A. Via your computer by clicking on the “Join by Computer” tab. For computer audio, you must have a working microphone, such as the built in microphone, a USB microphone, or an inline microphone on a headset or headphones.

B. Have the meeting call you by clicking on “Call Me” and entering your telephone number.

C. Via Phone by clicking on the tab labeled “Join by Phone” and following





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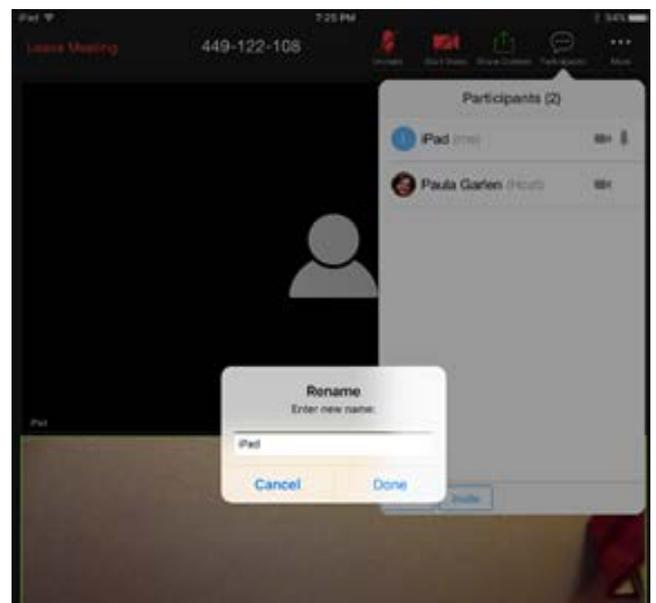
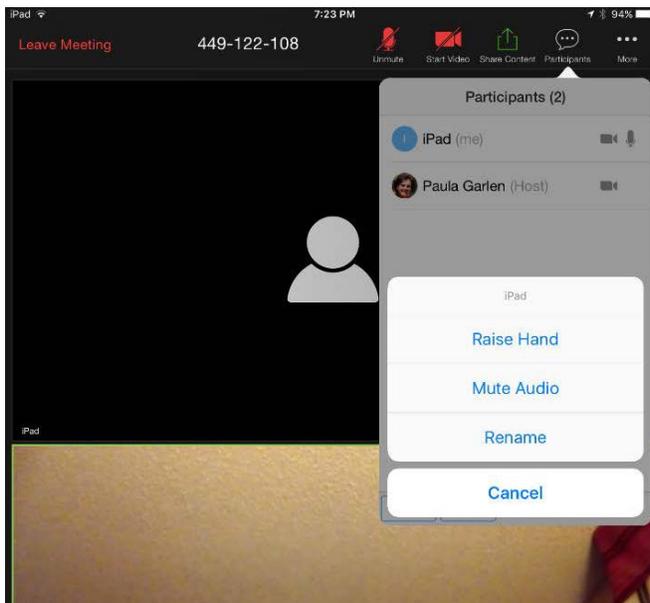
the Audio Steps outlined in the picture at right.

Step 3: Enter Your Name:

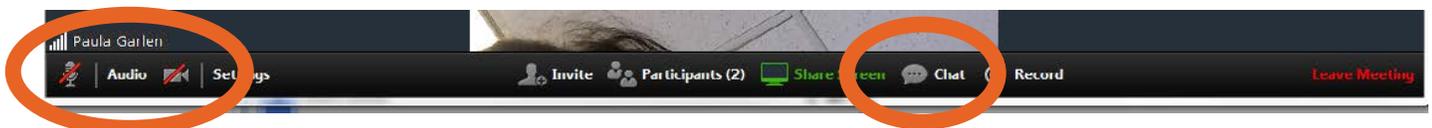
On the top right of your meeting window, click on the speech bubble labeled "Participants."

Select "Rename."

Type your first and last name in the box in the "Rename" pop-up and click "Done."



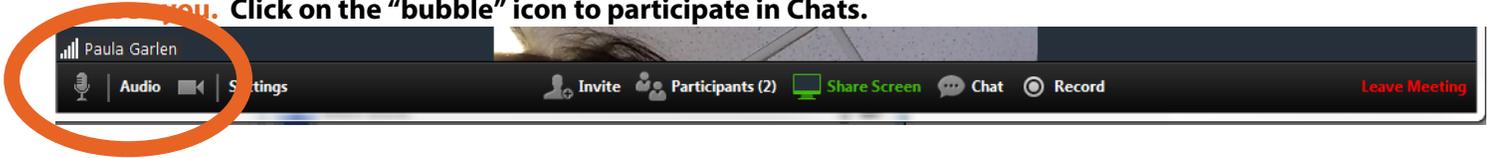
Participating in the Broadcast:





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Click on microphone or camera icon on your meeting window to **mute** audio or video (Red slash confirms you are muted). **Please keep camera unmuted throughout the session so everyone can see you.** Click on the “bubble” icon to participate in Chats.



Click on microphone or camera icon on your meeting window to **unmute** audio or video. **Please keep audio muted at all times except for when you speak to the group.** Click on Chat bubble to Chat.