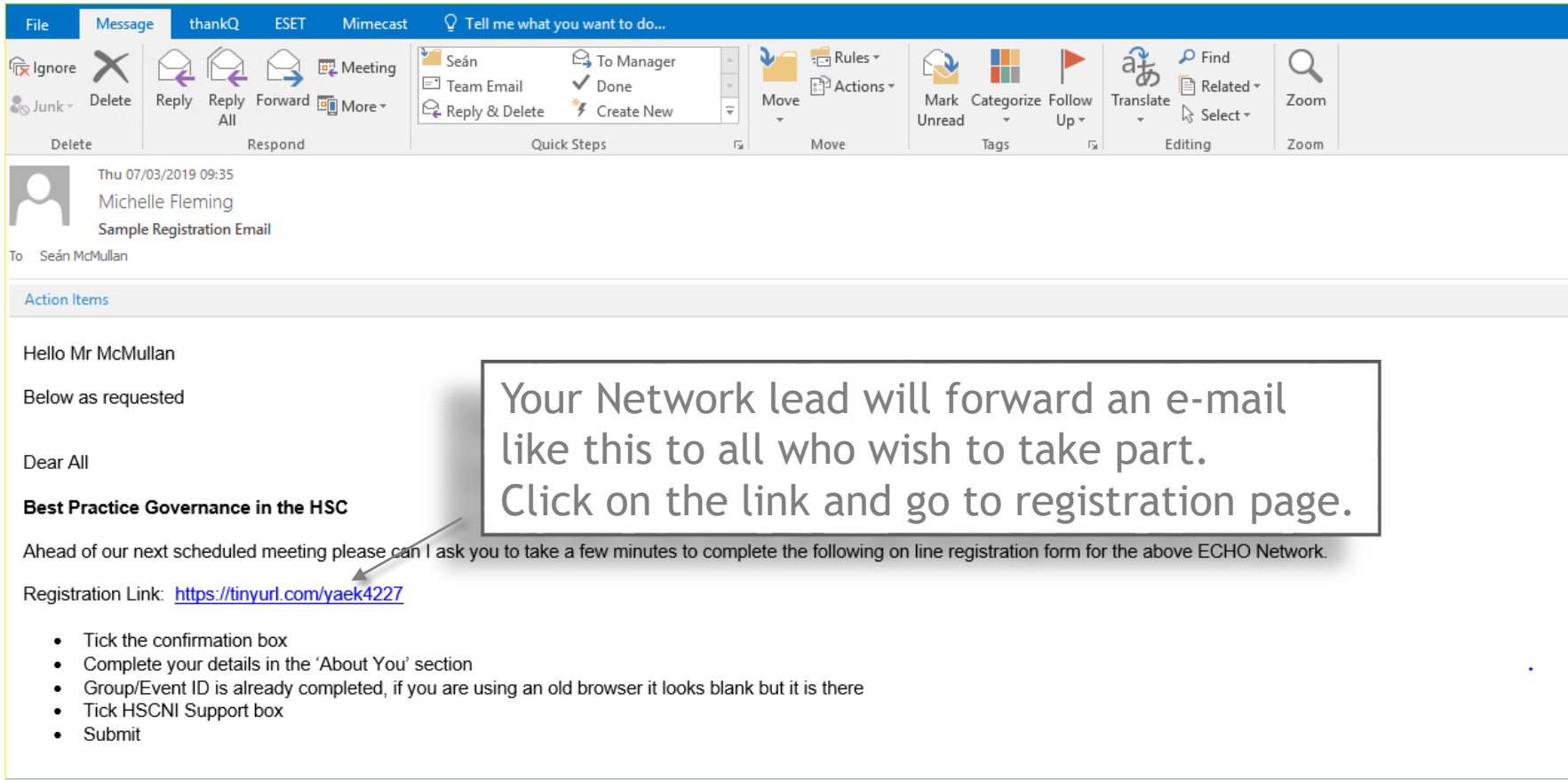


# How To Echo Successfully

A Brief Guide How to Connect and the TECH

# Registration



The screenshot shows an Outlook email window. The ribbon at the top includes 'File', 'Message', 'thankQ', 'ESET', 'Mimecast', and a search bar. The ribbon has several groups of icons: 'Delete' (Ignore, Delete, Reply, Reply All, Forward, More), 'Quick Steps' (Seán, Team Email, Reply & Delete, To Manager, Done, Create New), 'Move' (Move, Rules, Actions), 'Tags' (Mark Unread, Categorize, Follow Up), 'Editing' (Translate, Find, Related, Select), and 'Zoom' (Zoom). The email header shows the sender as Michelle Fleming, dated Thu 07/03/2019 09:35, with the subject 'Sample Registration Email' and recipient 'Seán McMullan'. Below the header is an 'Action Items' section. The main body of the email contains the following text:

Hello Mr McMullan

Below as requested

Dear All

**Best Practice Governance in the HSC**

Ahead of our next scheduled meeting please can I ask you to take a few minutes to complete the following on line registration form for the above ECHO Network.

