

Technology Overview

Need Assistance During the Walkthrough

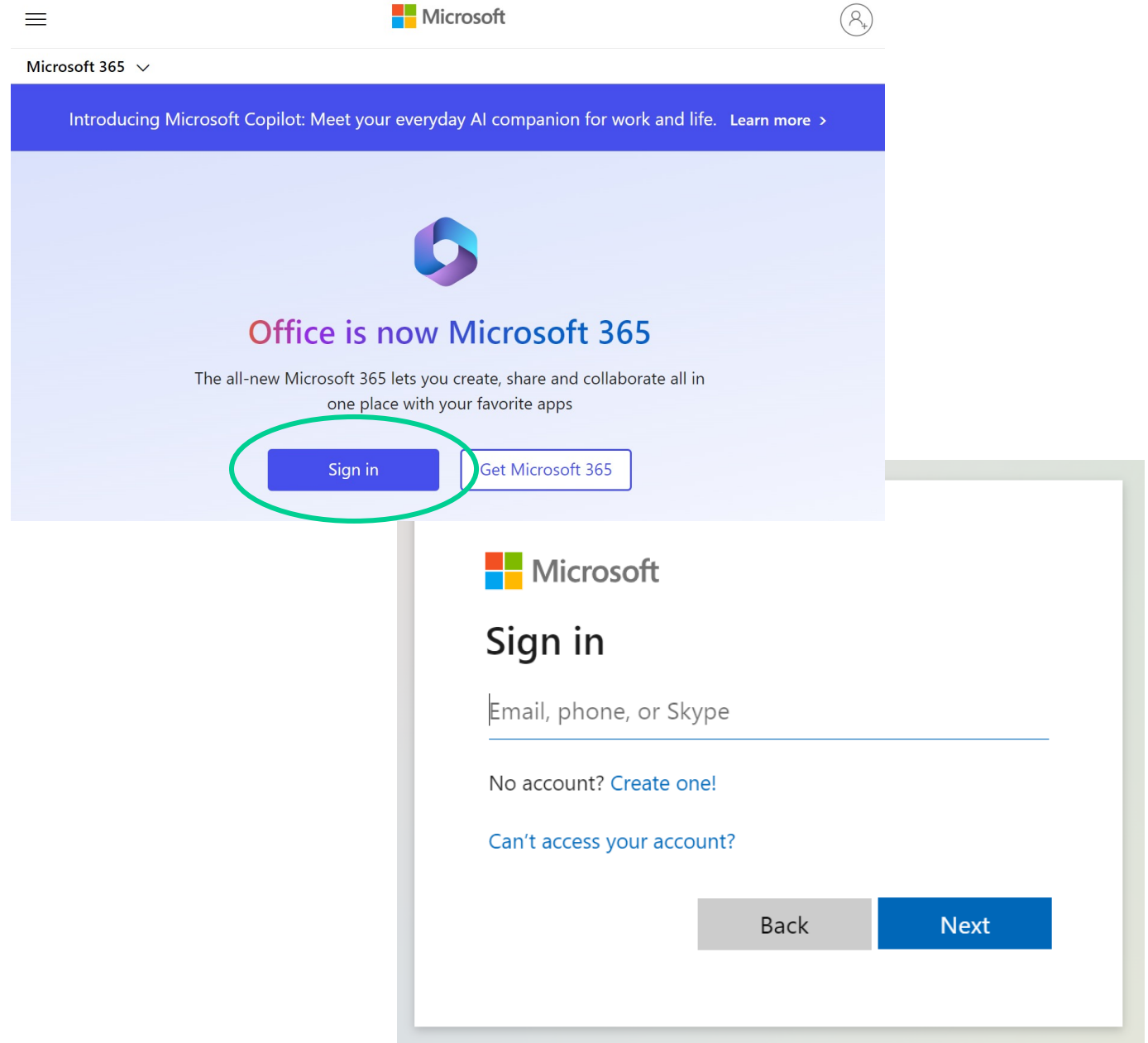
- **Raise your hand and an MDF Staffer will come by to assist you!**

Outlook Guidance



Outlook Email & Set-Up

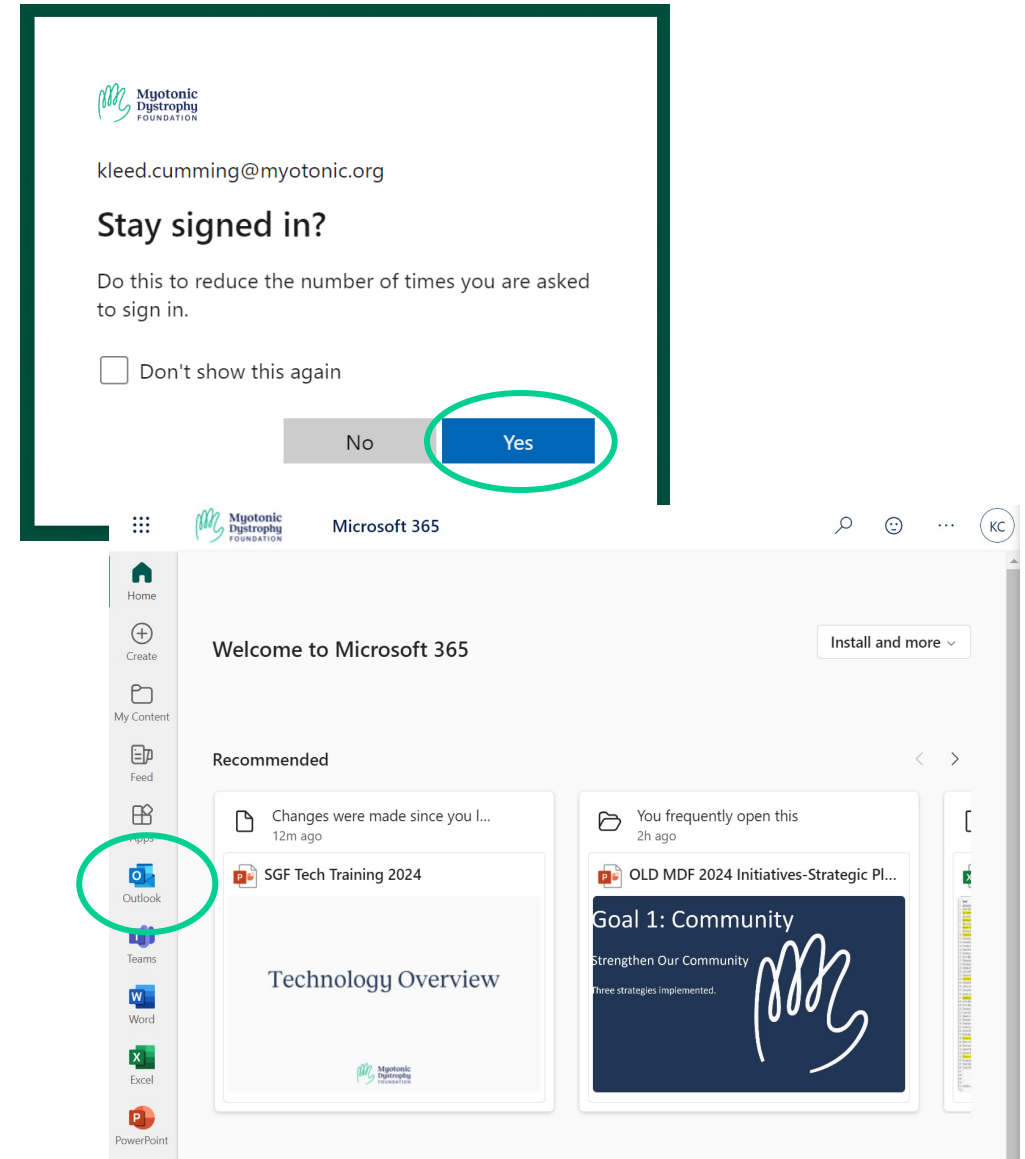
- Open a web browser
- Search for office.com
- Click the blue sign in option on the left
- Enter your [@sgf.myotonic.org](mailto:sgf@myotonic.org) address



The screenshot shows the Microsoft 365 sign-in page. At the top, there is a navigation bar with the Microsoft logo and a user profile icon. Below the navigation bar, a blue banner reads "Introducing Microsoft Copilot: Meet your everyday AI companion for work and life. Learn more >". The main content area features the Microsoft 365 logo and the text "Office is now Microsoft 365". Below this, a sub-header states "The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps". Two buttons are visible: a blue "Sign in" button, which is circled in green, and a white "Get Microsoft 365" button. Below the main content area, a sign-in form is shown with the Microsoft logo and the text "Sign in". The form includes a text input field for "Email, phone, or Skype", a link for "No account? Create one!", and a link for "Can't access your account?". At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Next" button.

