

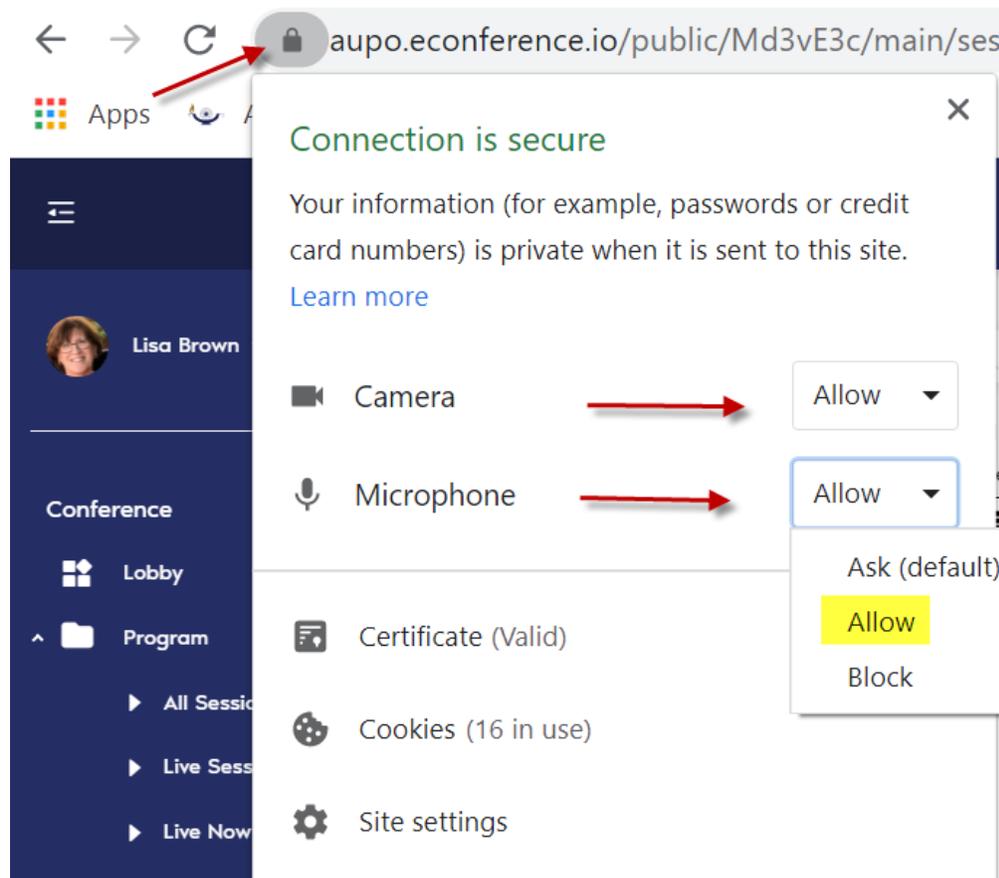
Dear Gurus,

In preparation for facilitating your session please familiarize yourself with the platform before January 29. This session will be in a virtual room that is live, similar to Zoom or Webex. Please arrive at least 10 minutes before your session starts, to familiarize yourself with all the options you have inside the room such as raise hand and share your screen. Please do a wrap up of your session 5 minutes before the end of your session. Staff will send notifications at 5, and 1 minutes before the end of the session. Please note, if you are moderating multiple Guru sessions, please be sure to exit the Guru session that concluded and go back to the Lobby to enter the next Guru session.

**Browser choice is important.** Chrome is the recommended and optimal browser for this meeting. Safari and Firefox should also work. Do not use Internet Explorer or Microsoft Edge. Prepare by setting your default browser in advance of the meeting.

For a quick video overview of breakout rooms please click [here](#). The platform is live now, please feel free to log in and preview and test it out in advance of the meeting on Friday.

