



Recommendations for participating in your virtual Opportunity Passport® Training

Connecting to the training:

- You will be emailed Zoom links for each session of the Opportunity Passport® trainings.
- Be sure you are in a space that has internet access.
- **Prior** to the training, please use this link - <https://zoom.us/test> - to be sure your device is capable of joining the Zoom meeting.

Training expectations:

- **Participation:** Please be prepared to ask and answer questions throughout the training and contribute to the conversation with the other participants.
- **Video:** Please keep your video on during the training.
- **Audio:** Please mute yourself when you are not speaking.
- **Technology:** Joining the training from a laptop is ideal versus joining by a phone. Opportunity Passport® staff may also direct you to other platforms during the training.

Zoom features:

- **Polls:** There will be times you will be asked to participate in questions that pop up on your screen.
- **Breakout Rooms:** There could be activities that we will place you in a breakout room with other participants to complete activities.
- **Chat:** You will be given links and further information in the chat feature of the Zoom. You can also use this feature to ask a question of the trainers.
- **Audio Mute:** You will use this when you are not talking to help eliminate background noise.