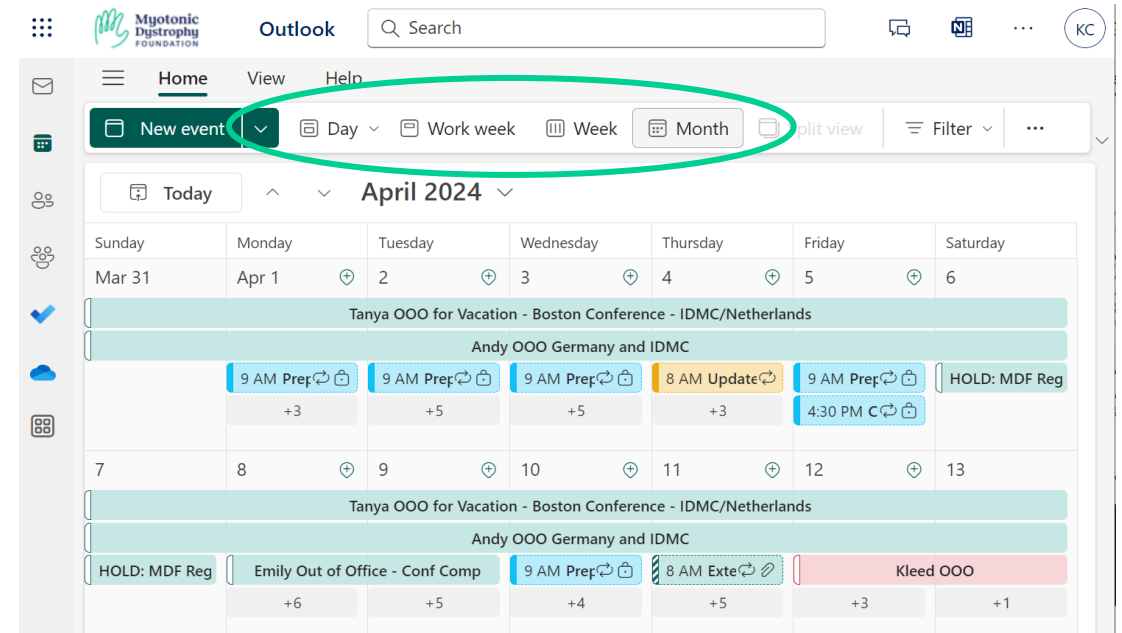
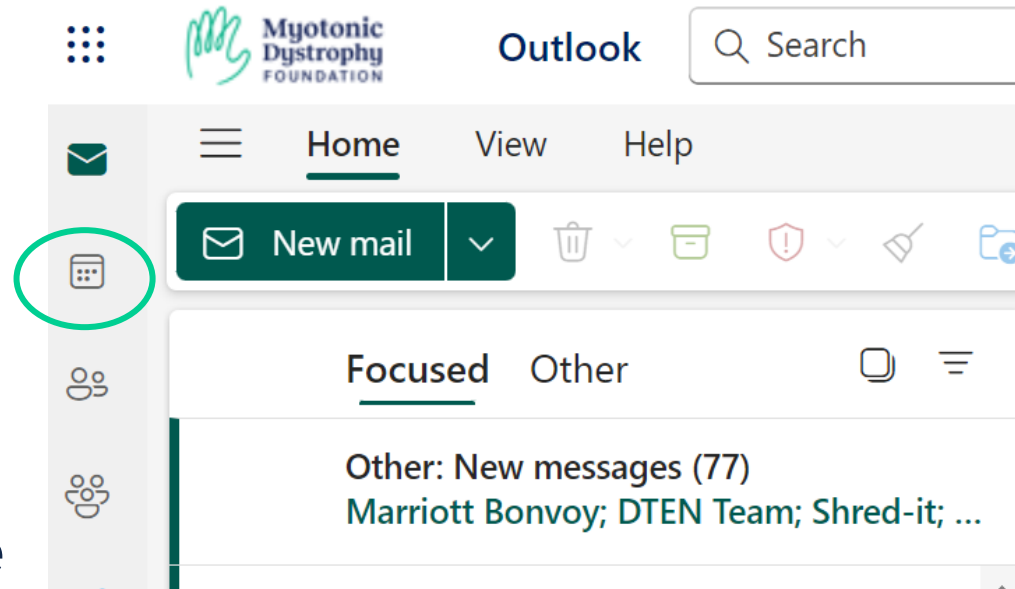
2 Factor Authentication & Staying Signed In

- On your first login, you may be prompted to:
 - Update your Password
 - Setup 2 Factor Authentication with via Text, Call or App
- To reduce the number code requests, select "Yes" to staying signed in
- Select "Outlook" or visit <https://outlook.office.com/mail/>



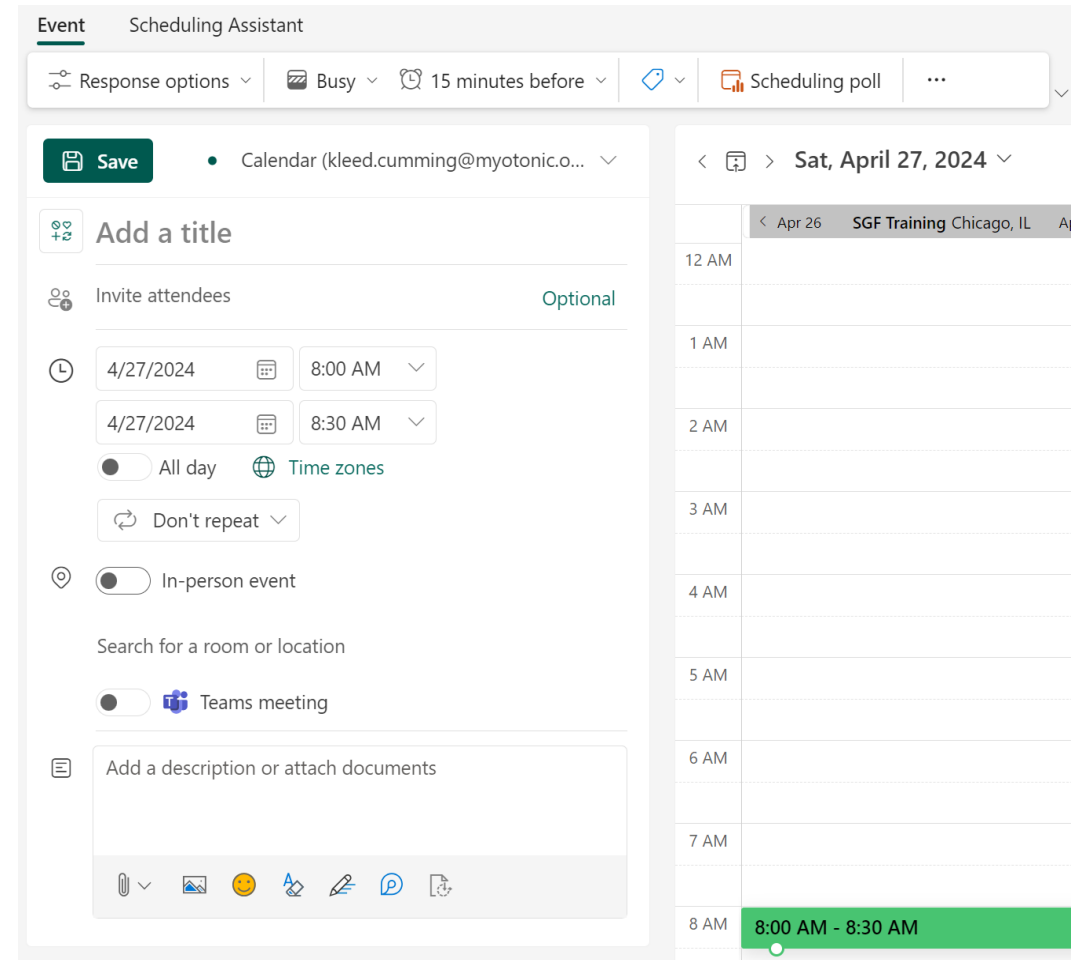
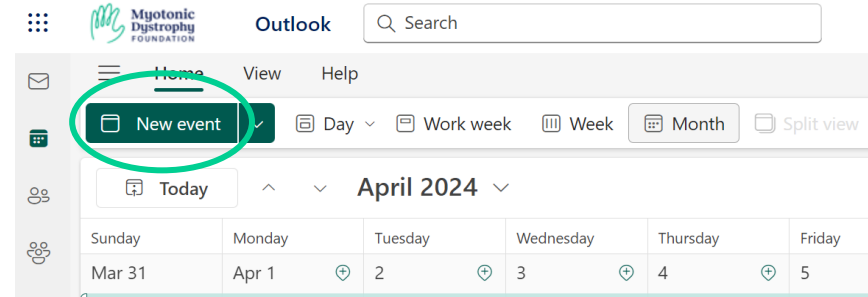
Accessing Your Outlook Calendar