Ensure that your camera and mic are 'allowed', not blocked. (See screenshot below)



Choose the Guidance with Gurus session from the Lobby menu or from the left side menu choose Program + All Sessions and locate Guidance with Gurus

### Lobby Menu

The screenshot shows a 'Program' menu with three tabs: 'Upcoming', 'Itinerary', and 'Recent'. The 'Upcoming' tab is selected. A vertical timeline lists sessions for 'day, Jan 29'. The sessions are:

- 07:00 AM: Book Club Welcome and Overview
- 07:15 AM: Book Club
- 08:05 AM: Surviving to Thriving: Personal and Professional Development for Educators
- 09:15 AM: **Guidance with Gurus Session 1** (highlighted)
- 09:45 AM: Guidance with Gurus Session 2
- 10:15 AM: Guidance with Gurus Session 3

### Left side menu

The left side menu is a dark blue vertical bar with the following items:

- Conference
- Lobby (with a grid icon)
- Program (with a folder icon and an expandable arrow)
- All Sessions (with a right-pointing arrow)

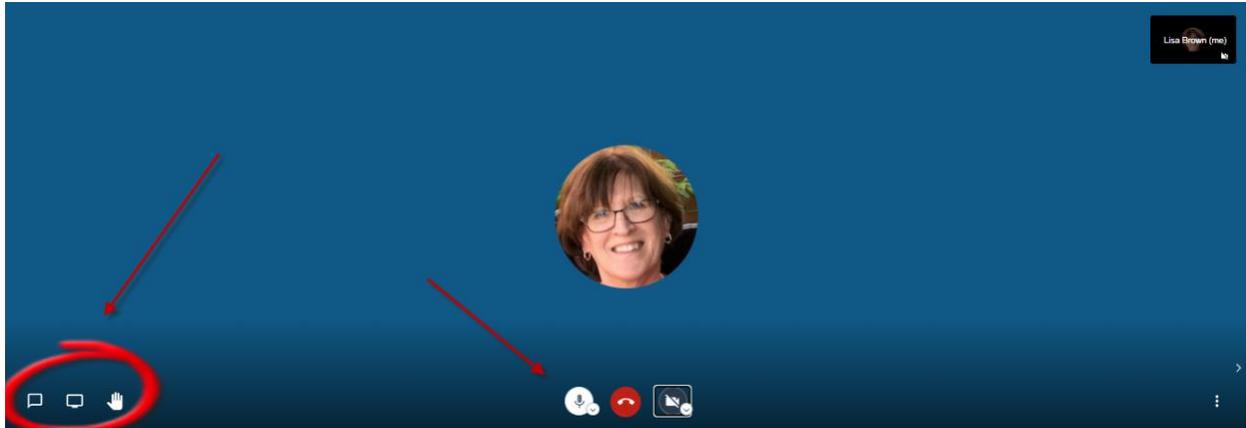
After you choose the Guidance with Gurus session, on the left side of your screen, you will see all the breakout rooms listed by title in alphabetical order. Select the breakout you are leading.

The screenshot shows a dark blue header with the text "Guidance with Gurus Session" in white. Below the header, the word "Breakouts" is displayed in white, followed by the time "Fri, Jan 29, 09:45 AM - 10:10 AM". The main content area is white and contains three breakout room options. The first option is "Guidance with Gurus Session 2" with a "Main" button. The second option is "Counseling Struggling Medical Students Interested in Ophthalmology" with a profile picture of Aruoriwo Oboh-Weilke and a "Breakout Room" button. The third option is "How to Deal with USMLE Pass/Fail" with a profile picture of Ilana Friedman (initials IF) and a "Breakout Room" button.

After you click on your breakout room, click the Join button that will appear on the right side of screen in the box labelled Breakout Room. Once you do that you will be inside your room.

The screenshot shows a teal background with the text "Breakout Room" in white. In the top right corner, there is a pink badge that says "0 online". Below the title, the time "Fri, Jan, 29, 07:15 AM - 08:00 AM" is displayed. At the bottom left, there is an orange "Join" button. At the bottom right, there is a white icon representing a group of people in a meeting.

Inside the breakout room you will find controls in the left corner for Chat, Share Screen and Raise Hand. In the center you will find controls for turning mic and camera on/off and to leave (red phone icon).



Thank you again for moderating a Guidance with Gurus Session!