Registration Link: <https://tinyurl.com/yaek4227>

- Tick the confirmation box
- Complete your details in the 'About You' section
- Group/Event ID is already completed, if you are using an old browser it looks blank but it is there
- Tick HSCNI Support box
- Submit

A callout box with a black border and white background is positioned over the registration link. It contains the text: 'Your Network lead will forward an e-mail like this to all who wish to take part. Click on the link and go to registration page.' An arrow points from the callout box to the registration link.

# Registration

The screenshot shows the Hospice UK website navigation bar with links: Home, Hospice care, About us, Support us, What we offer (highlighted), Policy and advocacy, Media centre, and Hospice IQ. The breadcrumb trail is: Home > What we offer > Clinical and care support > Project ECHO > ECHO-HSCB Participant registration. The main heading is "ECHO Participant Registration" with a sub-heading "Non-executive Director's ECHO". The page content includes a section for "Health and Social Care Board" with a paragraph about data protection under the Data Protection Act 2018 and a link to the HSCB privacy policy. Below that is a section for "Hospice UK" with a paragraph about data collection and a link to the Hospice UK privacy policy. A left-hand sidebar menu lists various support services: Bereavement, Care homes and hospices, Clinical leadership, Clinical resources, Family and carers, Hospice enabled dementia care, Quality assurance, and Rehabilitative palliative care.

Read the text and then fill out form below

# Registration

Support

Leadership and  
Management  
Development

Professional Networks  
and Associations

Publications

removed at your request, but this may take up to one month to be cleared from UNM backups.

**Confirmation \***  I grant Hospice UK the permissions  
required to transfer my data to the U.S.

*Please note that this form is a legal agreement and must be completed by the registrant.*

## About you

**Name \***    
First Name Last Name

**Email \***   
  
Please confirm your email address

**Telephone \***

**Job title \***

**Organisation \***

**Address \***

<input type="text"/>
Address
<input type="text"/>
Town/City
<input type="text"/>
Post Code

# Registration

If either of the following two system fields are empty, please try another browser. If you are still having difficulties please contact [echo@hospiceuk.org](mailto:echo@hospiceuk.org).

GroupID \*

EventID \*

Don't worry if these details don't appear. Your browser needs to be updated. But registration form will still work.

## IT Support

Project ECHO's success relies on hardware, software and network support. We would like to capture details of your IT Support so we can send them an email with an overview of the IT requirements, and in case we need to contact them in the future.

Spoke/Site contact

If you have allocated a local spoke/site representative please add their name.

HSCNI Support  I work within the HSCNI network and/or supported by the IT Support company BSO.

Service desk company name \*   
If your IT support is outsourced please add their name.