- Click on the Calendar Icon to access your email calendar
- You can adjust the timeframe displayed using the buttons at the top:
 - Day
 - Work Week (M – F)
 - Week
 - Month



Creating a New Event: Outlook Calendar

- Click on "New Event"
- Add required meeting details:
 - Event Title
 - Date + Start & End Time
- Add optional information
 - Description
 - Attach Files
- Click "Save" to add it to the calendar



Need One on One Support?

- **Visit our Technology Help Desk from 7 to 8:30 PM tonight!**
- **Contact Lucie to setup additional trainings or one on one walkthroughs with MDF Staff**

Zoom Guidance



Zoom Roles for Support Group Facilitators:

Host:

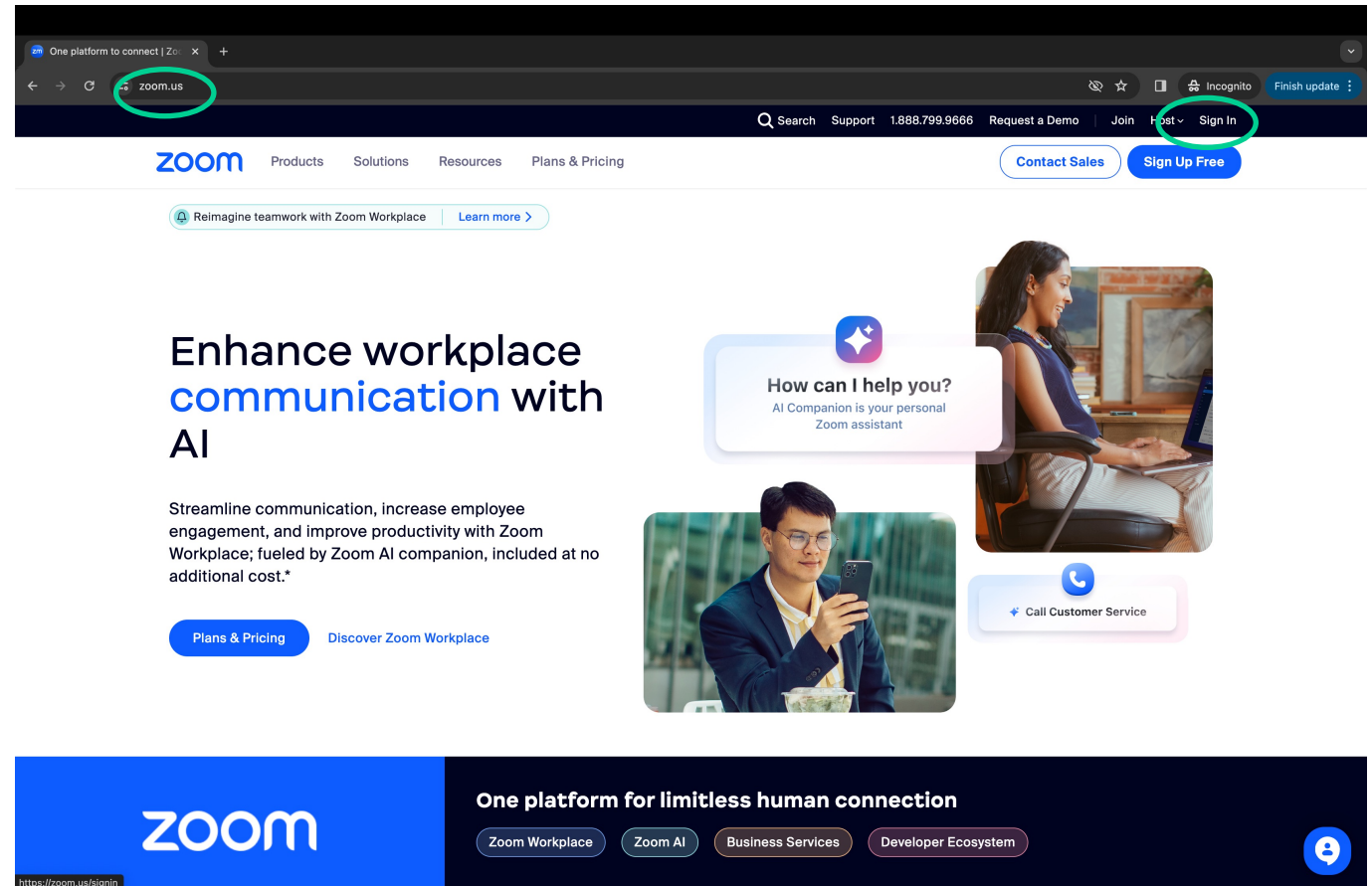
- Launch the Meeting from the Zoom Application
- Resend Email Reminders from Zoom web portal
- + all Co-Host abilities

Co-host / Alternative:

- Launch the Meeting from their Email Link
- Create Breakout Rooms
- Admit attendees from the Waiting room
- Mute or remove people from the group
- Rename Attendees
- Launch Polls

How to Log into Zoom

- Open a web browser
- Search for [Zoom.us](https://zoom.us)
- The sign in option will be in the upper right-hand corner of the screen

