

Presenting for ABC with join.me

(updated on 1/14/2019)

Installing the Software

1. While on the computer you will be using for presenting the webinar, go to <https://help.join.me/joinmehelp/s/article/joinme-jm-faq-download>
2. Choose either for Windows or for Mac (depending on your computer).
3. Install this software as you normally would for your computer.

Receiving the Invitation

4. When you are scheduled to present for a webinar, you will receive a participant reminder/invitation in your provided email account.



Depending on your email provider, the email may look different.

5. The email will come from erica@americasboardreview.com, so please make sure email from this address is not blocked by your SPAM filter. This email serves as a reminder of the session.

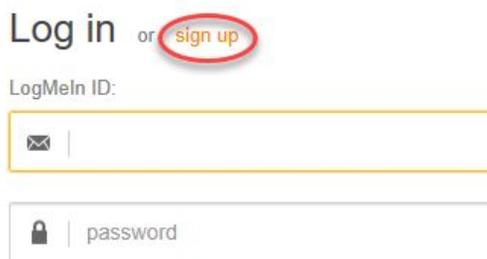
Preparing for the Webinar

6. Ensure you have provided erica@americasboardreview.com with your **presentation files** at least 2 weeks prior to the scheduled webinar date. **Presentation note: Because users can join from many different types of devices, it is best practice not to use transitions in your presentations as this can make the view very choppy. Additionally, basic un-decorative font (Arial, Trebuchet, Calibri) is best for viewing in a streaming platform.**
7. Erica will send the **finalized presentation** back to you via email. Please make sure you save this presentation in an easy-to-locate area on your computer for easy access on the day of the webinar.
8. Ensure you know the name and phone number of the **Organizer** for your particular webinar.

9. Having **headphones with a built-in microphone** is best for presentations. This ensures the sound from your device does not cause an echo. (It is best to test these headphones prior to the webinar to make sure they are in working order.)

Creating a join.me Account

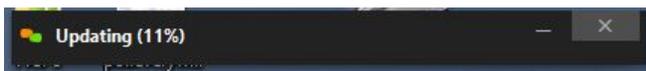
10. **BEFORE** your first webinar, you will want to create a join.me account in order to more easily connect using your software.
11. Open your join.me software on the computer you will be using to present.
12. Click Sign Up.



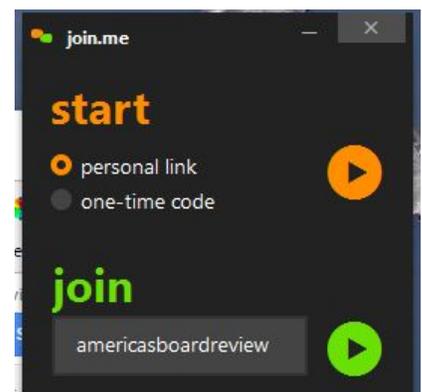
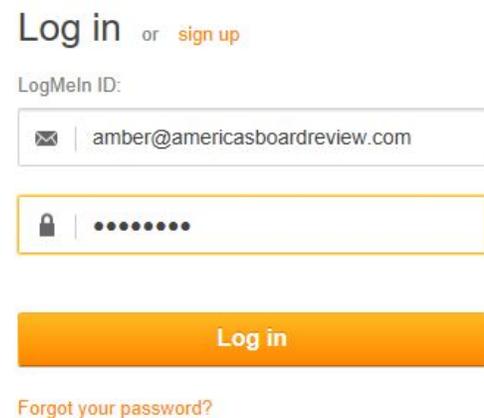
13. Enter the email you have provided to ABC for communication.
14. Choose a password you will remember. (It must be 8 characters.)
15. Click the I Accept box and choose Create Account.
16. Check the email account you just used and verify your account.
17. Test your account by logging into the join.me software.