Support Email address \*   
helpdesk@example.com

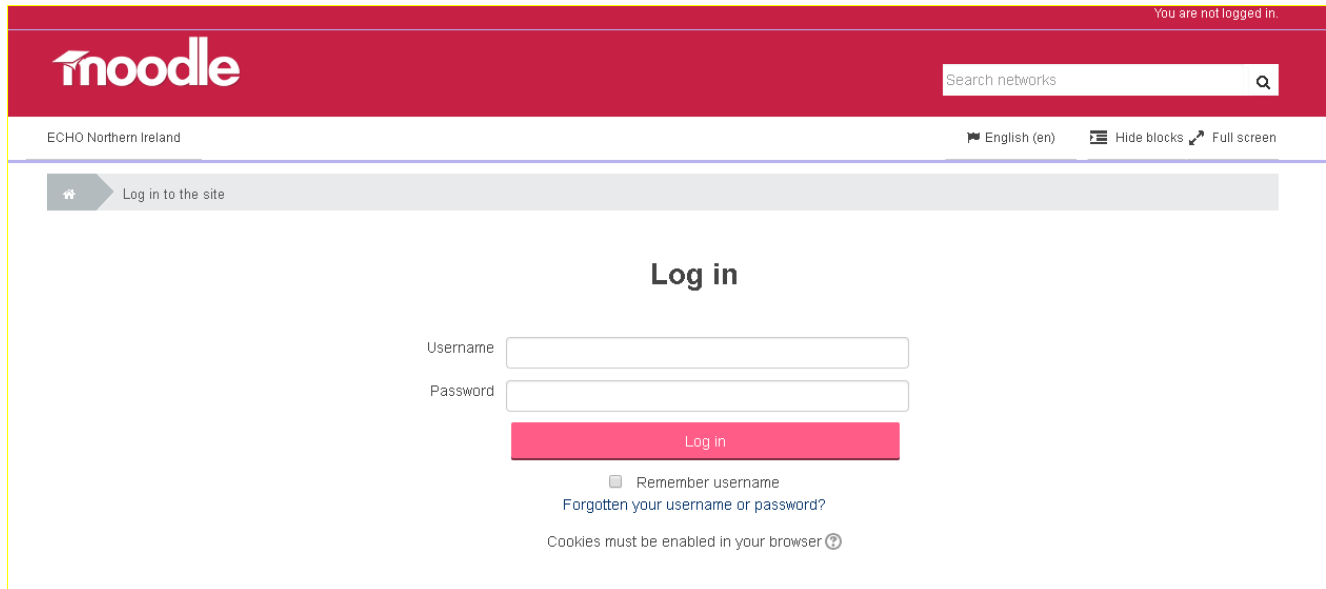
Support Telephone Number \*

Before submitting, please ensure all fields labeled with a \* are completed.

Click submit and that's you

Submit

# Moodle



The screenshot shows the Moodle login interface. At the top, there is a red header with the Moodle logo on the left and a search bar on the right. Below the header, the site name "ECHO Northern Ireland" is displayed on the left, and language and display options ("English (en)", "Hide blocks", "Full screen") are on the right. A navigation bar contains a "Log in to the site" button. The main content area is titled "Log in" and features two input fields for "Username" and "Password". Below these fields is a red "Log in" button. There is also a checkbox for "Remember username", a link for "Forgotten your username or password?", and a note about cookies: "Cookies must be enabled in your browser".

As part of your registration you will also be registered for Project Echo's Moodle site. You will be automatically sent an email with login details. Please check your **spam** area as this can sometimes be re-directed here.

<http://echonorthernireland.co.uk/moodle> or Check our website.  
<https://echonorthernireland.co.uk>



# Zoom Connection

**INSERT: ECHO NETWORK TITLE**

Please find attached our Agenda, Educator & Case Presentations ahead of our ECHO Session scheduled to take place on XXXXXXX.

The Topic for this Session is **XXXXX**

Our Educator will be **XXXXXXX**

Your Zoom ID: <https://echo.zoom.us/j/XXXXX>

**\*Please note: The ECHO shall be open approximately 20mins prior to ensure all participants have a secure connection.**

Should you wish to access the meeting manually your meeting ID is: **XXXXXX**

Our ECHO Session shall be available for viewing on our Moodle site approximately 72hrs afterwards.

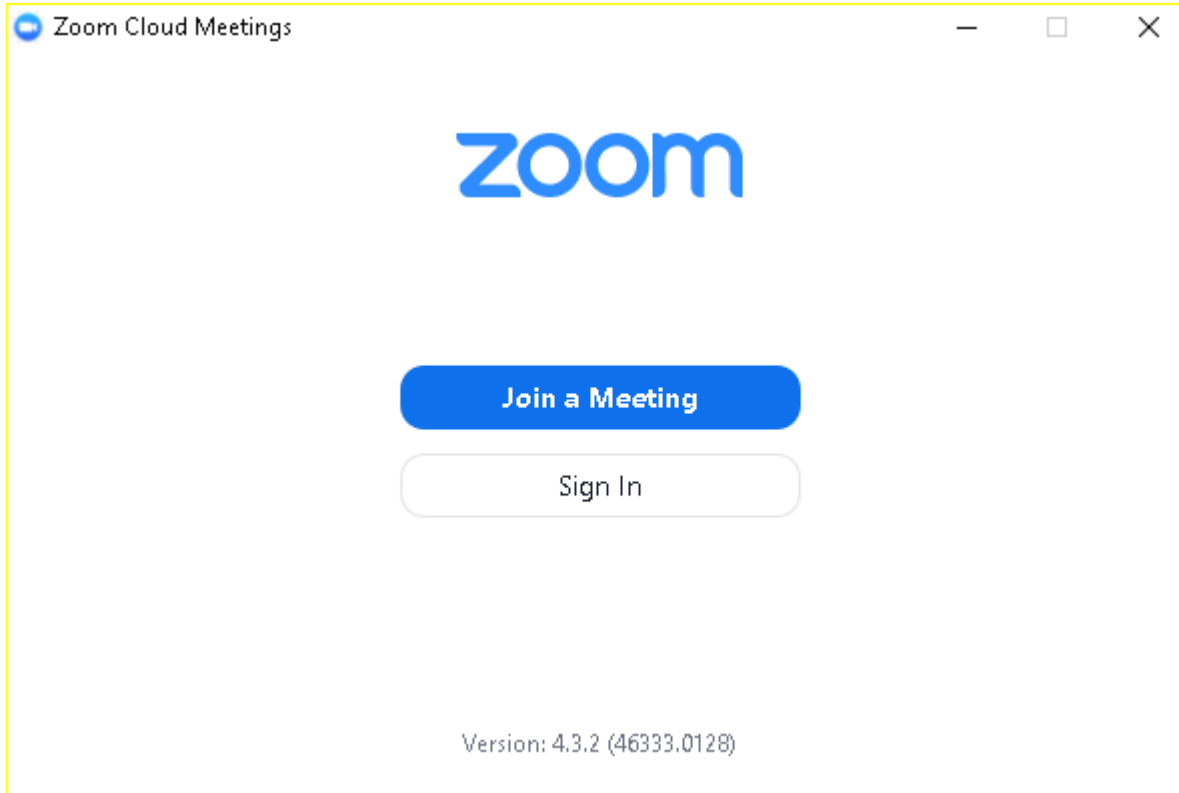
A week before your Echo Network Meeting your Network Co-ordinator will send you an e-mail like the one above.