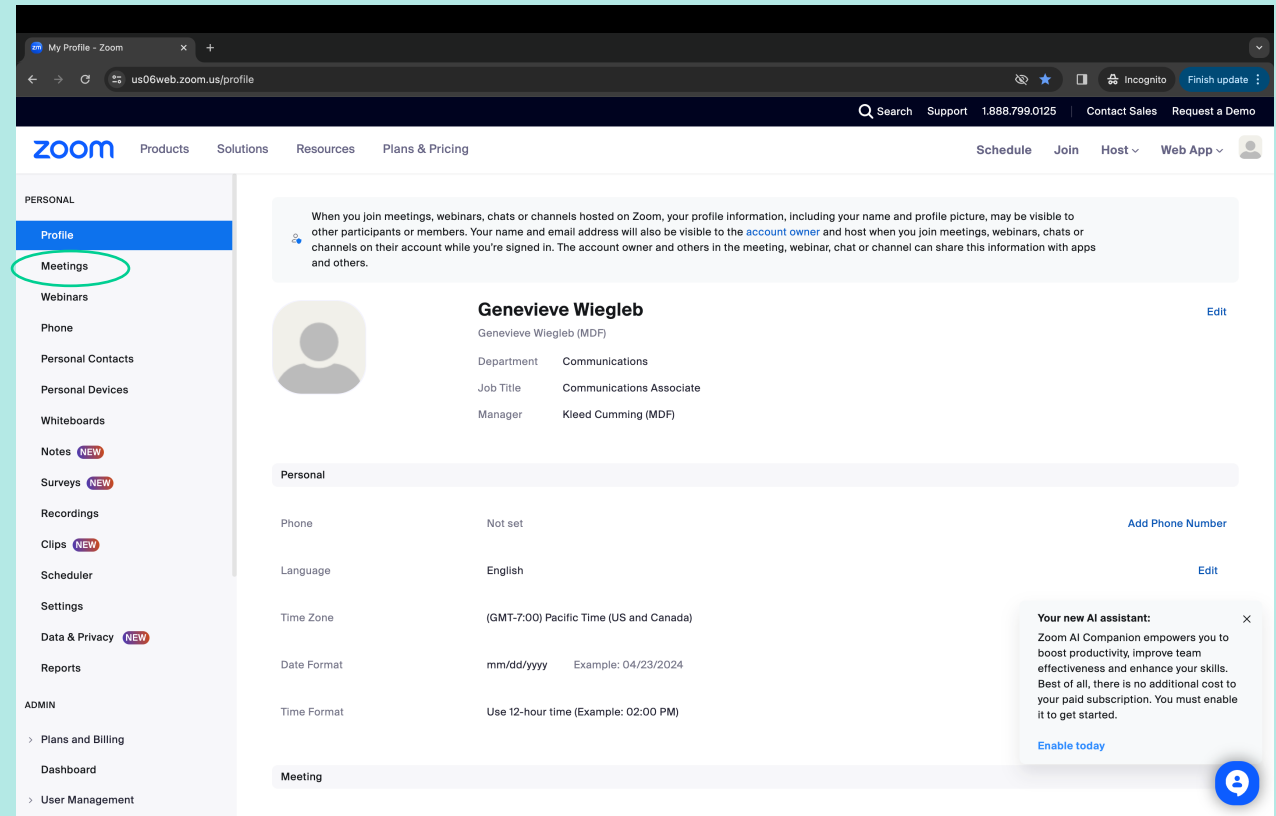


The screenshot shows the Zoom website homepage in a web browser. The browser's address bar shows 'zoom.us' circled in green. In the top right corner of the website, the 'Sign In' link is also circled in green. The page features a navigation menu with 'Products', 'Solutions', 'Resources', and 'Plans & Pricing'. Below the navigation, there are promotional banners for Zoom Workplace and AI, and a 'Call Customer Service' button. The footer includes the Zoom logo and the tagline 'One platform for limitless human connection' with links to 'Zoom Workplace', 'Zoom AI', 'Business Services', and 'Developer Ecosystem'.

Review Upcoming Meetings

- After logging in, Zoom will direct you to your profile
- To view your meetings, click on “Meetings”

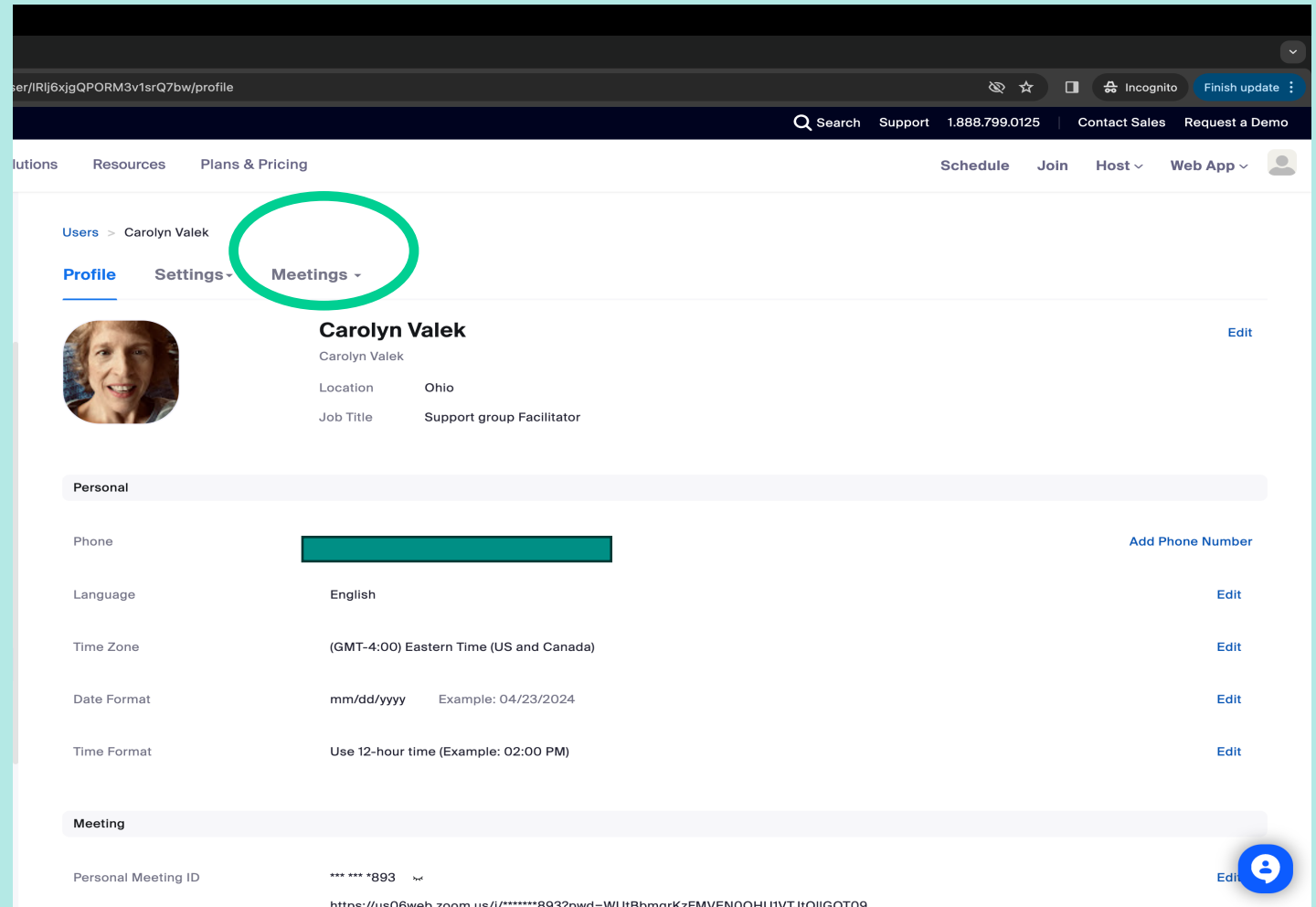
Note: Upcoming meetings will only appear for the HOST Role



The screenshot shows the Zoom 'My Profile' page. The left sidebar contains a 'PERSONAL' section with the following items: Profile, Meetings (highlighted with a red circle), Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (NEW), Surveys (NEW), Recordings, Clips (NEW), Scheduler, Settings, Data & Privacy (NEW), and Reports. Below this is an 'ADMIN' section with 'Plans and Billing', 'Dashboard', and 'User Management'. The main content area displays the user's profile for 'Genevieve Wiegleb' (MDF), including their department (Communications), job title (Communications Associate), and manager (Kleed Cumming (MDF)). Below the profile is a 'Personal' section with fields for Phone, Language, Time Zone, Date Format, and Time Format. A 'Meeting' section is partially visible at the bottom. A notification for 'Your new AI assistant' is shown in the bottom right corner.

Review Upcoming Meetings

- Some screens may show the meeting above your profile



The screenshot shows a Zoom user profile for Carolyn Valek. The 'Meetings' tab is highlighted with a green circle. The profile includes a profile picture, name, location (Ohio), and job title (Support group Facilitator). Below the profile, there are sections for 'Personal' and 'Meeting' details.

Personal	
Phone	[REDACTED]
Language	English
Time Zone	(GMT-4:00) Eastern Time (US and Canada)
Date Format	mm/dd/yyyy Example: 04/23/2024
Time Format	Use 12-hour time (Example: 02:00 PM)

Meeting	
Personal Meeting ID	*** ** *893
	https://us06web.zoom.us/j/*****893?pwd=WUtBbmarKzFMVEn0OHU1VTJtQlIGQT09

Review Upcoming Meetings

Users > Carolyn Valek > Events Meetings

Upcoming Previous Personal Room

Start Time to End Time + Schedule a Meeting

Tue, Jun 11

03:00 PM - 04:00 PM [MDF Virtual Support Group: Ohio](#) Edit Delete
Occurrence 3 of 20 Meeting ID: 852 0524 4860

Tue, Aug 13

03:00 PM - 04:00 PM **MDF Virtual Support Group: Ohio**
Occurrence 4 of 20 Meeting ID: 852 0524 4860

Tue, Oct 8

03:00 PM - 04:00 PM **MDF Virtual Support Group: Ohio**
Occurrence 5 of 20 Meeting ID: 852 0524 4860

Tue, Dec 10

03:00 PM - 04:00 PM **MDF Virtual Support Group: Ohio**
Occurrence 6 of 20 Meeting ID: 852 0524 4860

Feb 11, 2025 🗨️

rQ7bw/meeting/85205244860?occurrence=1...