Opening the join.me Software

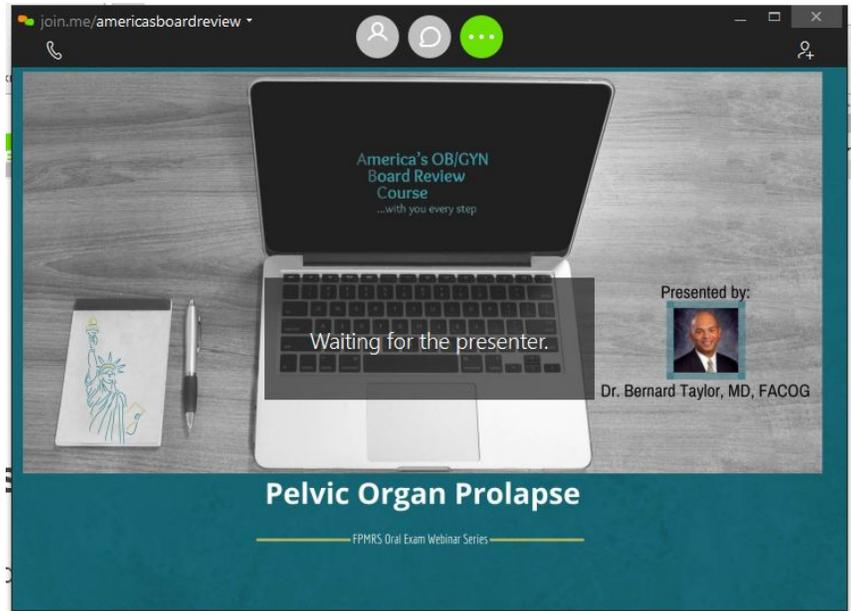
18. **30 minutes prior** to the beginning of your webinar, you will want to open the software to prepare.
19. On the **login** screen, login with the join.me account you just created in the previous section (steps 10-17). Hint: You may see an updating status. This is OK, just wait until it loads to proceed.



20. Once the software has authenticated, you will see the start screen. Please enter **americasboardreview** into the JOIN section and click the green arrow button. **DO NOT use the START section. ONLY use the JOIN section.**

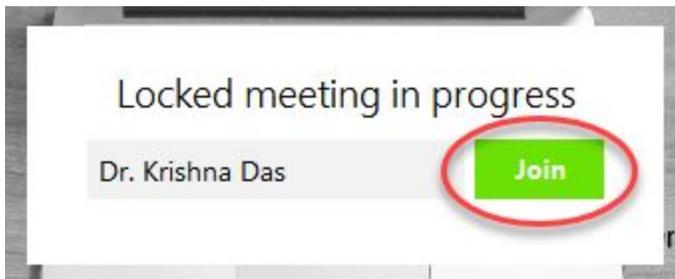


- 21. You should see the ABC webinar window in the join.me software. It will say “Waiting for the Presenter”. This message will stay here until the Organizer gives you the presentation controls.
- 22. At this point, please wait for the ORGANIZER to join.



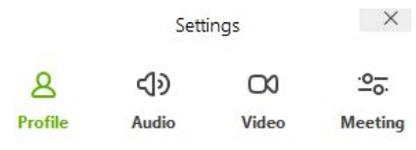
Testing Connections and Sound Before the Webinar

- 23. Once the Organizer has entered, you will see the field in which to type your name. Please enter the **name** you wish to display to other members (ex. Dr. Krishna Das).



NOTE: join.me also uses bubbles. So if you see a profile bubble, you can click on it and add an image of yourself and ensure your name is correct.

- 24. Click the **Join** button so that the Organizer knows you are ready to test. The Organizer must let you in before you can test your sound and screen-sharing.



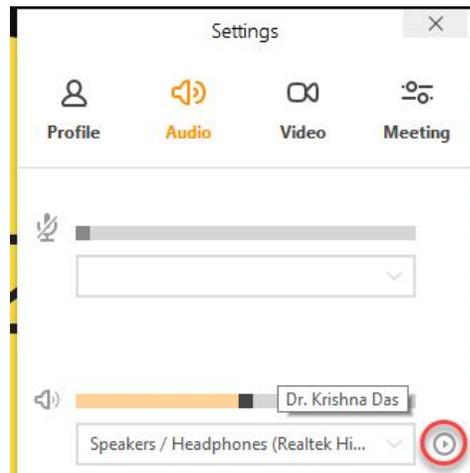
First Name Dr. Krishna
 Last Name

25. After the Organizer has let you in, you will need to ensure your **sound** is ready. To do this click the phone icon in the top left corner. (if you do not see it, move your mouse toward the top and the icons will appear.)

