



North Houston Association

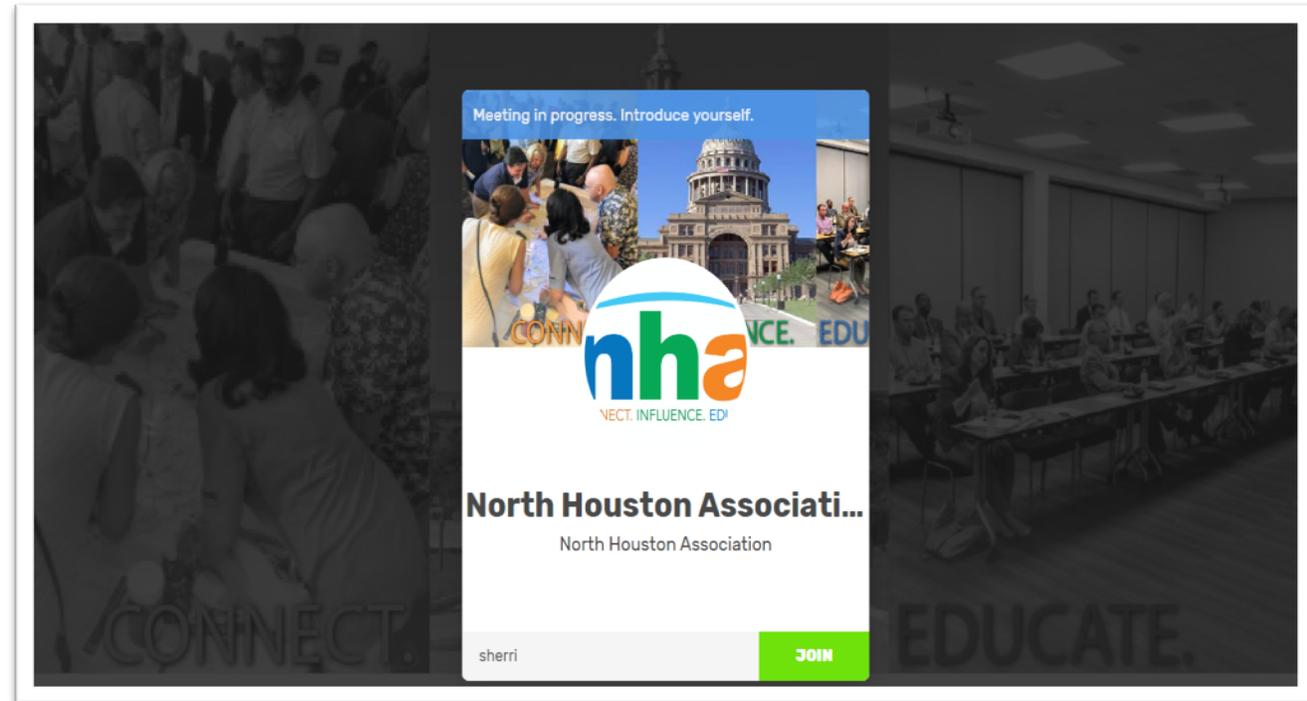


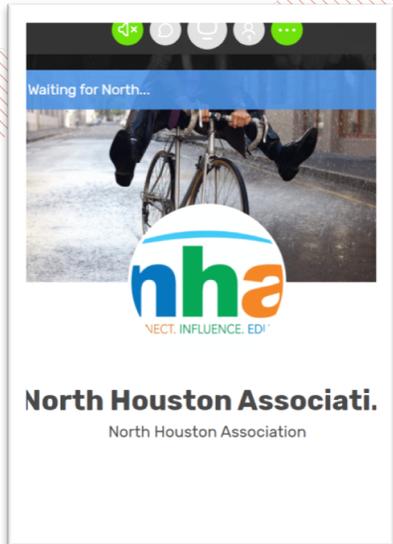
Virtual Meeting Platform

Participant's Guide

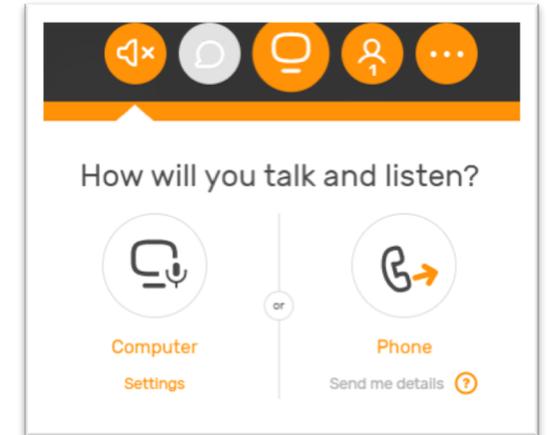
Please feel free to visit the NHA Committee Meetings page 'upcoming meetings' section to review the agenda and the minutes to be approved prior to the conference call. These meetings may be screen recorded.

- In your browser, enter the link join.me/NHA_connect and add your FULL name. If not prompted in the beginning please click your bubble and edit the name.





1. You may see this popup if you joined prior to meeting start
2. The app will ask you to choose how to talk & listen
 - Choose either computer or phone, whichever is applicable
 - If you choose computer, please do not use video
 - Please check that you've muted your audio
 - You will still be able to see presenter and presentations
3. In the top bar, you will see five icons



- The first will allow you to turn your speaker on and off
- The second will allow you to participate in the group chat with the others joining the meeting
 - Use list at bottom of chat section to select @all or an individual for a private chat
- The third allows you to share your screen. Do not use this button unless previously discussed with NHA staff, it may interfere with the speaker's presentation.
- The fourth button will show or hide the participants list & icons during the meeting.
- The final button, tools, allows you to **exit** the meeting

Exiting the meeting can be done in multiple ways.

- You can close the browser tab and that will close the meeting.
- You can click the 5th button at the top (with 3 dots) and the drop down menu will provide an 'Exit Meeting' option.

