

2021 HBHS Staff Retreat

WELCOME

STEP 1: Open a web browser on your HBHS laptop or computer, smartphone, or tablet. (You can use any browser, ie. Mozilla Firefox, Microsoft Edge, or Google Chrome.)

If you do not have access to a computer with a microphone, webcam, and internet please join us in the large conference room for your session. If you prefer to leave your office for a more relaxing setting you may also join us in the large conference room. (Social distancing and masks are required)

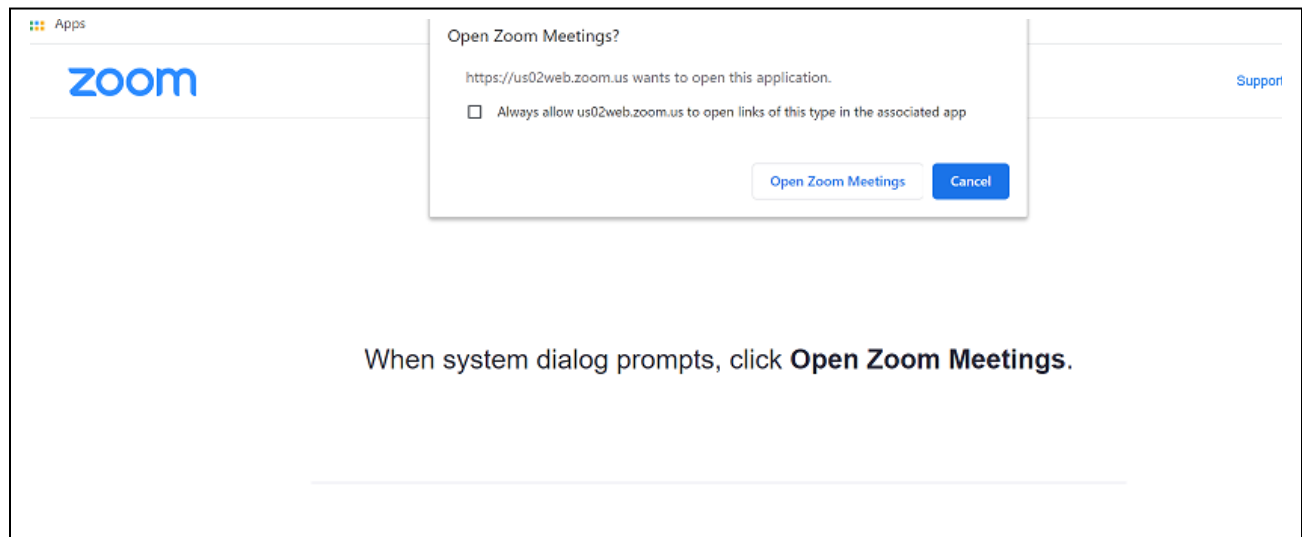
STEP 2: Type in the following website

<https://hbhs9.com/retreat/>

STEP 3: Click the link for your scheduled retreat day and session. (Forgot your session? Refer to the label on your paper retreat bag for your date & time.)

STEP 4: The link will open your Zoom session. Follow the prompts given to join your meeting. If you are using a phone or tablet you may need to download the Zoom app (see the help section).

