

Memo

Date: April 26, 2022

To: Members of the Pension Plan for the
Non-Teaching Employees of the Nova
Scotia Education Entities

From: LifeWorks (formerly Morneau Shepell)

Re: Pension Plan Information Session

We are pleased to once again offer information sessions for members of the *Pension Plan for the Non-Teaching Employees of the Nova Scotia Education Entities*. We encourage all members to attend, as a representative from the Plan Administrator, LifeWorks, will give a presentation and be available to answer any questions that you may have. The presentation will look at sources of retirement income, including the provisions of your pension plan and a brief overview of Government-sponsored programs.

Date: Saturday, May 7th – 10:00 am to 11:15 am

Location: Online from your home – see link and instructions below!

Join a Teams meeting on the web

1. Select **Join Microsoft Teams Meeting** (see underlined link on next page – press ‘Ctrl’ and click **at the same time if you are unable to open by clicking alone**). You can also use a dial-in number and conference ID to call in, also found on next page.
2. You will see a few options to join the meeting. Please click “Continue on this browser”. You do not need to download anything to join the meeting.
3. Click “Allow” to allow Teams to use your computer microphone and camera.
4. Type your name in the space indicated.
5. Choose the audio and video settings you want. You can choose to turn your camera off if you wish, and either keep your microphone on or turn it to mute.
6. Select **Join now**.
7. You will be admitted to the meeting when it begins – it’s just that simple!

Join on your computer or mobile app

[Join Microsoft Teams Meeting](#)

Or call in (audio only)

[+1 902-706-7960](#) Canada, Halifax
[\(855\) 751-2243](#) Canada (Toll-free)
Phone Conference ID: **970 821 502#**

Speaker settings

For this session, it will be useful to have your computer audio turned on (i.e. not muted). If you are unable to hear the session through your computer, you can try the following:

1. In your computer start-up menu, locate the Volume Settings and ensure that your speaker volume is turned up so that you can hear; or
2. In the Teams Meeting, you will see a circle at the top with your name in it – this is your profile picture. Click your profile picture at the top of Teams, then **Settings > Devices**. Under **Audio devices**, pick the speaker and mic you want Teams to use by default; or
3. If you are still cannot hear the session, you can call in using the phone number and Conference ID provided, and you will be able to hear through your phone.

We hope you can make it and look forward to seeing you!

NSECSB

Nova Scotia Education Common Services Bureau