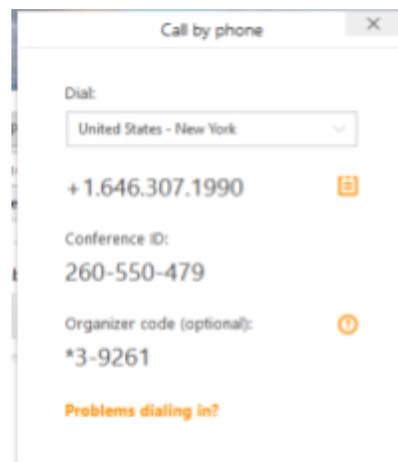
26. If you have headphones, choose Computer (recommended). If you want to use a phone for your audio, click Call by phone.



a. If you chose **Computer**, you will now test your sound. To do this, click on the triangle button next to the microphone. Next click Audio settings. Click on the small play button next to the speaker. You will hear sample sounds. Adjust your volume left or right as needed. If you need to change the recording or sound device, use the dropdown menus.



b. Follow the directions provided at the right if you chose **Phone**.

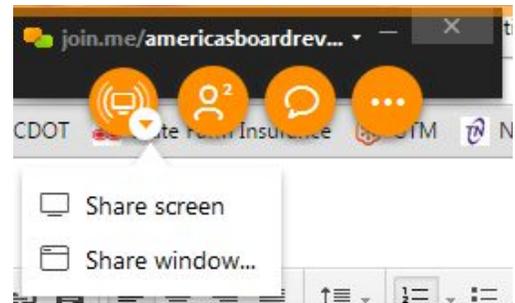
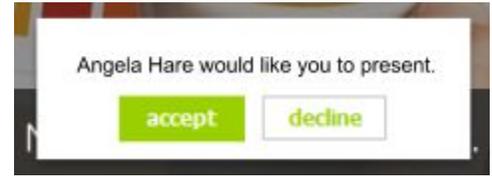


NOTE: If you chose Call by phone you will be provided a dropdown list of available numbers. Choose the one most convenient for your location. Call in on your phone and enter the provided Conference ID you see on your computer screen.

14. Your Organizer will talk with you to ensure your microphone is ready for use.

Getting Ready to Present

15. Open your Presentation and have it on the first slide, but **do not** go into slideshow mode yet.
16. Let your Organizer know you are ready to practice presenting.
17. On your join.me screen you will receive a **notice** that you are being provided with the presentation role.
18. Click **accept**.
19. Once you accept, your entire screen is being shared. To change this to just be the presentation window, hover over the screen share button. Click on the dropdown and choose share window.
20. Click on the PowerPoint window. *No matter if you resize the window, maximize or minimize it, the software will only show that software window. Sometimes an orange "veil" will display over the selected window, indicating only it is being shown.*
21. Practice going into slideshow mode to ensure your Organizer can see your screen. If you can be seen and heard, you are ready for the webinar. Mute yourself until you are ready to begin.
22. The Organizer will take back presenter control in order to allow participants into the webinar.
23. A few minutes before the webinar is set to begin, the Organizer will begin to record the webinar give you back control.
24. When you are ready, announce to the participants that you are beginning the webinar.



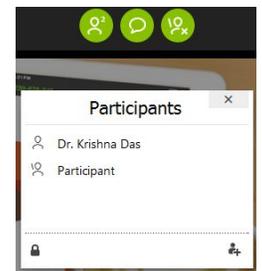
Presentation Tools

The Organizer will be present during the webinar to ensure you and the participants have what is needed. There are several tools with which you should be familiar in case you need to use them:

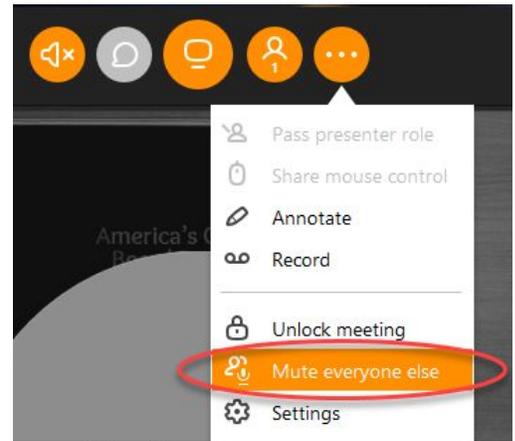


Participants

This button will give you access to a list of your participants. The number of callers on the webinar will be displayed next to the icon. If bubbles are showing up, you can also view the participants using the bubbles. **You are now able to mute all participants, but they will need to unmute themselves.** They will need to do this themselves. Simply ask a particular person to unmute, if you want them to speak.