Click on an upcoming meeting to view details, start a meeting, and to get to view who has registered for a group

Note: Upcoming meetings will only appear for the HOST Role

How to Launch the Meeting: Co-Host / Alternative Host

- Alternative Hosts will receive an email with a special link.
- We recommend adding this link to a calendar event for quick and easy access

Note: *This link is the only way the co-host can launch the meeting! **Do not share this link!***

Zoom meeting invitation Inbox x



Zoom <no-reply@zoom.us>

9:30 PM (0 minutes ago)

to me ▾

Hi Molly Parker,

You have been invited to be an alternative host for this meeting. As a host, you have the ability to start and end the meeting.

Topic: Sync Up

Time: Jan 15, 2018 10:00 AM Central Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/s/>

How to Copy a Meeting Invitation

- Within the Meetings tab you can copy an invitation with the access or registration link to send to participants or potential participants

A screenshot of a Zoom web interface showing the details for a meeting. The page is titled "Users > Carolyn Valek" and has tabs for "Profile", "Settings", and "Meetings". Under the "Meetings" tab, there are sub-tabs for "Details", "Registration", "Email Settings", "Branding", "Polls/Quizzes", and "Survey". The "Details" sub-tab is active, showing the following information:

Topic	MDF Virtual Support Group: Ohio
Time	Jun 11, 2024 03:00 PM Pacific Time (US and Canada) Every 2 months on the Second Tue, 18 occurrence(s) Show all occurrences
Meeting ID	852 0524 4860
Security	✓ Passcode ***** Show ✓ Waiting Room
Registration Link	https://us06web.zoom.us/meeting/register/tZEvd-yqqj8iHNQI_ZLY1uBixodQrVtmGmcu
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Video	Host off Participant off
Audio	Telephone and Computer Audio Dial from United States

At the bottom of the page, there are three buttons: "Copy Invitation" (circled in green), "Edit", and "Delete".

How to Copy a Meeting Invitation

- You can simply click the button at the bottom that says Copy Meeting Invitation & it will copy to your computer's clipboard
- Now you should be able to copy & paste into an email
- **Note:** If your Zoom has registration, this will only work for new participants. If a participant has already registered, the best thing to do is resend the zoom link to the person registered

QPORM3v1srQ7bw/meeting/85205244860?occurrence=1718143200000

✓ Copied to clipboard

Copy Meeting Invitation

Hi there,

You are invited to a Zoom meeting.
When: Jun 11, 2024 03:00 PM Pacific Time (US and Canada)

Register in advance for this meeting:
<https://us06web.zoom.us/join/85205244860?occurrence=1718143200000>

After registering, you will receive a confirmation email containing information about joining the meeting.

Copy Meeting Invitation

Cancel

Video
Host off
Participant off

Audio
Telephone and Computer Audio
Dial from United States

Copy Invitation

Edit

Delete

Resending Zoom Link to Registrants

- You can check who is registered for your meeting & resend the meeting link to participants by click on the registration tab

er/IRlj6xjgQPORM3v1srQ7bw/meeting/85205244860?occurrence=1718143200000

Search Support

utions Resources Plans & Pricing

Users > Carolyn Valek

Profile Settings **Meetings**

Details **Registration** Email Settings Branding Polls/Quizzes Survey

Topic MDF Virtual Support Group: Ohio

Time Jun 11, 2024 03:00 PM Pacific Time (US and Canada)
Every 2 months on the Second Tue, 18 occurrence(s) [Show all occurrences](#)

Meeting ID 852 0524 4860

Security ✓ Passcode ***** [Show](#)
✓ Waiting Room

Registration Link https://us06web.zoom.us/meeting/register/tZEvd-yqqj8iHNQI_ZLY1uBixodQrVtmGmcu

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

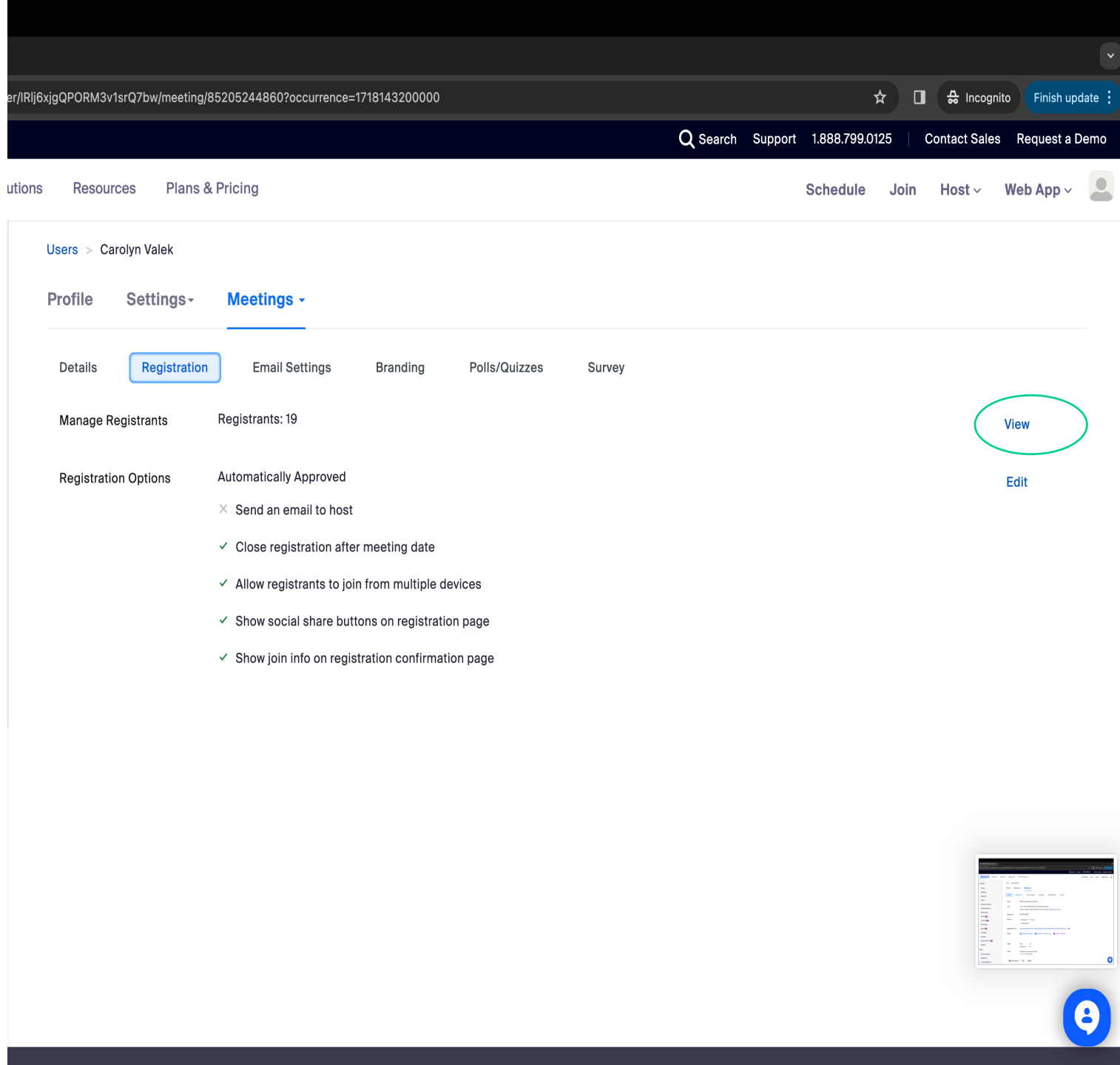
Video Host off
Participant off

Audio Telephone and Computer Audio
Dial from United States

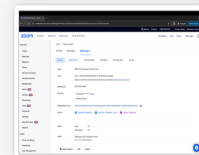
[Copy Invitation](#) [Edit](#) [Delete](#)

Resending Zoom Link to Registrants

- In the registration tab you will initially see the number of registrants
- Click on view to see the names and emails of everyone registered

