

Technology Tools, Tips, and Tricks

Helping you engage virtually in the Lolo Plan Revision Process

The Revision Team is using a variety of technology platforms to engage with you in addition to in-person engagements and printed materials. We are learning with you and are here to help you connect with us in the ways that work best for you. You can always reach us via email at SM.FS.LNFRRevision@usda.gov.

Lolo Revision Web Hub

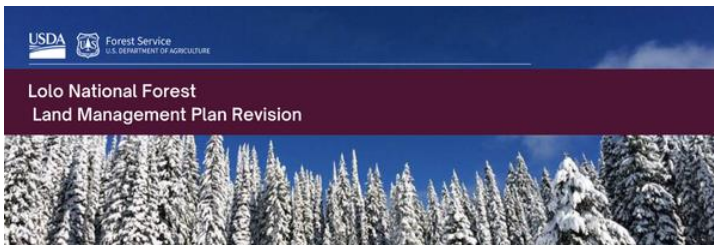


Figure 1: Lolo Revision Web Hub title bar

The Lolo Revision Web Hub (<https://www.fs.usda.gov/goto/lolo/planrevision>) is your one-stop shop for all revision information. Key features that you will find on the Web Hub include:

- Calendar of Engagements, including information on how to attend.
- Meeting in a Box link which houses FAQs, newsletters, and other useful information on the revision process.
- Webinar Archive, where you can access all recorded webinar presentations.
- Forest Plan Revision Documents library.
- Links to access our social media pages.
- GovDelivery self-subscription option to receive email updates and correspondence.
- Link to enter and attach comments (available during active comment periods).

Microsoft Teams Events: Webinars, Office Hours, and Workshops

Microsoft Teams software is used for online engagements. Basic requirements include:

- Operating systems: Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later.
- Mobile operating systems: Android 4.4 and later, iOS 10 and later.
- Web browsers: Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari.

Joining and Leaving the Event

To join, click on the link provided on the Revision Web Hub or through successful event registration. Meeting organizers will admit you into the meeting space. The user menu may look slightly different depending on how you join (Figure 2 and Figure 3).

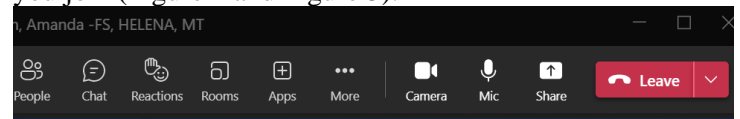


Figure 2: Teams menu from the application (at top of screen)

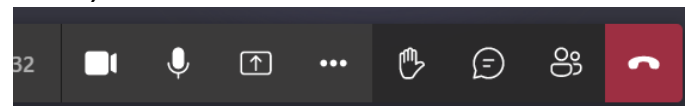


Figure 3: Teams menu from web browser (lower area of screen)

- Safari web browser (e.g., Apple devices): you will be prompted to download Teams software if you don't already have it.
- Other browsers (e.g., Chrome, Firefox, Edge): You have the option to join in Teams, download Teams, or connect on the web (no download required). If

you connect from the web, you will be prompted to allow the browser to use your microphone and camera. You will see a space to enter your name and a Join button.

You may leave the meeting by clicking on the red Leave button in the menu. At the end of the meeting, the organizer will close the meeting and you will be disconnected even if you have not left.

Teams Live Events (Webinars)

This event platform is designed to deliver information to a large audience. Once you are in the Live Event space, you will not have the ability to turn on your camera or microphone. Only presenters will have the ability to be seen and heard.

TIP: At the top of your screen, click on the “Q&A” icon to open the dialogue box where you can type questions. Event moderators will publish questions as they come in. Clicking back and forth between “My Questions” and “Featured” will populate the questions from other participants.

Teams Meetings (Workshops, Office Hours)

This platform is designed to allow for conversation across meeting organizers and participants; you will have access to your camera and microphone while the facilitator conducts the event. Using the Teams menu (Figure 2 and Figure 3), you can configure your meeting to maximize your experience.

Audio, Video, and Display

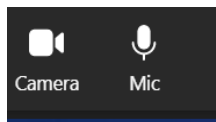


Figure 4: Microphone and camera icons in the Teams menu

Use the microphone and camera icons to mute and unmute yourself, and to turn your camera on and off. If you accidentally keep your microphone on when not speaking, an organizer may mute you to minimize background noise for other participants. We also suggest turning on Gallery view so that you can see everyone. In

the three dots “more” menu, you can scroll to check “Gallery.”

TIP: If you are having trouble with audio or camera, click the three dots “more” menu select Device Settings. Select the correct audio and video devices and adjusted their settings as needed.

Raise your hand



Figure 5: Reaction and Hand Raising Icons in Teams menu

This function is the best way to let the facilitator know that you would like to speak. In the menu, click on the “Reactions” or the “hand” button, where you can select a hand to raise. When you are called upon, you can unmute your microphone to speak. When you are done, mute your microphone and click on the icon again to lower your hand.

Chat Box

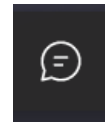


Figure 6: Chat box icon in the Teams menu

Click the chat icon on the menu to open the chat box on the right of your screen. You will be able to see chats entered by event organizers and participants. You may use this box to participate in the conversation as directed by your facilitator.

Break-out Rooms

Some events may include small group break-out opportunities. Event organizers will prepare and manage these groups. You do not need to do anything – the organizer will form groups and bring everyone back to the main meeting at the appropriate times with no action on your part.

Other Applications

Microsoft Forms Registration

To help us prepare logistics, we may ask you to fill in an optional registration form for in-person workshop and field trip events. A link to Microsoft Forms will be provided for this purpose via GovDelivery email updates and on the Revision Web Hub. Simply click on the link provided, fill in the fields, and click Submit.

Online Comment Database

We will be making use of an online comment database application Comment Analysis and Response Application (CARA) to collect your input during comment periods. You will be notified of comment periods via GovDelivery, the Web Hub, and our other communication outlets. During the comment period, you will find a live link to CARA on the Web Hub where you can enter your information and either type in your comment or attach separate documents. More instructions on using CARA will be posted in conjunction with the live CARA links when applicable. Please also refer to the “How to Comment” frequently asked question document found on the Web Hub.

Talking Points Collaborative Mapping

Online collaborative map tools will also be made available during some comment periods. These maps will be linked from the Web Hub and offer you an opportunity to create spatially explicit comments. Functionality will include the ability to click on a particular place, or draw a polygon, and type a comment specific to that place. More detailed instructions will be available on the collaborative map site when the feature is available.

Facebook and Twitter

The Revision Team uses the Lolo National Forest Facebook and Twitter accounts to post updates. You can find links to these platforms on the Web Hub. We use these platforms to highlight key happenings and point you to the applicable resources on the Web Hub.

Twitter: @LoloNF

Facebook: Lolo National Forest

How to get Help

We are committed to helping to remove barriers to effectively engaging with us on these technology platforms and will continue to modify our approaches as needed throughout the process. Please consider the following sources of assistance:

- Reach out to us on the Messenger function on the Lolo’s Facebook page to ask for live help during events (Lolo National Forest)
- Microsoft Teams Live Event Help:
<https://support.microsoft.com/en-us/office/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>
- Microsoft Teams Meetings Help:
<https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

In addition, you can always send inquiries to email the Revision Team at SM.FS.LNFRevision@usda.gov. We look forward to engaging with you at upcoming events. We continue to listen and appreciate your involvement in the Lolo Plan Revision Process!



Figure 7. Terrace Lake, Lolo National Forest. USDA Forest Service Photo by Kate Jerman