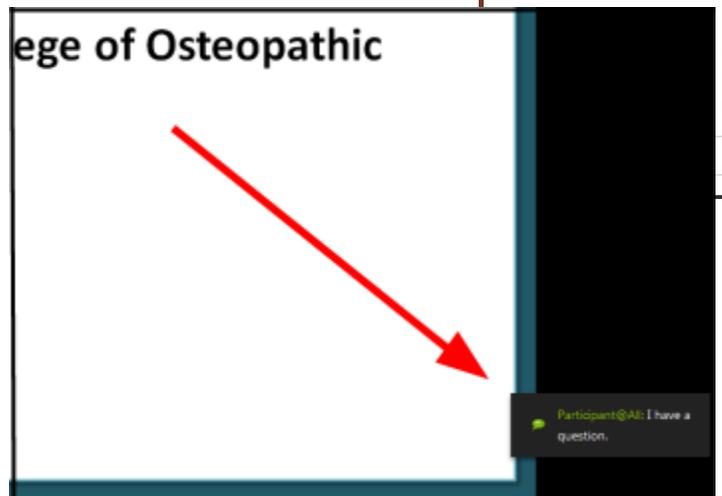
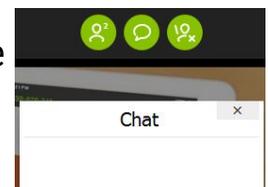


To **mute everyone** in the meeting, click on the ellipsis button and choose "Mute everyone else". This can be helpful when a participant has not muted his/her microphone and you are getting their background noise.



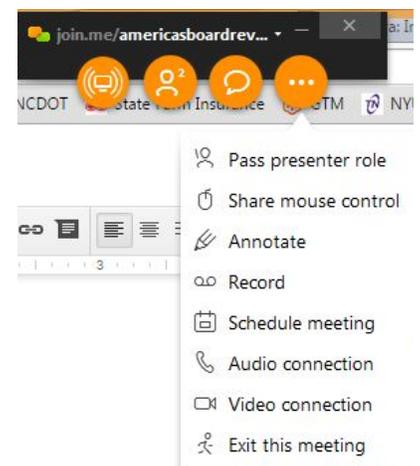
Chat

This button allows you to see chat conversations sent privately to you or to the group. While you are presenting, any chats will appear briefly in the bottom right hand corner of the presentation window. The Organizer will be watching this chat window during the presentation if there are questions that he/she can answer so that you can focus on your presentation. This is how you will know if someone wants to volunteer to answer a question, as well.



The ellipsis button allows you to see additional options available to you for your use as a presenter.

- **Pass Presenter Role:** If you need to pass presentation mode back to your Organizer, do this here.
- **Share Mouse Control:** If you need for one of the participants to take control of your mouse, use this option.



- **Annotate:** Here you can find a pen, highlighter, laser and color picker in order to notate objects on the screen or window being displayed.
- **Mute Everyone Else:** If you can't tell which user hasn't muted him/herself, click this button to quiet everyone's microphone.
- **Audio Connection:** Should you need to switch from internet to a phone connection, this is where you would access this.
- **Exit this Meeting:** When participants have exited and you have completed any follow-up discussions with your Organizer, click here to leave the meeting.



Pause

This button allows you to pause the sharing of your screen and displays the waiting room screen for ABC. This can be used for question time at the end of the session.

Need a Walkthrough? Watch the training video for ABC Presenters online at <https://youtu.be/vxBUiwsxA0U>.

How to mute your microphone (via internet):

Click on the Microphone icon.

Choose Audio and then click the microphone icon next to your microphone in your connected screen. When muted there will be a slash through the microphone. Repeat to unmute.

