



**KA WAIWAI NO  
NĀ KŪPUNA**  
Treasure Of Our Ancestors

## HCBP Virtual Summit & Workshops For All Zoom Tips for Participants

Are you new to using Zoom to access online events? If yes, we recommend viewing the YouTube video linked here [Joining a Zoom Meeting](#) to help you get started.

### Join a Session from a Desktop:

1. Locate the session invite link from the *SUMMIT ACCESS PASS* that was emailed to you.
2. Click on **“Click here to join the meeting”** to join a session.
3. \*If a pop-up window prompts you to open or install the Zoom desktop client, click Cancel. At the bottom of the page, click the [Join from your Browser link](#). Note: If you don't see this option, make sure to enable Join From Browser.
4. You may be prompted to enter your name and the meeting ID, if it was not included in the join link.
5. Click **Join**
6. If prompted, sign in to your Zoom account. If you do not have a Zoom account, create a new account.

Spring 2022 Virtual  
Hawaiian Culture-Based  
Practices  
Summit & Workshops for All

**Keynotes & Presentations**  
“Summit Access Pass”

We are so excited to offer a **LIVE** Spring 2022 Virtual Hawaiian Culture-Based Practices Summit & Workshops for All  
Friday, March 4, 2022 from 8AM-4PM

“Click here to join the meeting” below to attend your selected presentations.  
\*Note the max capacity, if your first choice is full, please select another presentation.  
Keynotes and presentations will open **5-10 minutes** prior to each start time.

Wahena- Summit Opening Protocol 8:00AM-8:30AM

Opening Protocol	Wahie Crew
Welcome	Nani Fujiwara

[Click here to join the meeting](#)  
Meeting ID: XXX XXXX XXXX

MORNING KEYNOTE 8:30AM-9:30AM

Summit Keynote Panel Discussion

Elsie Kaleihulukea Ryder Hāhau Hula o Kukunakali	Pōmaika'i Keawe Hawaiian music artist & educator	Sean Pauahi Chun Ho'āla Lahui Hawai'i	Pōmaika'i Keawe & 'ōhana
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[Click here to join the meeting](#)  
Meeting ID: XXX XXXX XXXX

MAX CAPACITY: 3,000

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

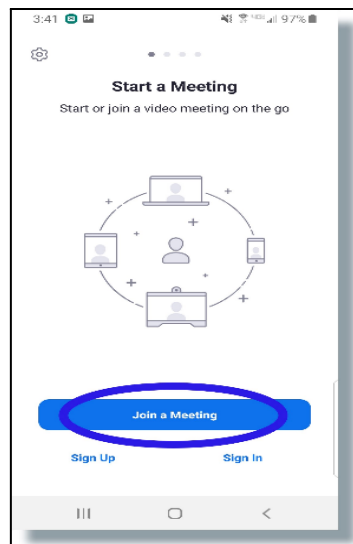
Join

### Tablet or smartphone:

It's best to sign-in via  
the Zoom app.



Click **“Join a Meeting”** and enter the **Meeting ID**. Follow the sign-in prompts thereafter.



