



## HOW TO JOIN AN FWCP ONLINE INFORMATION SESSION

Follow these instructions to join an online information session hosted by the Fish & Wildlife Compensation Program (FWCP).

Please start logging in 5 to 10 minutes before the scheduled start time for your information session. Depending on your internet connection and computer speed, it may take a few minutes to login and join the audio.

### Requirements

To join this online session, you will need access to a computer with an internet connection so we can share our slide deck and information with you.

To listen to, and join the discussion, you can use the microphone and speakers on your computer **OR** you can use a phone to call the toll-free number we provide. Please mute your audio if you are not speaking.

Please turn off your webcam. We will be sharing a slide deck only.

We will be using **Skype for Business** to share screens during this session. The name may sound similar, but this screen-sharing application is different than the Skype platform that many people may already be familiar with. Please be sure you are using **Skype for Business**.



Skype



Skype for Business

**If you have problems logging in to the online screen-sharing application, please dial-in to the information session by using the toll-free number we sent you by email.**

### Start here

#### **If you already use Skype for Business**

If you already use Skype for Business, click on the **“Join Online Meeting”** link we sent you by email and follow the instructions to join the session.

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## If you DO NOT already use [Skype for Business](#)

If you *do not* already use **Skype for Business** and do not have it installed on your computer, follow these instructions to launch the screen-sharing application on your computer.

1. Go to your inbox and open the email we sent you with a link to this information session and a toll-free number.
2. If you do not have Skype for Business, click **Try Skype Web App**.  
(If you already have Skype for business, click “**Join Online Meeting.**”)

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[Join online meeting](#)

Trouble Joining? [Try Skype Web App](#) ←

Join by Phone

+1 (833) 803-5414,, 4260225#

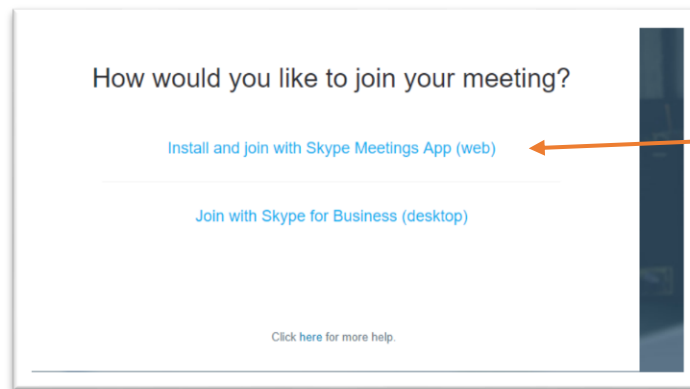
+1 (647) 794-1619,, 4260225#

[Find a local number](#)

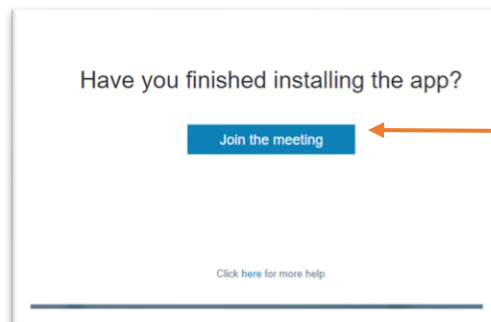
Conference ID: 4260225

[Forgot your dial-in PIN?](#) | [First online meeting?](#)  
.....

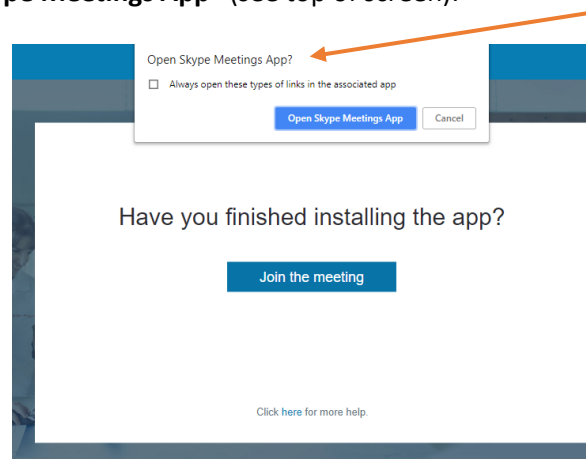
3. Click “**Install and join with Skype Meetings App (web)**”  
The download will start and install on your desktop. This may take a few minutes.



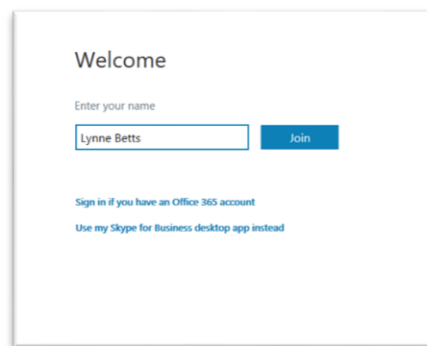
4. Once the install has finished, click “**Join the meeting.**”



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5. Click on **“Open Skype Meetings App”** (see top of screen).



6. **Type your name and affiliation** so we can see who is attending. Your name and any other information you enter will be visible to everyone.
7. Click **“Join.”**



8. The meeting window will open and the information session will begin.
9. That's it. Enjoy your discussion.

**Reminder:**

If you have trouble logging in on your computer to share screens, join the conversation by using the toll-free number we sent you by email. We will work with you to resolve your connection issues or provide you with options to ensure you can participate in the information session when you join by phone.