Just click on link and the meeting will Open.

**(As long as you have the Zoom app installed)**



# Zoom Connection



Manual Connection's are also possible.  
Just Launch your Zoom application. Select 'Join a Meeting'. Put the 10 digit number which is at the end of the link which you where sent in the email on the last slide by your Network Co-ordinator.  
**This number will change on a monthly basis**





# Zoom Connection

Zoom

## Join a Meeting

Meeting ID or Personal Link Name

Project ECHO

Remember my name for future meetings

Do not connect to audio

Turn off my video

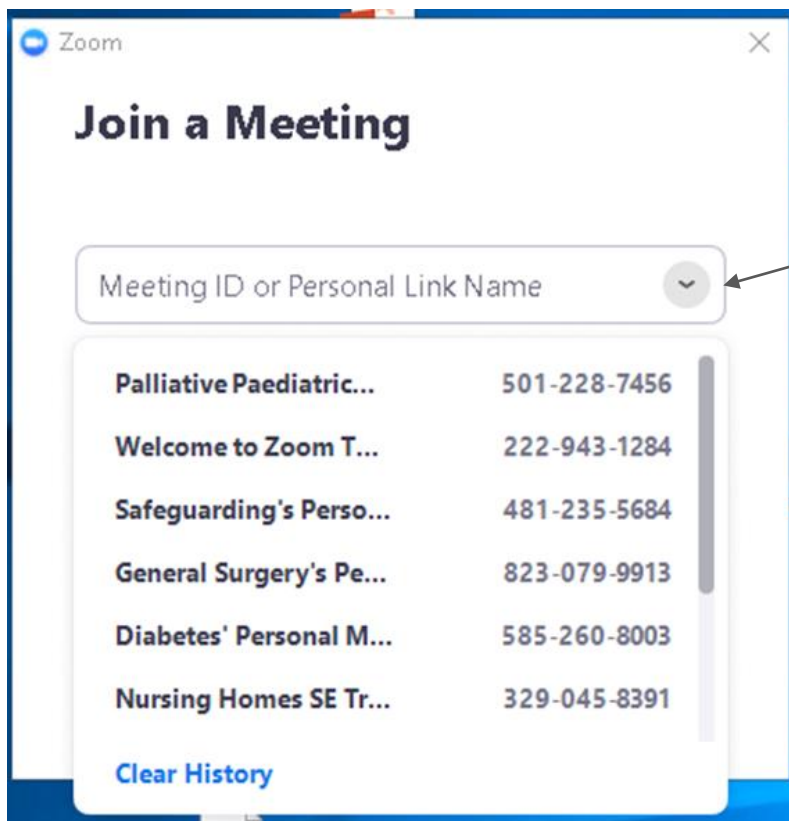
Join Cancel

Put the 10 digit number which is at the end of the link which you were sent in the email on the last slide by your Network Co-ordinator.  
**This number will change on a monthly basis.**

Insert your name in the bottom box and click join.



