

#### Chapter Development Workshop

Tech Help is on the Way—6 Part Workshop Series

#### **Session 4:**

### How to Use HLAA Leaders Groups.io

#### **Ann Thomas**

HLAA Brand Ambassador GITHL Committee Member HLAA Diablo Valley Chapter President

#### Alan Katsura

HLAA Tech Groups.io Monitor HLAA CA State Association Board Member Diablo Valley Chapter IT Support

### Housekeeping

- Please hold questions until the end
- Click Thumbnail picture
   Click meatballs, 3 dots
   Rename: include name and chapter
- Questions, include your name

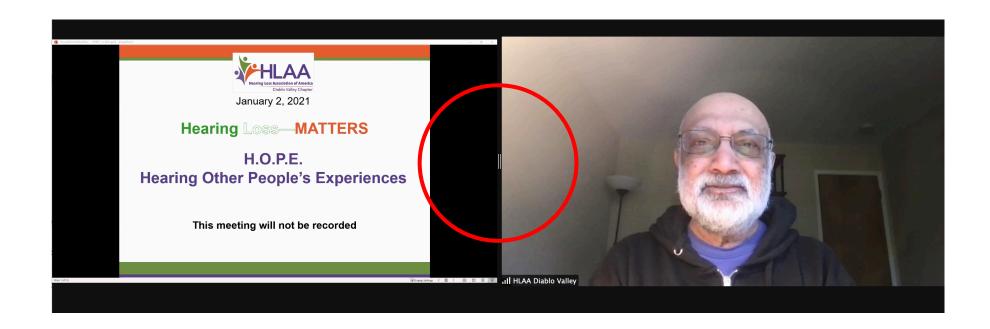


# ZOOM TIPS

- If captions don't start automatically click the **CC** button in the tool bar, **View Subtitles**
- Caption box can be moved
- Chat feature is available