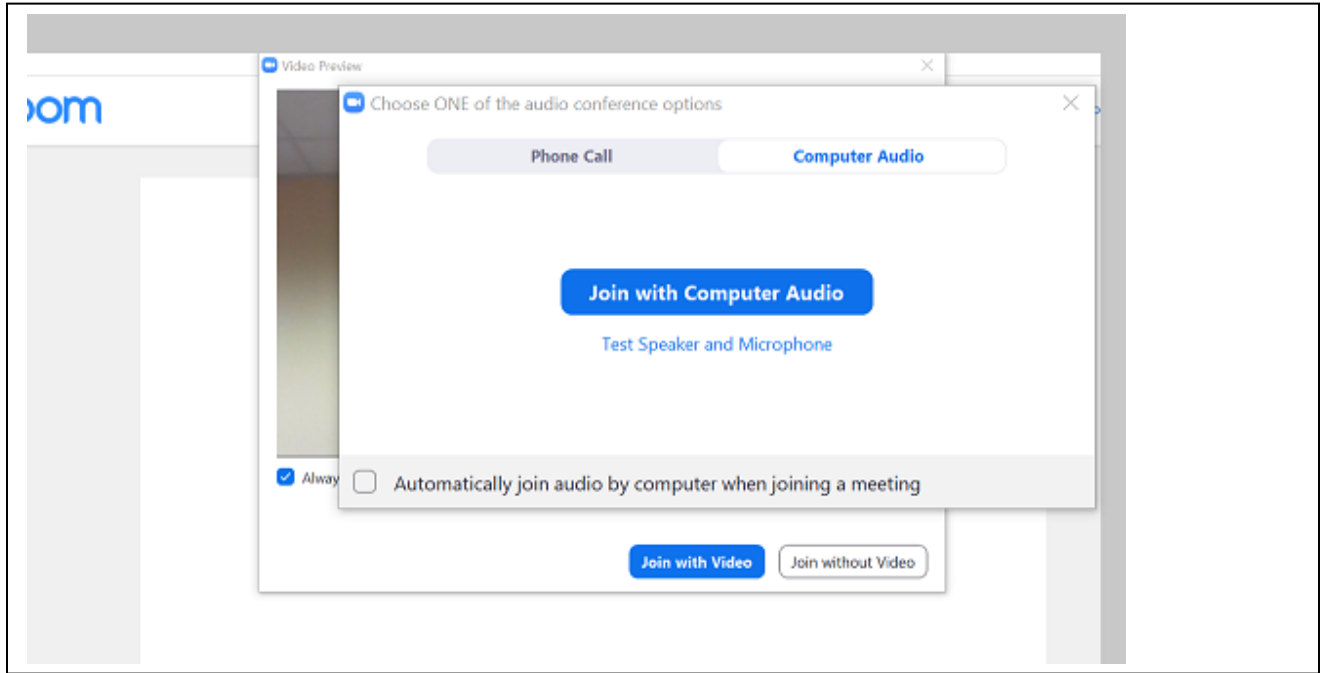
On your computer, click "Open Zoom Meetings"



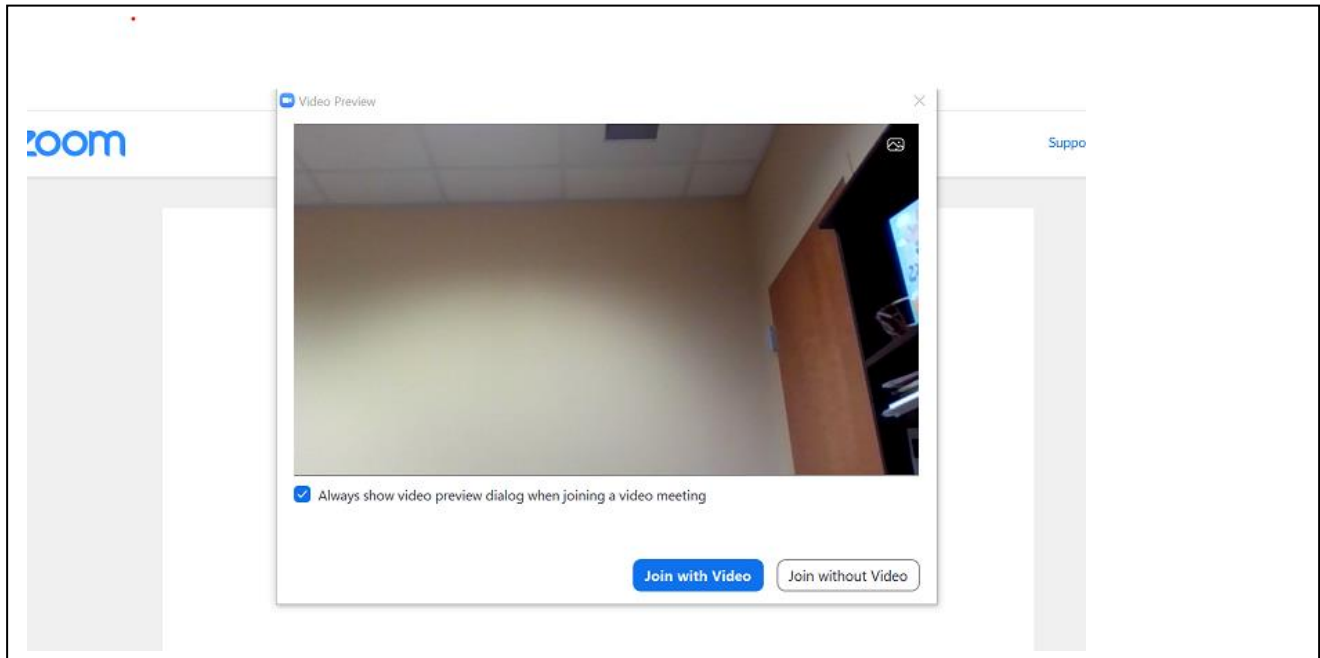
The image shows a screenshot of a Zoom meeting prompt dialog box. The dialog box is titled "Open Zoom Meetings?" and contains the text "https://us02web.zoom.us wants to open this application." Below this text is a checkbox labeled "Always allow us02web.zoom.us to open links of this type in the associated app". At the bottom of the dialog box are two buttons: "Open Zoom Meetings" and "Cancel". The background of the screenshot shows the Zoom logo and a "Support" link in the top right corner. Below the dialog box, there is a horizontal line and the text "When system dialog prompts, click **Open Zoom Meetings**."

