

Using a Computer

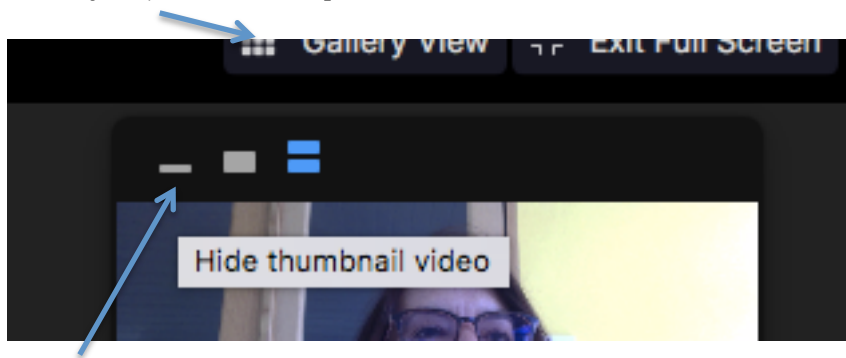
Chat and Mute on bottom of screen – click on microphone picture (first left) which will go red to show you are on mute. (If the Stop Video picture has a red line through it that means you can't be seen you – just click on it to turn on your video)



You can click on the Chat 'bubble' when the presentation is finished to ask a question.

Likewise click on the Microphone icon to Mute yourself (no one can hear you or what's going on in your room!!) this will then show with as with a red line through

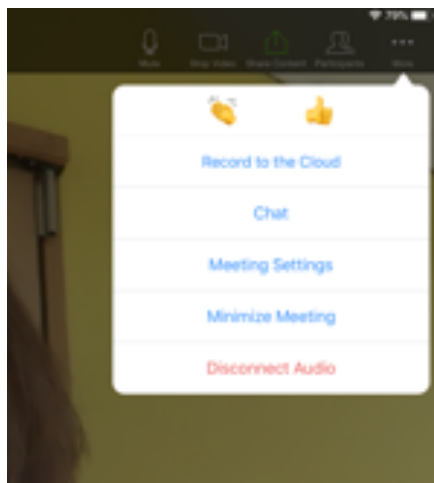
Gallery View will show you everyone. Click on it to switch to Speakers View when you just see the speaker



If the speaker is doing a presentation you can lose the little view of everyone and just see the screen with the slide click on this icon on the top right

On an iPad

Chat and Mute are on the top right of the screen – click on microphone picture which will go red to show you are on mute.



To ask a question when the presentation is finished click on 'more' where the 3 dots are and click on chat

The Gallery View/Active Speaker View option is on the left of the screen on the iPad