### **Adjusting Screen Size**

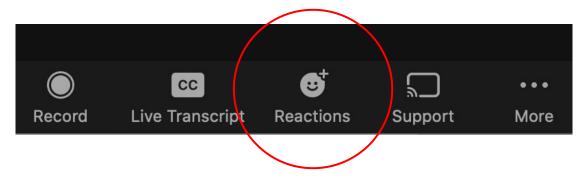




### Raise Hand to Ask Questions

The raise hand feature is now in Reactions

To ask a question or make a comment raise hand



- 1. Click on the Reactions
- 2. Click on Raise Hand



# HLAA CHAPTER DEVELOPMENT WORKSHOPS

Session 4: How to Use HLAA Leaders Groups.io

Tech Help is on the Way
6-Part Workshop Series
with Ann Thomas and Alan Katsura

May 13, 2021

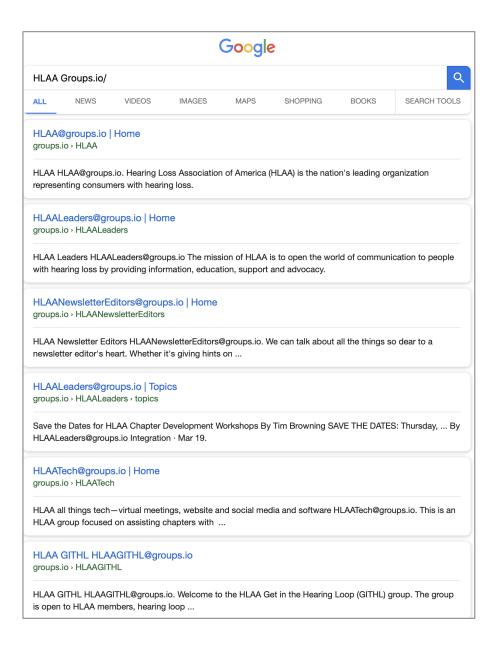
### How to Use HLAA Leaders Groups.io

This meeting will be recorded



### HLAA groups.io

- HLAA Leaders
- HLAANewsletterEditors
- HLAATech
- HLAAGITHL
- HLAAAdvocacy



### Groups.io

# Presentation Focus

- Subscription
- Preferences
- Calendar
- Messages
- **Files**
- Database
- Wiki

# Subscription

- □ Individual
- ☐ Full Featured Digest
- ☐ Daily Summary

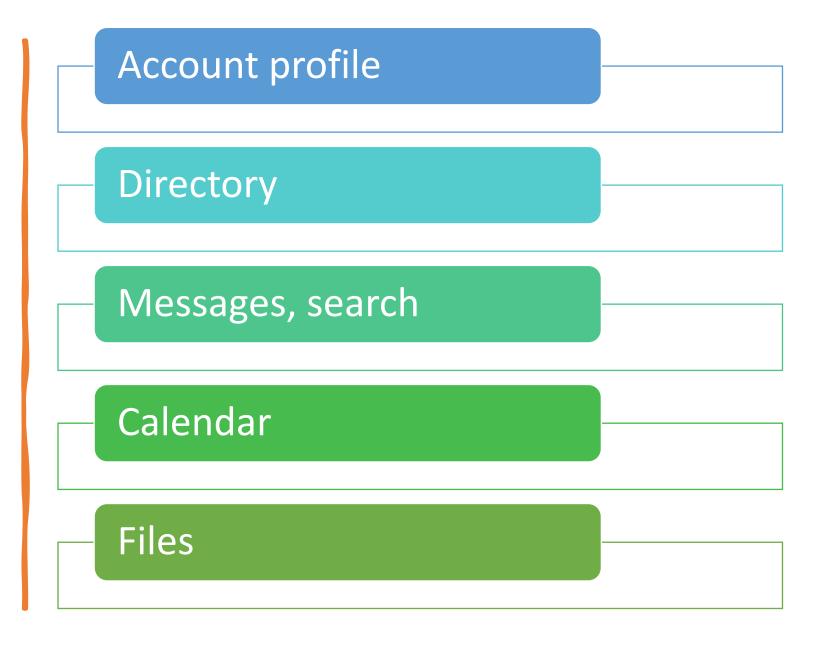




### Access Groups.io

- email—click link in email
- online homepage—bookmark page

Viewing Groups.io Online Benefits



### Account Settings





**PREFERENCES** 

**IDENTITY** 

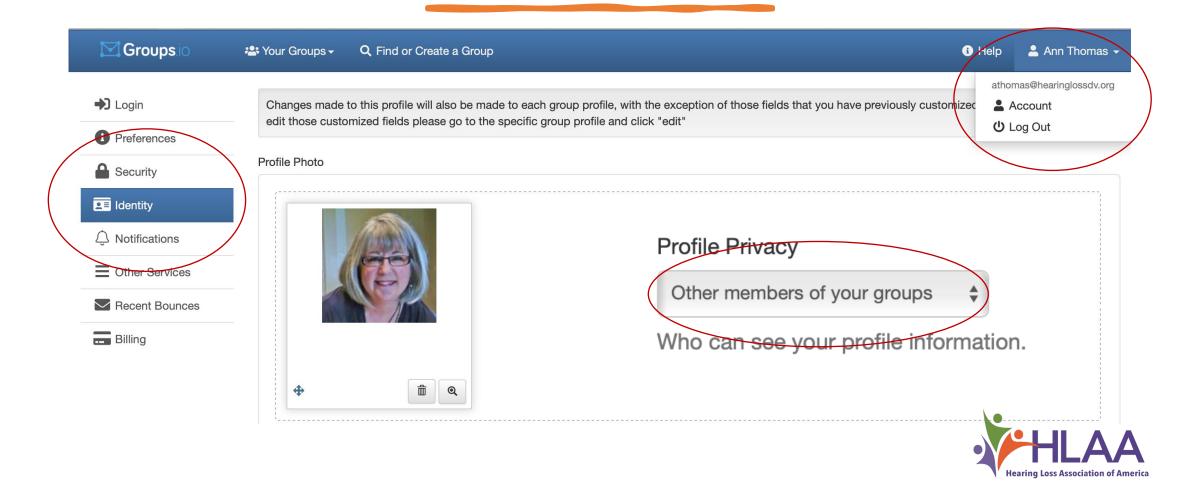


### Settings

- Preferences—set time zone
- Identity—add picture, profile privacy

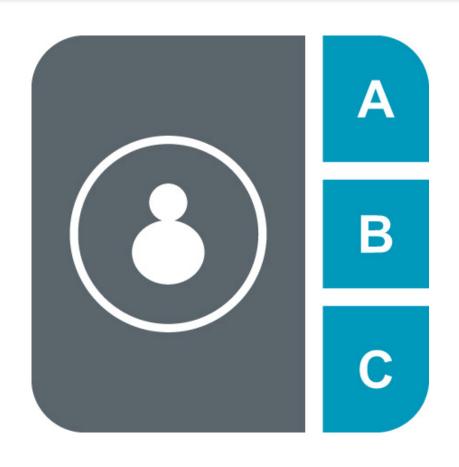


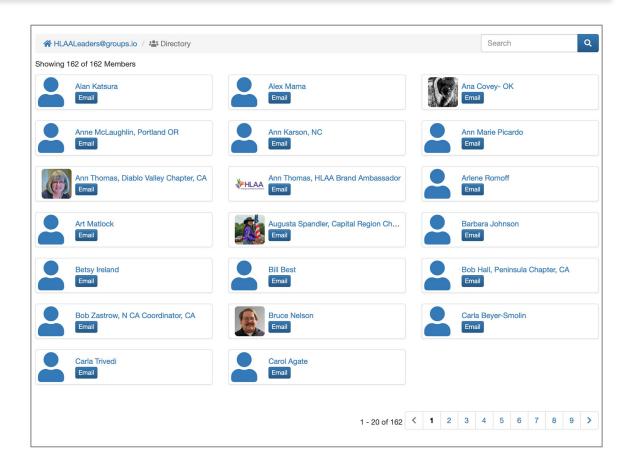