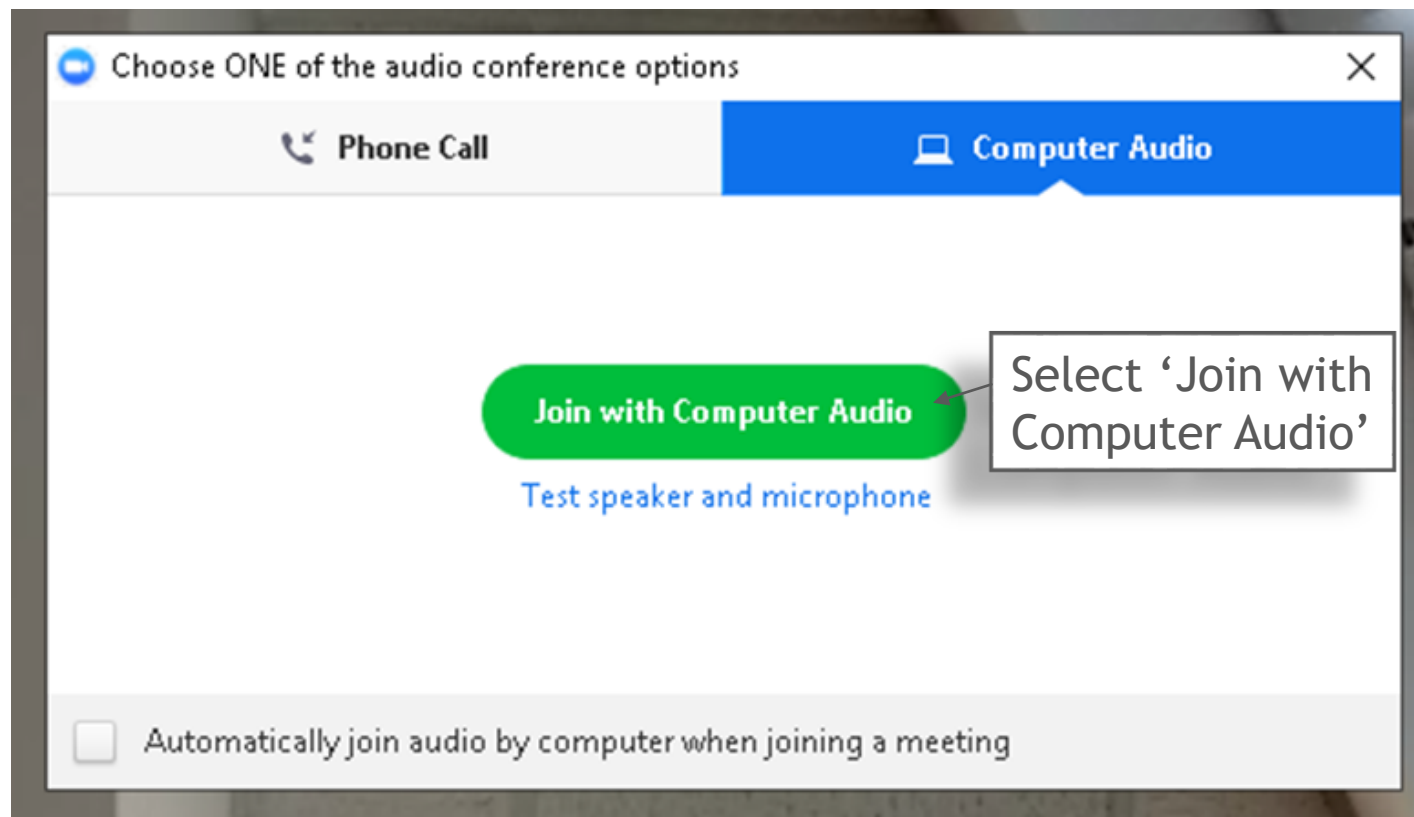
# Zoom Connection



Once you have inserted the number, Zoom will remember it. Select the arrow on the drop down menu and select it. Useful if you a part of multiple networks.