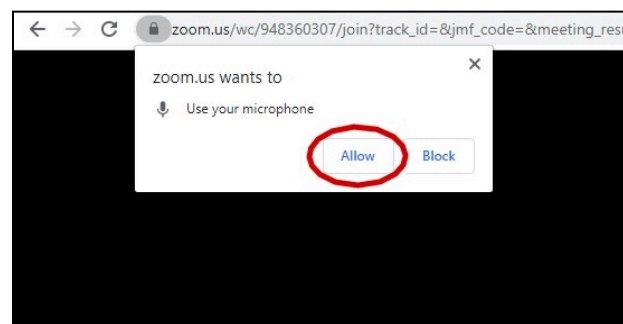
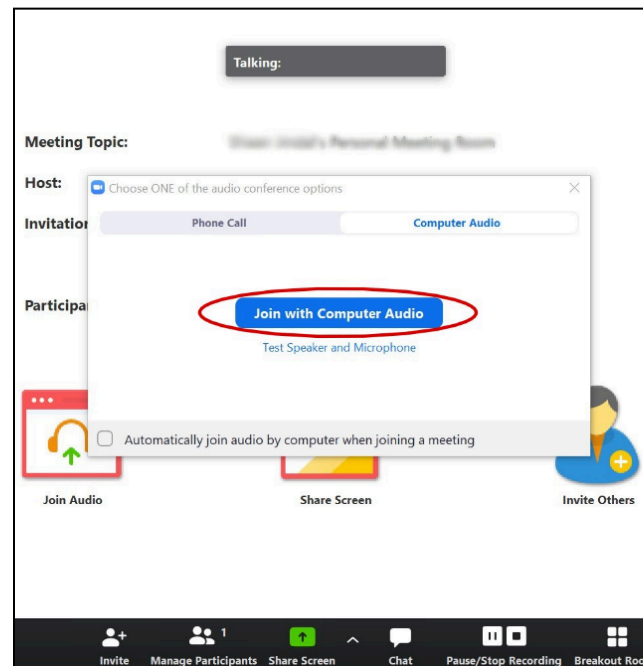
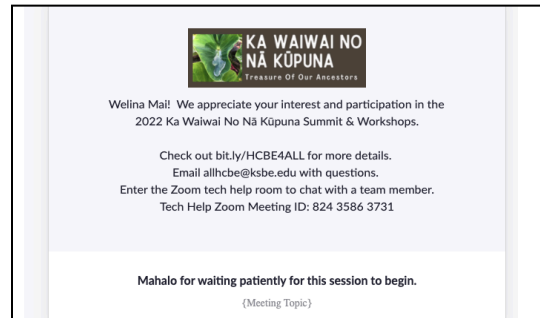


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Once you're in the session:

- If you join before the Host, you may need to wait in the "waiting room" till the Host opens the meeting room.
- Next, select "Join with computer audio"
- Allow** Zoom to access your microphone and webcam.





#### TOOL BAR & ZOOM FEATURES

- D. Identify your toolbar to utilize the Zoom features.
- Microphone:** mute/ unmute
  - Video:** on/ off
  - Participants:** a list of participants' names attending the meeting.
  - Chat:** utilize the chat room to ask questions and have conversation with other participants.
  - Share Screen:** participants will not be sharing their screen at this time.
  - Record:** participants will not need to manage the record feature. NOTE: A majority of the summit sessions will be recorded for future viewing. Your presence indicates your consent to being recorded.
  - Breakout Rooms:** Participants will not need to manage breakout rooms. However, some presenters may utilize this feature.
  - Reactions:** Utilize the reactions/emojis 😊
  - Leave Meeting:** click on this button to leave the meeting.

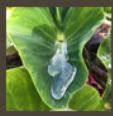
\*Some features may be disabled at the request of the presenter(s).

The screenshot shows the Zoom toolbar with the following labels:

- a. Mute
- b. Start Video
- c. Participants
- d. Chat
- e. Share Screen
- f. Record
- g. Breakout Rooms
- h. Reactions
- i. Leave

Below the toolbar, three callout boxes provide additional information:

- Callout 1 (left):** Please keep your microphone muted during presentations.
- Callout 2 (middle):** Chat privately with other participants or publicly with Everyone in the meeting. This callout points to the Chat window, which shows a message from 'Me to Everyone: Aloha!' and a 'Save Chat' button.
- Callout 3 (right):** Use these emojis plus more, as well as the "Raise Hand" feature. This callout points to the Reactions menu, which includes a 'Raise Hand' button and various emojis.



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## **HCBP Virtual Summit & Workshops For All Zoom Tips for Participants**

You can create a FREE sign-in account on the Zoom website **before the summit** by browsing the following link  
[Download Center - Zoom](#).

Summit & Workshop support contact:

[allhcbe@ksbe.edu](mailto:allhcbe@ksbe.edu)