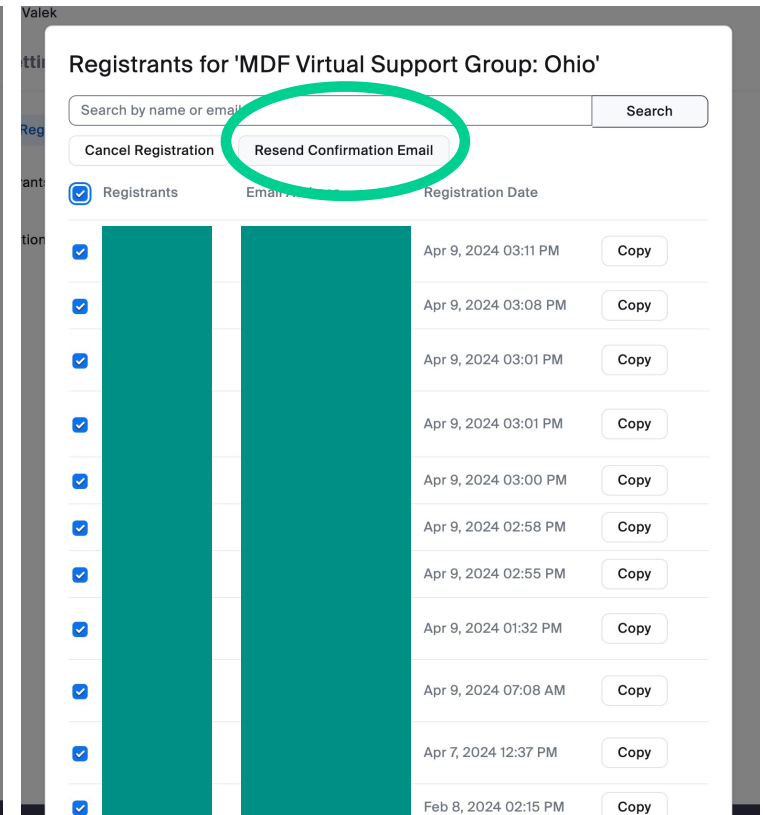
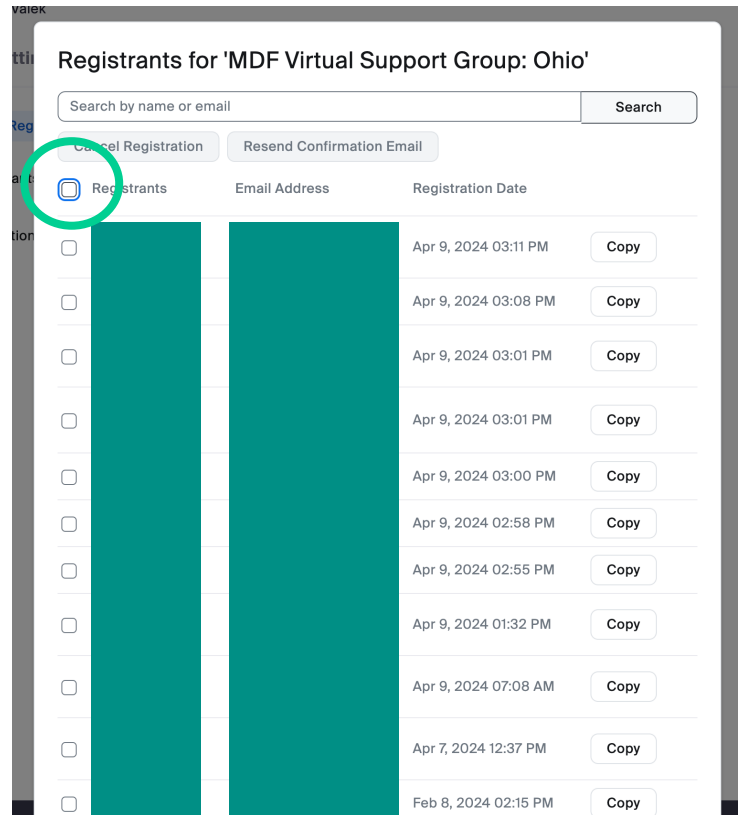


The screenshot shows the Zoom web interface for a meeting. The browser address bar displays a URL starting with 'er/Rlj6xjgQPORM3v1srQ7bw/meeting/85205244860?occurrence=1718143200000'. The page header includes 'Search', 'Support', '1.888.799.0125', 'Contact Sales', and 'Request a Demo'. The main navigation bar contains 'Meetings', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', and 'Web App'. The user profile is 'Carolyn Valek'. The 'Meetings' tab is selected, and the 'Registration' sub-tab is active. The 'Registration' sub-tab shows 'Manage Registrants' with 'Registrants: 19' and a 'View' button circled in green. Below this, 'Registration Options' are listed: 'Automatically Approved', 'Send an email to host' (unchecked), 'Close registration after meeting date' (checked), 'Allow registrants to join from multiple devices' (checked), 'Show social share buttons on registration page' (checked), and 'Show join info on registration confirmation page' (checked). An 'Edit' button is also visible.



Resending Zoom Link to Registrants

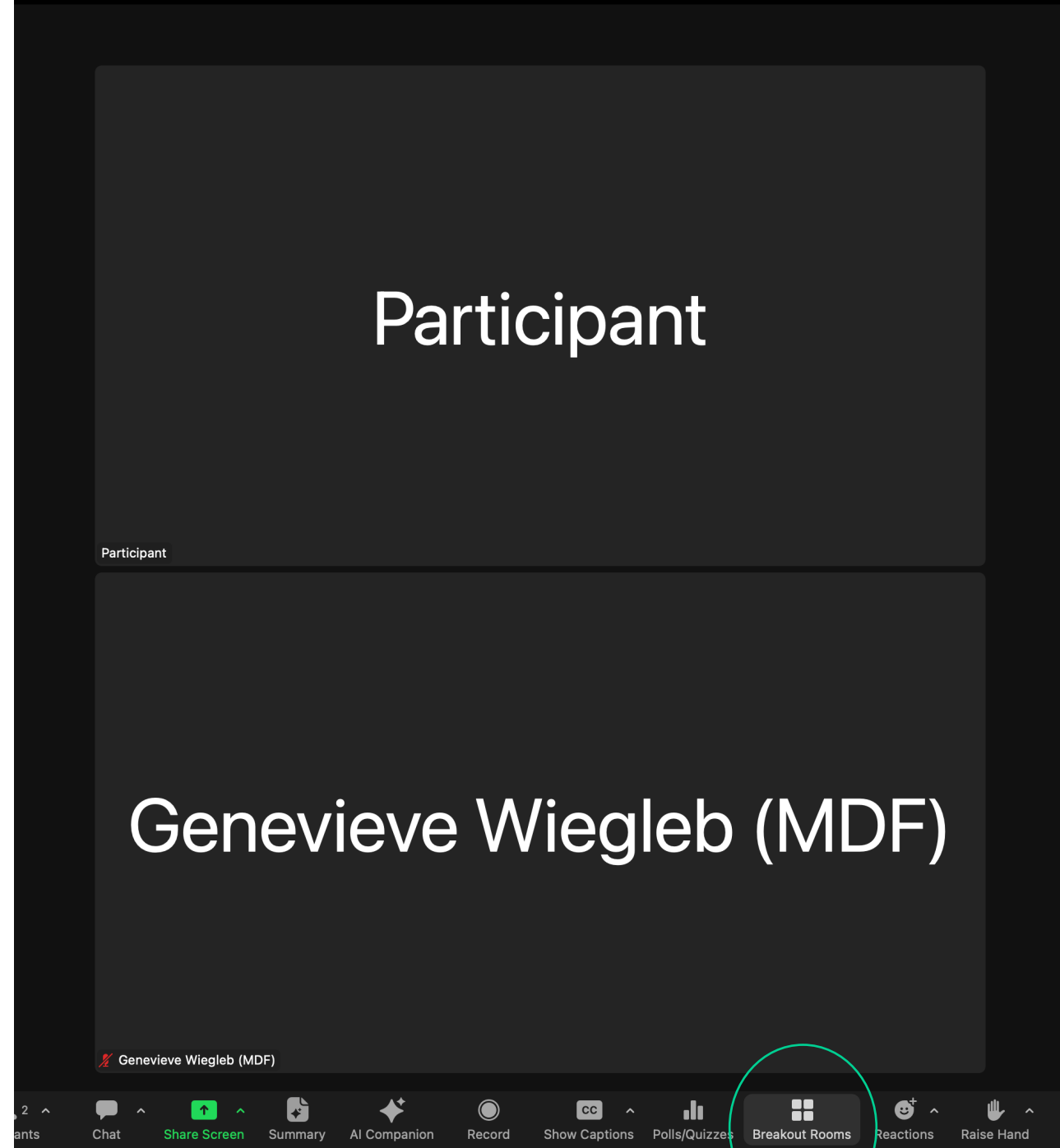
- Here you should be able to see your full list of registrants
- The check box at the top of the list will allow you to select all registrants
- You can also click on the check box beside each name of a person that needs their link resent
- The resend confirmation email will send a unique access link to the registrant



