Webinar Login Instructions

New Employee Onboarding

Current as of: October 28, 2024

Contact for more information: employeeonboarding@uhn.ca

How to use this Document

This document provides detailed instructions on how to access and log in to the New Employee Orientation (NEO) session delivered to all new hires joining University Health Network.

Important Note

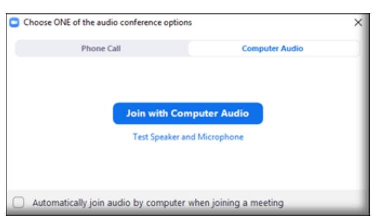
If this is your first-time using ZOOM, we recommend logging in 15 minutes early. If you have any additional questions or need further assistance, please contact us at employeeonboarding@uhn.ca.

Accessing the Meeting

Computer URL Login

Click on the zoom meeting link sent to your email, or copy the URL from the email into your internet browser's address bar.

For participants using a computer a message will appear asking to choose audio. Please click on the ‘Join with Computer Audio’ option. You will be connected to the ZOOM.



Phone Number Login

***Note** – we do not recommend joining via a phone number login as you will not be able to see the presentation screen and the content presented. If you do not have access to a computer, you can also access Zoom via a Smart Phone.*

To join the meeting via a phone number:

- Dial any of the numbers listed in your invitation
- When prompted, enter the meeting ID providing in your invitation followed by #
- You do not need a participant ID; press # when asked. Inform the administrator of your name so we can update our attendance and assign your name to your user ID

In the Meeting - Change Your Display Name

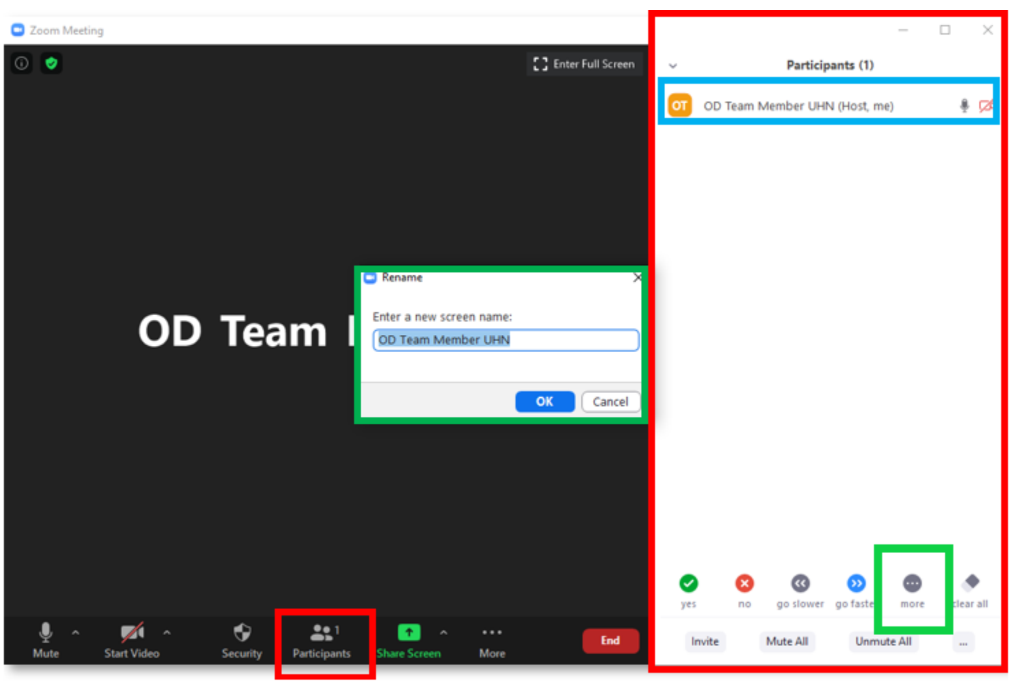
(refer to image below)

1. Once you are in the meeting, please click on the 'Participants' Tab, this will open the participants list (red box).

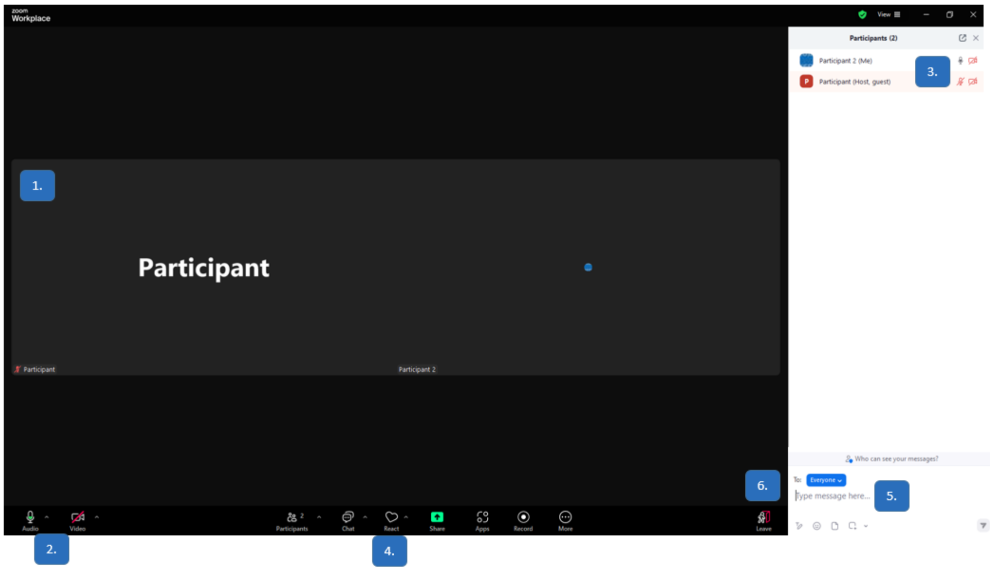
2. Locate your current name and click on it (blue box). Select the 'More' tab.

3. Click on 'Rename'

4. Please type your first and last name as identified on your offer letter and click OK so we can complete our attendance (green box).



Index of ZOOM Window Tools



1. Video Screen

This is where you can view the videoR or screen shares of other participants. You can adjust the number of screens displayed by toggling the video options located in the **top left corner** of the screen.

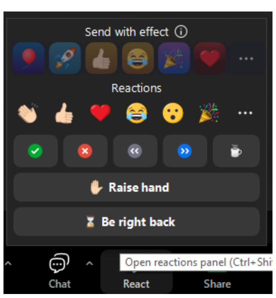
2. Control Bar

Click on the different tabs to mute or unmute your microphone, turn your camera on or off, open or close the participants list, open or close the chat window, start sharing your screen, record the webinar, or send a reaction to the group.

3. Audio and Visual controls

Click on the microphone icon to mute or unmute your microphone and the camera icon to turn your camera on or off.

4. React Icon



The “React” icon on the control bar allows participants to complete non-verbal actions and communications such as raising your hand or giving thumbs up. All meeting participants including the Host and Cohost see these actions.

5. Group Chat

Type messages you want to send to the audience of your choice. Use the dropdown menu to select a specific person for a private message, or leave it set to "Everyone" to send a message to the entire class. This feature is useful for introductions if you do not have a microphone.

6. Leave Icon

Click on this icon or the close icon at the top of the window to leave the New Employee Orientation.