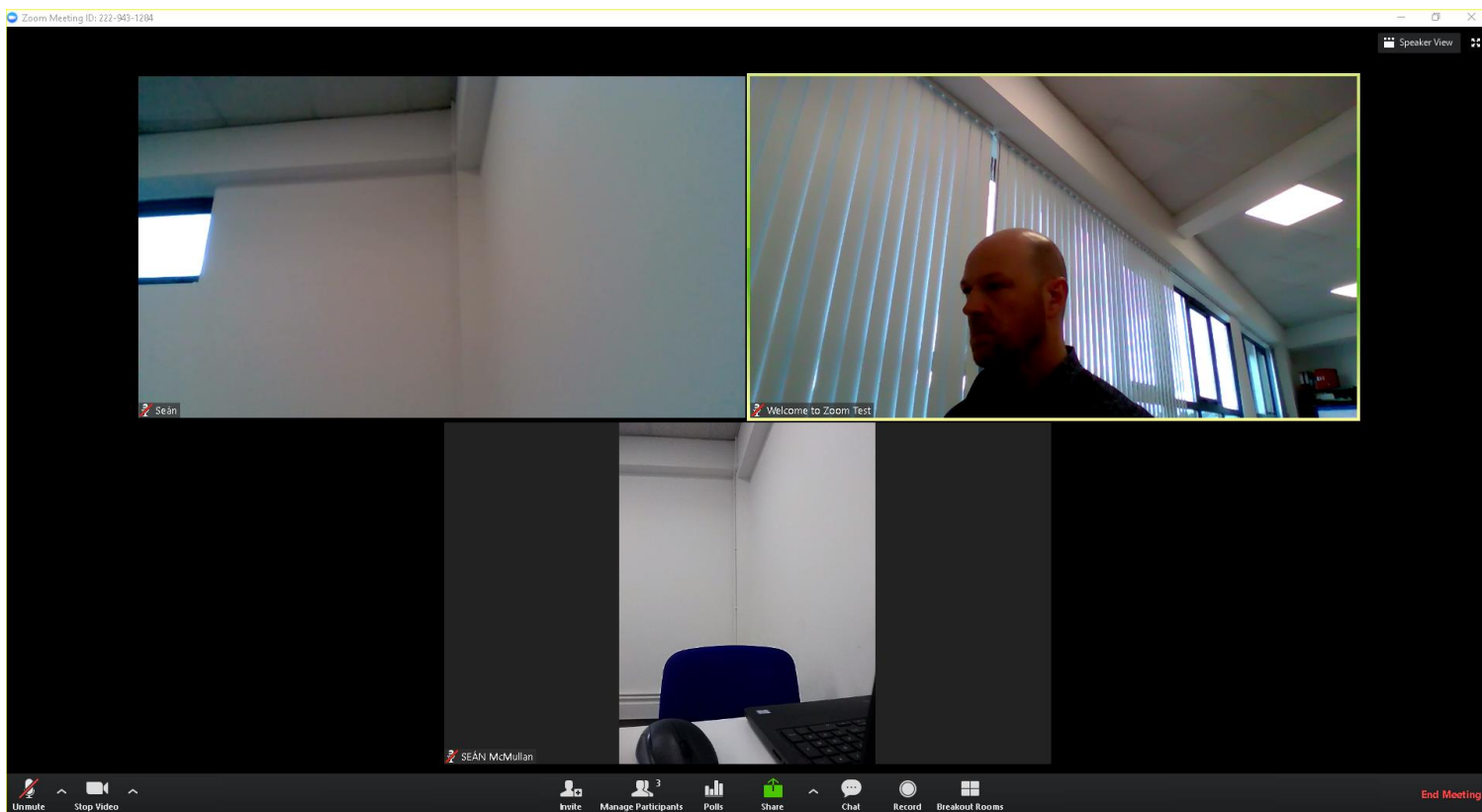


# Zoom Connection





# Zoom Connection View



When you are connected, your screen should look something like this and show all who are taking part.



# Zoom Connection Share

A screenshot of a Zoom presentation slide. The slide has a blue background with white text. The title is "DEVELOPING THE PRACTICE BASED PHARMACIST ROLE". Below the title, the names and roles of the presenters are listed: "Angela McCabe Lead PBP", "Dr Alan Lewis", and "Mary McBride PBP".

DEVELOPING THE PRACTICE  
BASED PHARMACIST ROLE

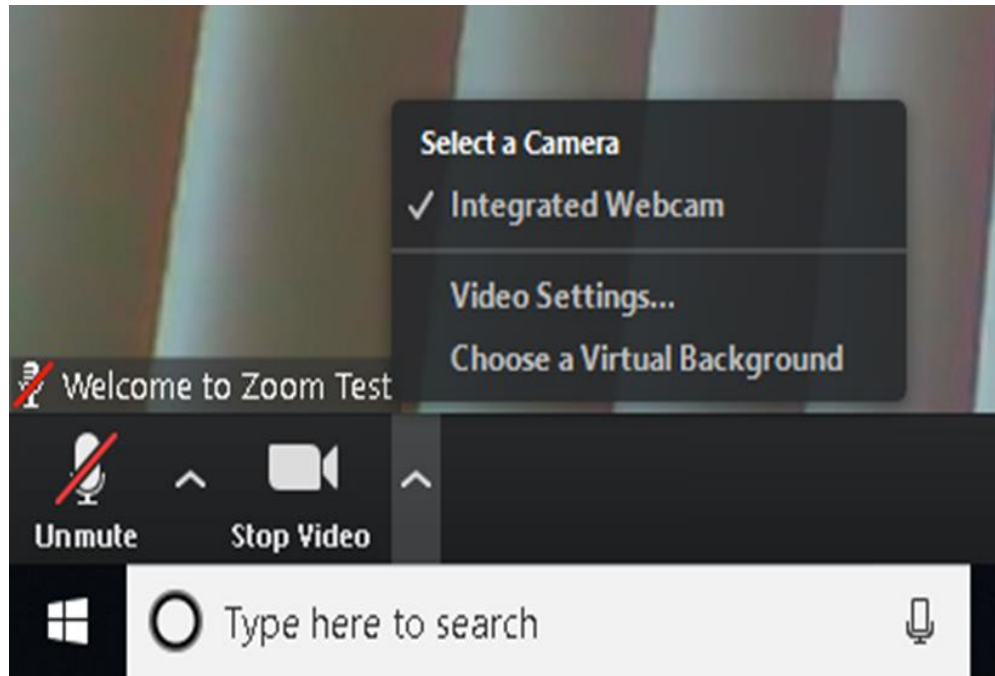
Angela McCabe Lead PBP  
Dr Alan Lewis  
Mary McBride PBP