Break-Out Rooms

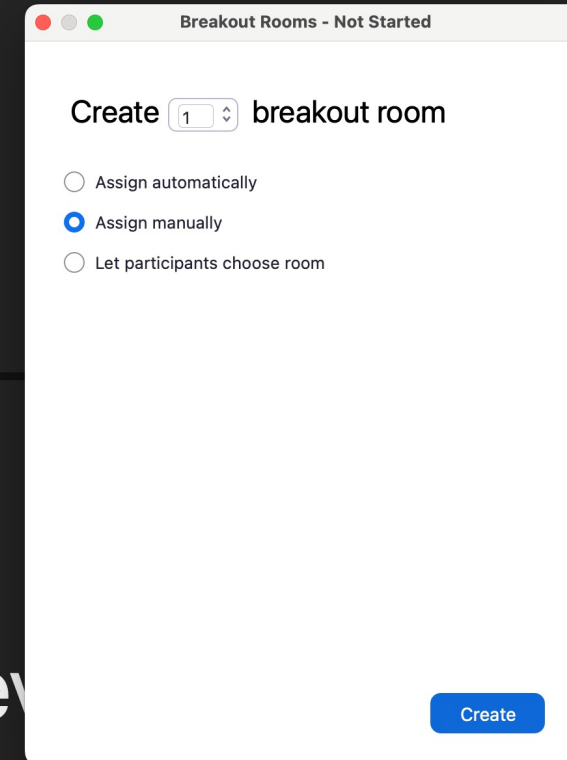
- In Zoom, you can find the breakout room option in the menu towards the right side.
- This feature can be useful for big groups or for separating out into smaller group discussions.

Note: *If you don't see the Breakouts icon, select "More"*



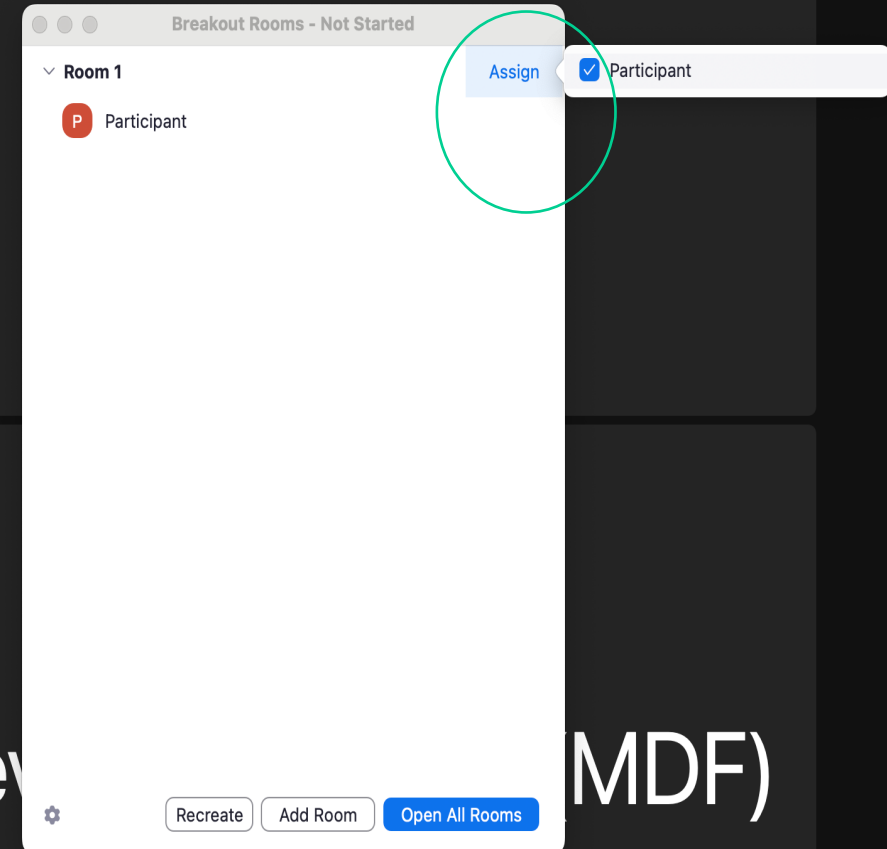
Break-Out Rooms

- Once you've clicked on the Breakout Rooms, it will open a window that will prompt you to choose the number of rooms and choose to assign randomly, manually, or allow participants to choose
- You can add additional rooms later if needed



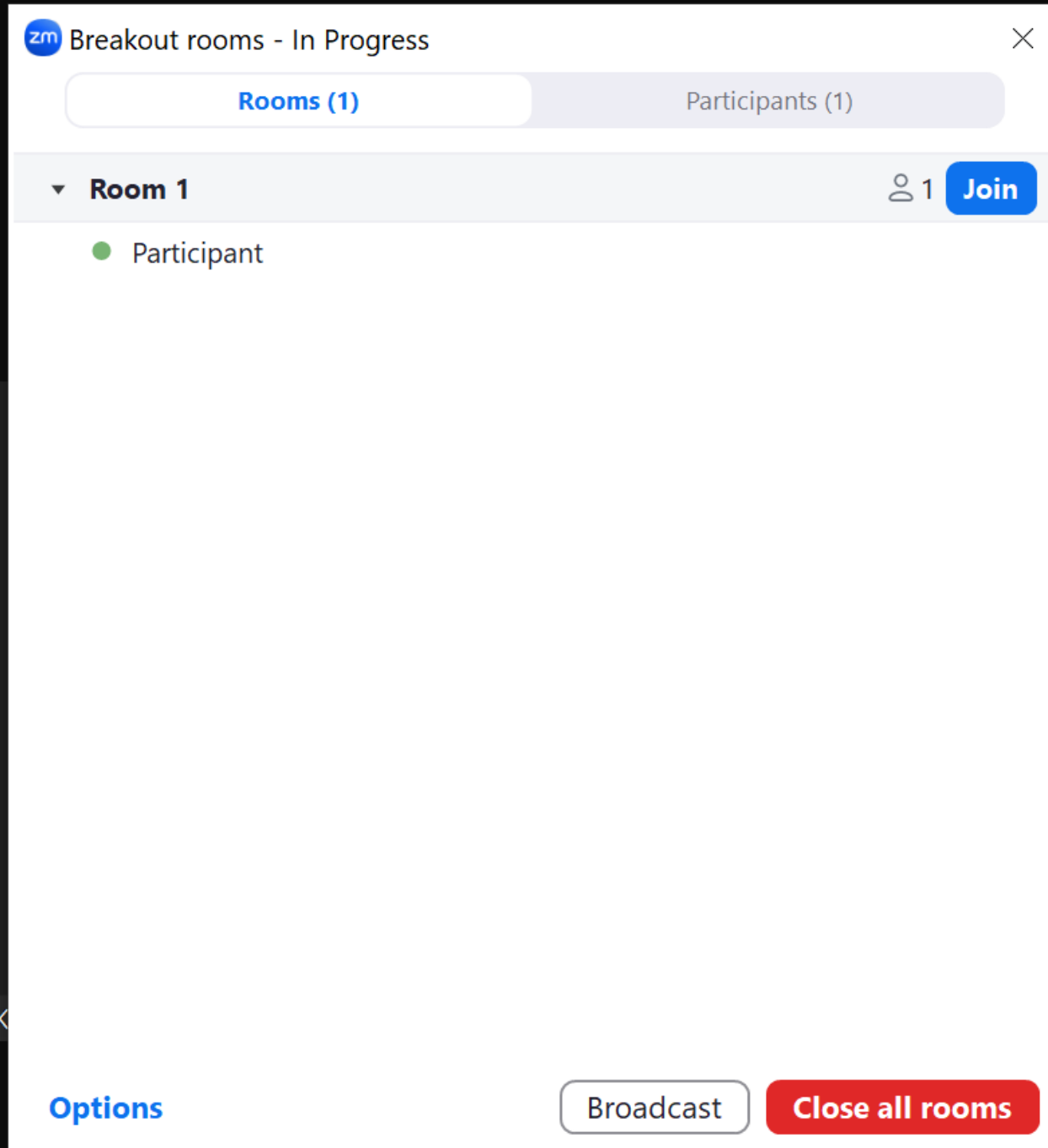
Break-Out Rooms

- If you choose to assign breakout rooms, you can do so by clicking on the assign button for each room & checking who should go into whichever room
- Use the Gear or Options button on the lower left for additional settings:
 - Allow participants to select their room
 - Automatically close after a certain time
 - How long to countdown after closing the rooms



Break-Out Rooms

- After a breakout is created, and the rooms are open. The Host can:
 - Move attendees between rooms by hovering over their name and choosing "move to"
 - Broadcast a voice or written message to all breakout rooms
 - Join a specific breakout room
 - Close all rooms and return attendees the main session
 - Close all rooms with a 15 second warning
- **Want participants to be able to select their own room?** Use the options button and the associated checkbox in the bottom left.