STEP 5: Allow Zoom to access your microphone/sound and video.

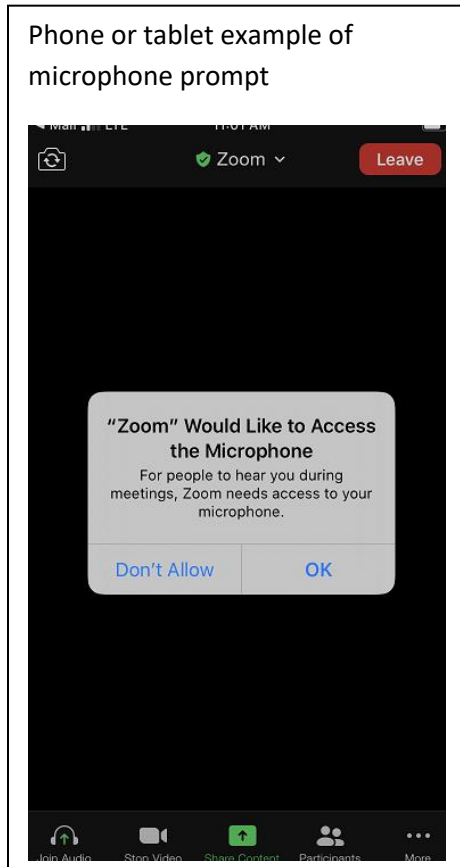
On your computer, click "Join with Computer Audio"



On your computer, click "Join with Video"



On your smartphone or tablet, click “OK” when prompted for access to your microphone and video. When given audio options “to hear others please join audio”, choose the option “call using internet audio”.