## Account Identity



### Directory

#### **Contact Members**







# Calendar



## Messages

# hash tags

editing

search



# Files



## Database

Hearing Dogs Programs







#### **Members Manual**

Make the most of your group memberships.



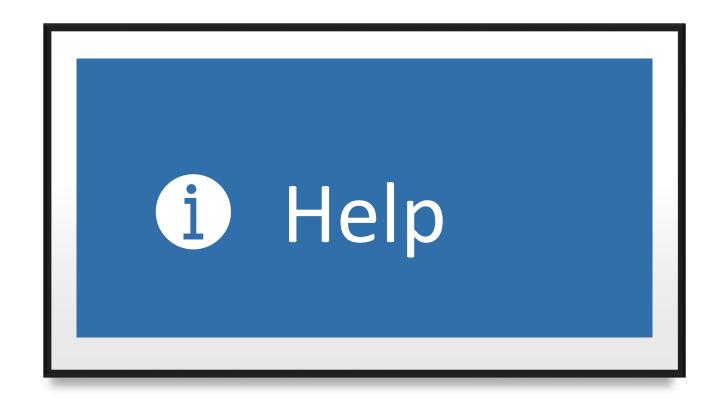
#### **FAQs**

Frequently asked questions.



#### Glossary

Definition of terms used in the manuals.



Help—Groups.io



### ALERT— Transition soon

Enterprise



# Questions & Answers





### Tech Workshops, 6 Part Series

Sessions 5-6—dates to be determined

**Session 5**: Introduction to Using the Internet and Emails

**Session 6:** How to Use the HLAA Website for Leaders



### Tech Workshop Resources

#### **Additional Documentation**

**HLAA Leaders Groups.io Files** 

- HLAA Leaders groups.io
- Click on Files
- Open the Folder, Tech Workshops

#### **Presenters**

Ann Thomas, <u>AThomas@hearingloss.org</u>
Alan Katsura, <u>AKatsura@hearinglossca.org</u>

### **ATTENTION**

May 25, 2021, 10:00 a.m. - 3 p.m. ET

### **HLAA Hosts FDA Patient-Focused Drug Development Meeting**



- Communicate with the the FDA
- Shape hearing loss treatments
- Created a deeper understanding of the impact of hearing loss

**Link to Meeting Information and Registration** 