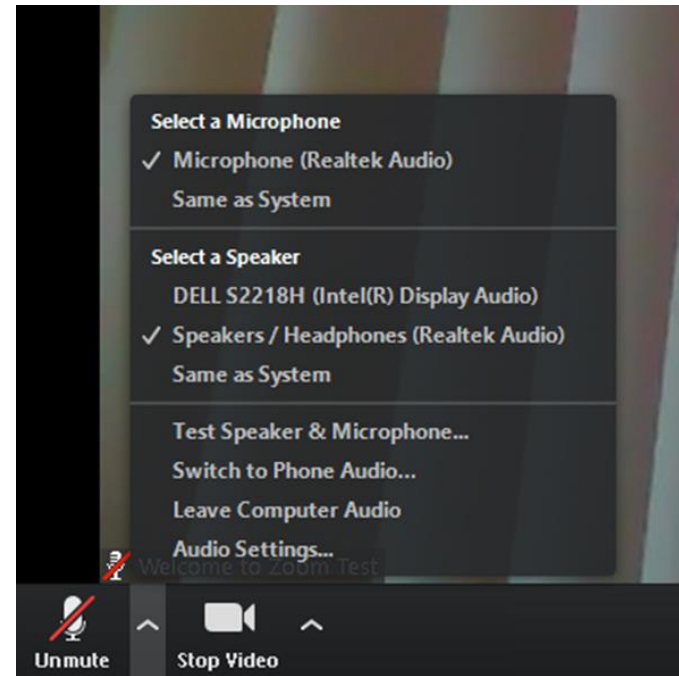
When presentation is shared it will cover majority of screen. Users will then appear as thumbnails as shown.



# Zoom Controls



To start and stop video, click on camera icon this will remove or place a red line on icon. To test camera, select arrow beside icon and select as appropriate.

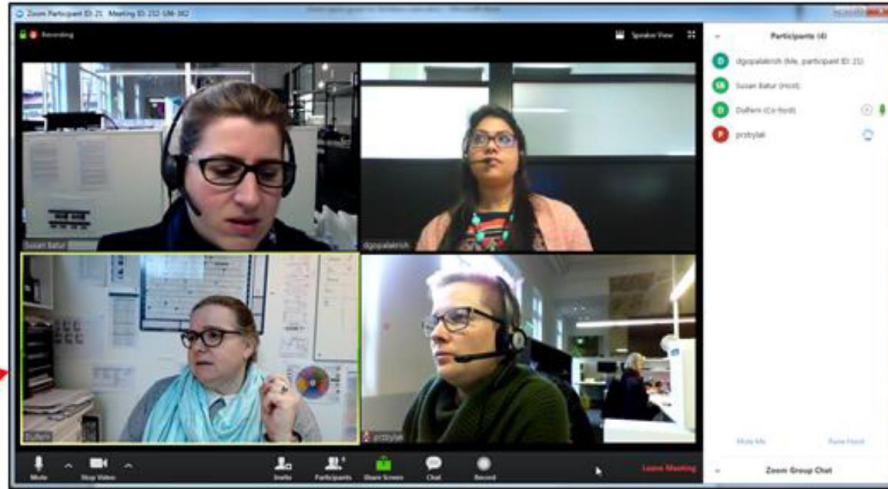


To mute and unmute microphone, repeat the steps as mentioned for video. To test Mic, select arrow beside Icon.