The screenshot shows the Zoom interface for breakout rooms. At the top, it says "Breakout rooms - In Progress" with a close button. Below that, there are two tabs: "Rooms (1)" and "Participants (1)". Under "Rooms (1)", there is a section for "Room 1" with a dropdown arrow, a person icon, the number "1", and a "Join" button. Below "Room 1", there is a green dot and the text "Participant". At the bottom of the interface, there are three buttons: "Options" (blue), "Broadcast" (white with a grey border), and "Close all rooms" (red).

How To Create a Poll

- Polls can be created by the HOST on the web portal ahead of time, or within the meeting itself by Hosts/Co-hosts
- Select the "Polls/Quizzes" Icon and Create
- Use the dropdown next to the questions to change its type.
 - Additional question options will appear based on its type
- The "single choice" button type can also be utilized to create and assign breakout rooms

Untitled poll

Untitled Question

Choice 1

Choice 2

+ Add choice

Required

Show as dropdown

Create breakout rooms ⓘ

Single choice

Multiple choice

Matching

Rank order

Short answer

Long answer

Fill in the blank

Rating scale



+ Add question

Managing a Poll

- After you add all your questions, save your Poll, then click "launch" to start it.
- The Host can see the incoming results and can decide when to end the poll.
- Once ended, you have the option to share the results with the group OR create breakout rooms if using that feature
- Using the "... " menu you can also relaunch the poll if any participants were unable to answer

[< Back](#)

Untitled poll Copy

0:31 | 1 question | 0 of 1 (0%) participated

1. Untitled Question (Single Choice)

0/0 (0%) answered

Choice 1 (0/0) 0%

Choice 2 (0/0) 0%

zm Polls/quizzes

[< Back](#)

Untitled poll Copy

Meeting poll ended | 1 question | 0 of 1 (0%) participated

1. Untitled Question (Single Choice)

0/0 (0%) answered

Choice 1 (0/0) 0%

Choice 2 (0/0) 0%

End Poll

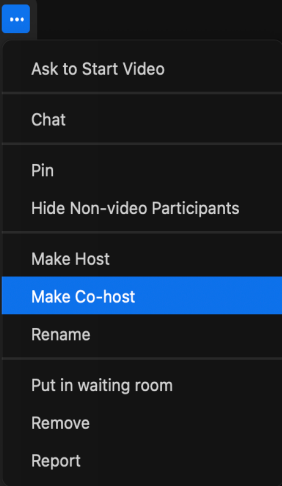
Create breakout rooms

Share Results

Transferring Host Powers & Managing Participants

- Find the participant you want to promote to HOST or CO-HOST in the Gallery or Participants List
- Use the "... " button for additional options, including:
 - Promotion to host
 - Pin their video (if featured speaker)
 - Request to start video
 - Stop their video
 - Remove them from the Zoom or send them to the "Waiting Room" if enabled

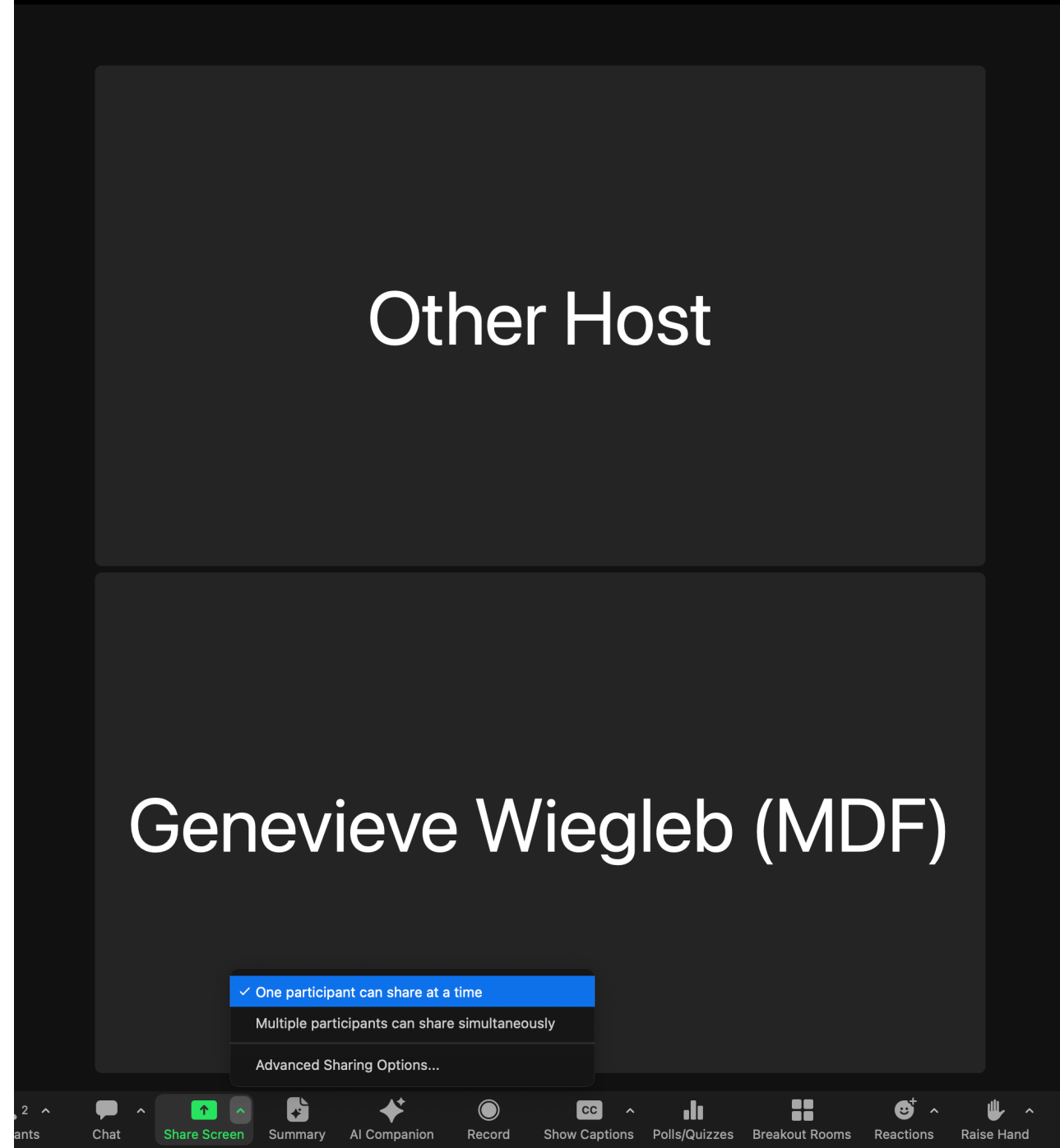
Other Host



Genevieve Wiegleb (MDF)

How to Allow Screen Sharing

- If participants are unable to share their screen, you can adjust the settings using the Carrot "^" icon on the top left of the Green Share Screen icon
- Select "Advanced Sharing Options..." for additional options including who can share and when



Tips & Tricks

- Start your meeting 10 minutes early
- Identify who will take the lead on:
 - Introductions
 - Admitting People from the Waiting Room
 - Verifying DM Diagnosis / Status
 - Monitor the Chat
- **Have an issue with video or audio?** First use the ^ icons next to the mic and webcam icons to ensure the proper device is selected. **Still not working?** Ask the attendee to try re-joining the session or restarting their machine.

Need One on One Support?

- **Visit our Technology Help Desk from 7 to 8:30 PM tonight!**
- **Contact Lucie to setup additional trainings or one on one walkthroughs with MDF Staff**

Thank You!

Join us at the Technology Help Desk from 7 to 8:30 PM Tonight!

