**How to connect to your online TOGETHER workshop series:**

Dear TOGETHER workshop attendee,

Thank you for joining our program. We appreciate your participation in the program particularly during these times of stress, uncertainty, and financial challenges. We believe that the tools that our program provides for stress management, communication, problem solving, and financial management can be particularly useful during these times.

To join your workshop series, you will receive an email from your case manager with the following message:

*[Staff member name] is inviting you to a scheduled Zoom meeting.*

*Topic: [Workshop series name]*

*Time: Mar 13, 2020 02:00 PM Eastern Time (US and Canada)*

 *Every week on Fri, until Apr 24, 2020, 6 occurrence(s)*

 *Mar 13, 2020 02:00 PM*

 *Mar 20, 2020 02:00 PM*

 *Mar 27, 2020 02:00 PM*

 *Apr 3, 2020 02:00 PM*

 *Apr 10, 2020 02:00 PM*

 *Apr 17, 2020 02:00 PM*

*OPTIONAL: You can download and import the following iCalendar (.ics) files to your calendar system so that it appears in your calendar*

*You will always join by going to:*

 *https://umd.zoom.us/meeting/v5Arc-Crpj0tr5IbJgc-72Hs kdiPPD6kw/ics?icsToken=98tyKuusqD8jGdyTt1-Cc7QqW6\_\_bvGxlmMbg6F3mxyoVHJ7cU79MutyApYpG8-B*

*Join Zoom Meeting*

*https://umd.zoom.us/j/246493867*

*Meeting ID: 246 493 867*

Even though Zoom always provides a number to join by phone only we always want you to be connected using the camera of your smart phone or computer.

We encourage you to join the workshop series via computer so that you can see the slides and facilitators, but if you are unable you can join us through a smart phone if you have downloaded the Zoom application and you can you use the camera on your phone.

When you click to join the session via computer, you will be directed to a Zoom page that will directly open to a Zoom application (**please note you may have to update a Java link or allow a pop-up in order for the application to open**). If you have not previously downloaded Zoom, you will be asked to download the application. Once downloaded, the screen will look like the following:



After, a pop up window named “Video Preview” will appear and you have the option to “Join with Video” or “Join without Video.” Please click your preference to join the session. You will be prompted to enter your name, please type in you and your partner’s first name and last initial.

Once you click the button, you will be entered in the session. If you have any questions, there is a chat box in the webinar that you can reach out to facilitators or you can simply unmute yourself and ask the question verbally. If you are receiving some connectivity issues, please reach out to your case manager directly.

Troubleshooting:

* Trouble with WIFI or internet connection? Please view this [link](https://support.zoom.us/hc/en-us/articles/201362463-Wireless-WiFi-Connection-Issues).
* Trouble connecting to Zoom? Please visit their support site for frequently asked questions. This article addresses ways to connect via different internet browsers and via iPhone or Android. Please click [here](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting#collapseWeb).
* If you experience a loss of internet or need to disconnect from the live session, please reach out to your case manager via email or phone to let them know.

**Choosing a Virtual Background:**

* If you would like to have a virtual background for your session, please follow the instructions below.
* Once in the session, scroll over the bottom toolbar and select the arrow next to the “Stop Video” button. From the list, select “Choose Virtual Background.” You will be prompted to a new pop-up window. Next to “Choose Virtual Background” there is a plus sign button, please click that button to add a new background image. From your computer, please select the background you would like to use.
* Once you have uploaded a background into Zoom, click the background. A pop-up window will appear to prompt you to download a “Smart Virtual Background” – please select “Download.” Once downloaded, your background will appear.
* **Please note: if you have multiple people in the screen, the background may not work effectively. Also if you are using Zoom from a Mac computer, the background may not work effectively.**

Online Ground Rules:

1. Find a quiet space in your home where you and your partner can sit together at the computer without interruptions. Because of the sensitive and confidential nature of this workshop, it is important that other people are not in the room with you. This is to protect your privacy as well as the privacy of other participants. This is a group workshop setting and everything said is confidential in nature. This is a workshop for adult couples so it is important that there are no children in the room or nearby that can hear your conversations.
2. Both partners are expected to participate through video and audio and both partners must be present and visible to participate. If one partner cannot make it to one session, please contact your case manager for further instructions.
3. Please make sure that you know how to mute and unmute your microphone. Have your video camera connected at all times. There will be moments in the session during which the facilitators may ask you to mute your microphone.
4. During the session, your participation is welcome to make it a more interactive and engaging experience. Please send a message to the facilitator/group through the chat feature, if they are not hearing your question and/or comment

Thank you,

TOGETHER Program Staff