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
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
May 13, 2021

**How to Use HLAA Leaders Groups.io**

This meeting will be recorded
HLAA groups.io

- HLAA Leaders
- HLAA Newsletter Editors
- HLAA Tech
- HLAA GITHL
- HLAA Advocacy
<table>
<thead>
<tr>
<th></th>
<th>Subscription</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preferences</td>
</tr>
<tr>
<td></td>
<td>Calendar</td>
</tr>
<tr>
<td></td>
<td>Messages</td>
</tr>
<tr>
<td></td>
<td>Files</td>
</tr>
<tr>
<td></td>
<td>Database</td>
</tr>
<tr>
<td></td>
<td>Wiki</td>
</tr>
</tbody>
</table>
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 profile
- Directory
- Messages, search
- Calendar
- Files
Account Settings

PREFERENCES

IDENTITY
Settings

Preferences—set time zone

Identity—add picture, profile, privacy
Directory

Contact Members

[Image of a directory interface with contact members listed]
Calendar
Messages

hash tags

editing

search
Files
Wiki

Members Manual
Make the most of your group memberships.

FAQs
Frequently asked questions.

Glossary
Definition of terms used in the manuals.
ALERT—Transition soon

Enterprise
<table>
<thead>
<tr>
<th>Tech Workshops, 6 Part Series</th>
<th>Sessions 5-6—dates to be determined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Session 5</strong>: Introduction to Using the Internet and Emails</td>
</tr>
<tr>
<td></td>
<td><strong>Session 6</strong>: How to Use the HLAA Website for Leaders</td>
</tr>
</tbody>
</table>
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, AThomas@hearingloss.org
Alan Katsura, AKatsura@hearinglossca.org
May 25, 2021, 10:00 a.m. - 3 p.m. ET

ATTENTION

HLAA Hosts FDA Patient-Focused Drug Development Meeting

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

Link to Meeting Information and Registration