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
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:
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.