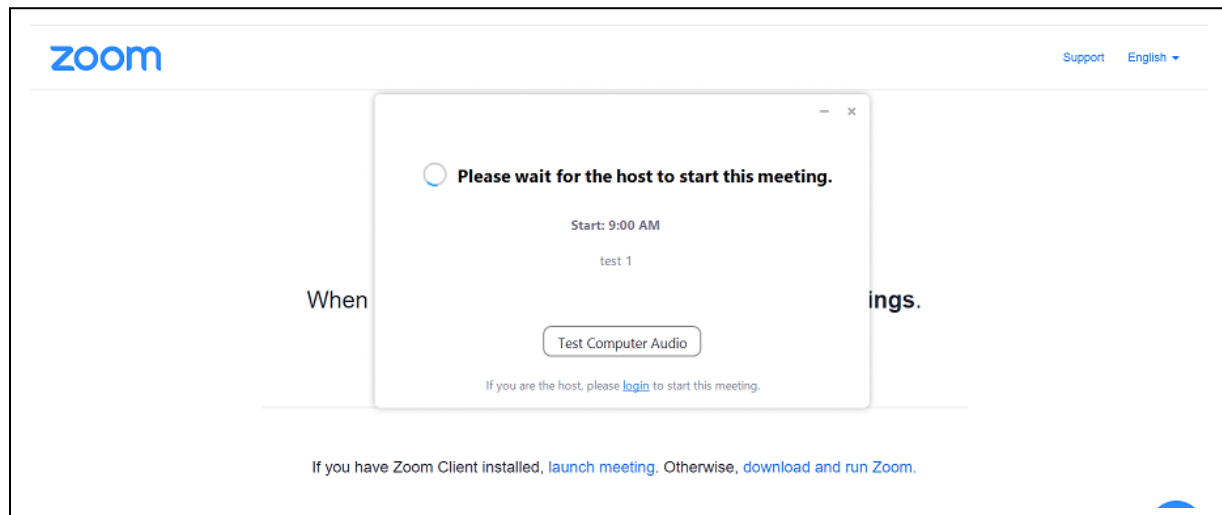


STEP 6: Follow any other prompts & join the meeting. Once you have joined the meeting you will be greeted and given instructions. If you have a question please click the “More” button on your tablet/phone or the “Reactions” button on your computer screen and choose the option “raise hand”. A committee member will answer your question.

NEED HELP? Please use the attached tip sheet. If you still are having issues please contact the IT Helpdesk at ithelpdesk@hbhs9.com or 601-321-2479.

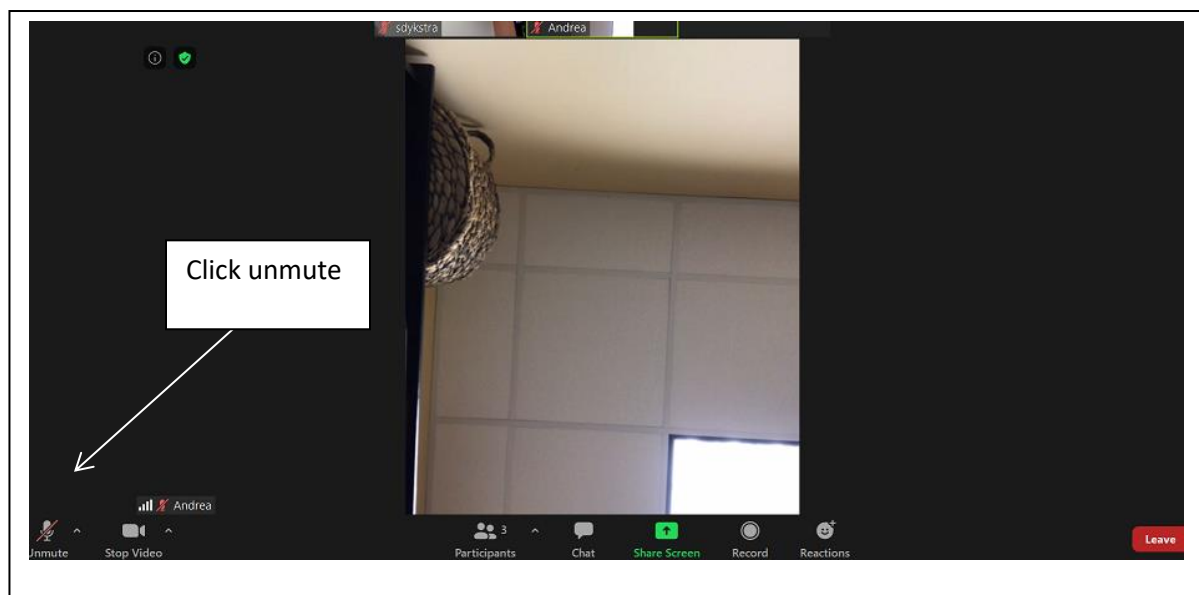
Tips & Help

Please wait for the host to start this meeting text box. You are in the right place but a little early. Please be patient and the meeting will automatically start when it is scheduled.



Why can't I hear the person speaking? Check the sound volume level on your computer as it may be off.

Why can't anyone hear me when I speak? Click on the "unmute" button in the lower-left corner of your screen.



Why can't I see anyone? Check to make sure the video is turned on in the lower-left corner of your screen near the mute button.

Need the Zoom App on your phone or tablet?

Download the Zoom App > Open an App Store on your device and download the free Zoom Cloud Meetings app (click on your session link after you have downloaded the Zoom app)