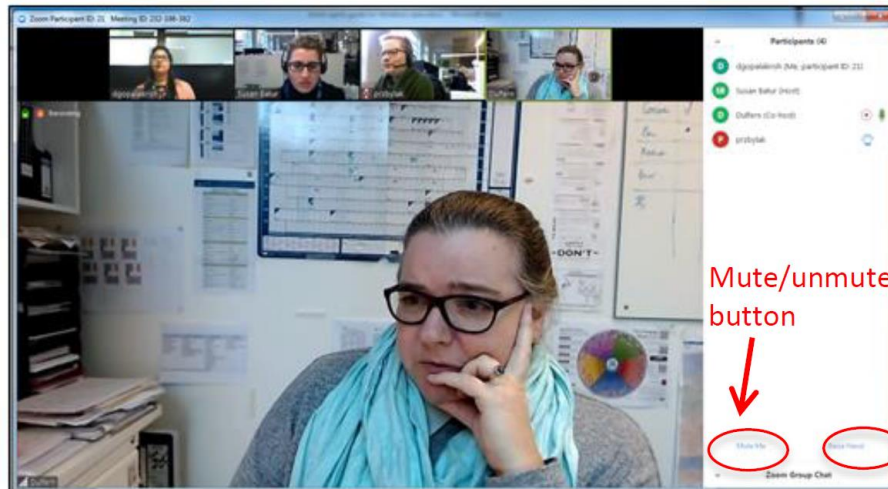


# Zoom Useful Functions



Speaker's window highlighted in green

Gallery View



Mute/unmute button

Speaker View

Raise hand button

You can toggle between the Speaker and Gallery views by using the option in the top right corner of your screen.

## Raise hand

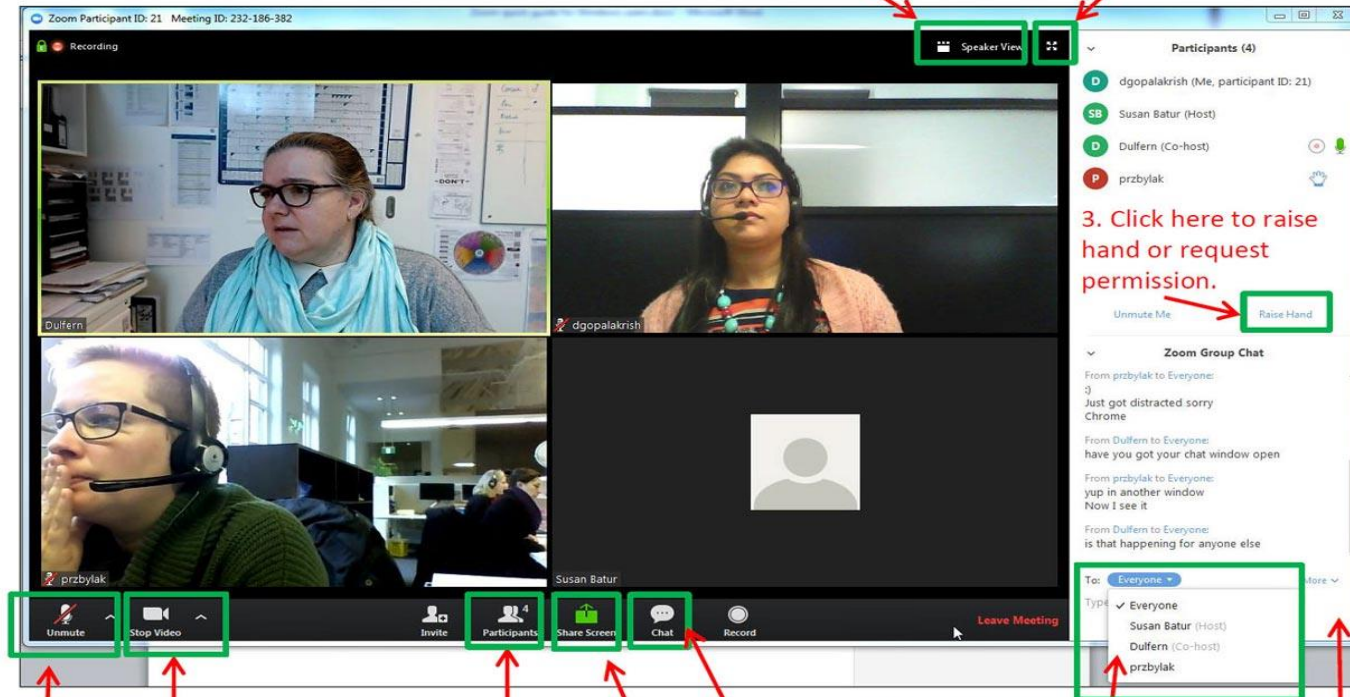
On the menu at the bottom, click participants. This displays the participants panel to the right of your Zoom main room.

Next, inside the participants panel, in the bottom-right corner, click 'Raise Hand'- this allows others to see you wish to ask a question.



# Zoom Useful Functions

## Main menu options



1. Click here to change the participants view to Speaker or Gallery view.

2. Click here to enter or exit the full screen mode.

3. Click here to raise hand or request permission.

4. Type inside the text box and press Enter to send a text to everyone.

5. Click the To field and select a participant to send a private message to that participant.

6. Leave the meeting

7. Click Chat to view the Chat window and text your tutor or other participants.

8. Click to share your screen with others

9. Click Participants to view the participants list and the Raise Hand option.

10. Click the Start/Stop Video button to transmit/hide your

11. Click the Mute/Unmute button to mute or use your microphone.