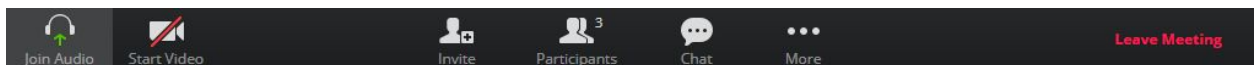
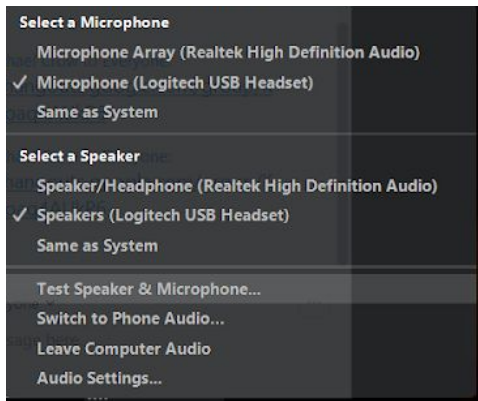


# ATTENDEE INSTRUCTION SLIDES

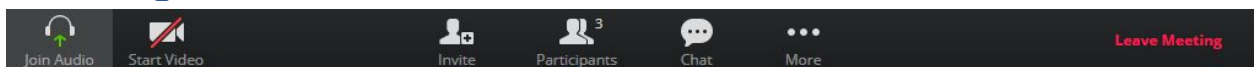
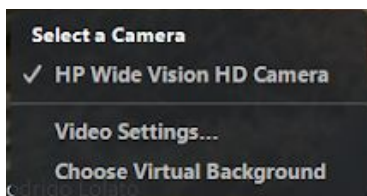
Hover your cursor over the bottom of your screen and the menu bar appears.

## Audio Controls:



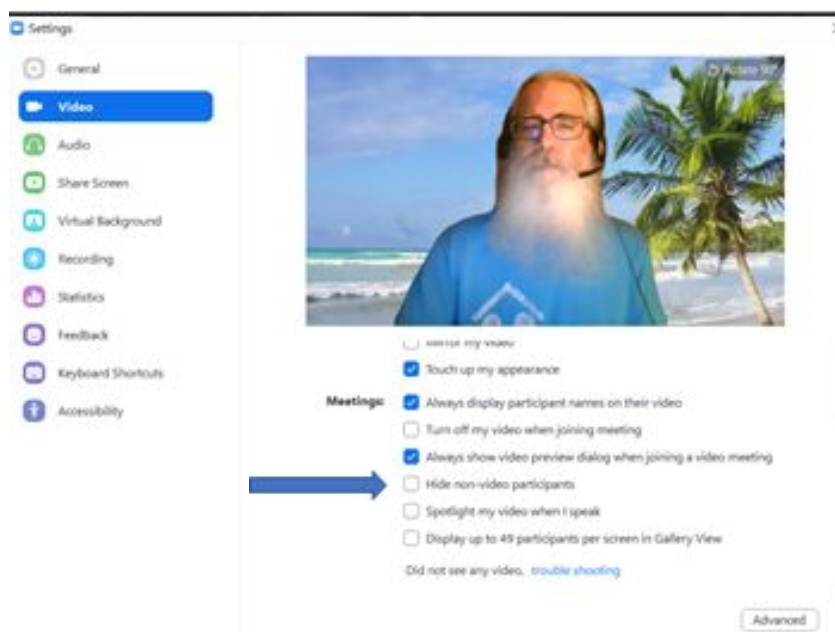
Attendees are muted when entering the meeting, and will be unmuted by Organizers to ask questions. Click on the adjacent ^ arrow to select a microphone and speaker, test them, or check one's audio settings.

## Computer Camera Controls:



Attendee's cameras are turned off when entering the meeting. Please keep cameras turned off during meetings unless asked to start video. In breakout sessions or workshops, one can turn the camera on (if asked by Organizer). Click on the adjacent ^ arrow to select a camera, choose a virtual background, or control one's video settings.

## Video Settings in Computer Camera Controls:



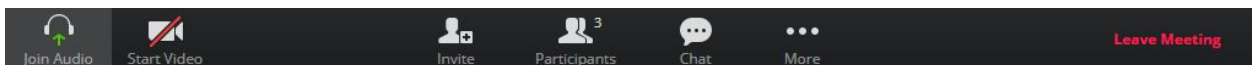
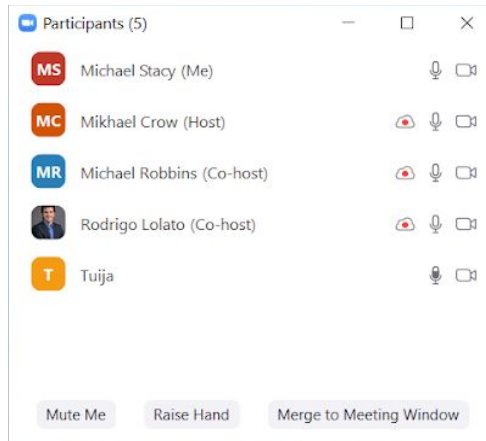
In one's video settings, one can un-hide or hide non-video participants. Do this to reduce clutter on the screen when in meetings.

## Additional Video Controls:



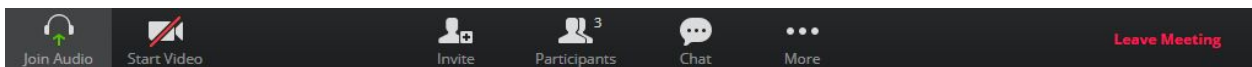
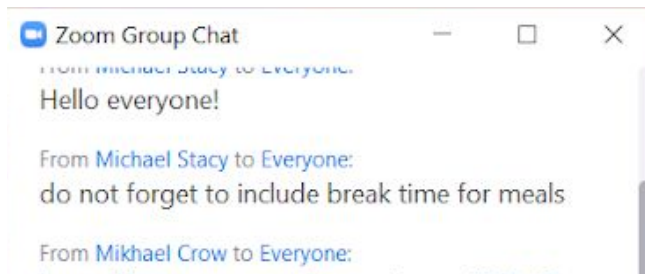
One can also hide non-video participants by right-clicking the pictures and selecting “Hide Non-Video Participants”.

## Participant Controls:



Click on the “Participants” icon to see who is at the meeting, control muting functions, and to raise one’s hand. In addition you are able to utilize a few other non-verbal functions at the bottom of this window such as yes/no statements and away icons. Non-verbal function icons will appear to the left of one’s microphone/camera icons. (Note: in this dialog box the Organizers are named “Host” or “Co-Host”).

## Chat Controls:



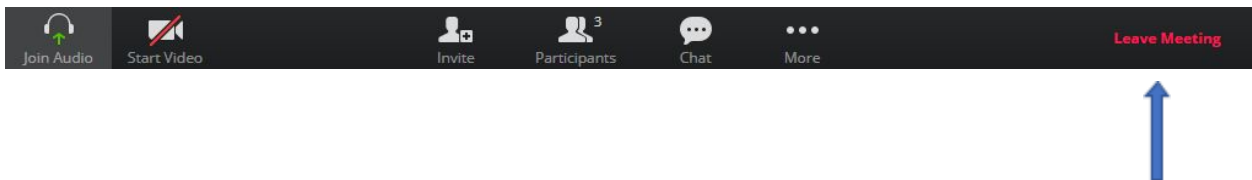
Click on the “Chat” icon to access the chat window to write questions to the Presenter or Organizer.

## More (Three Dots) Controls:



Click on the “More” icon to access non-verbal feedback icons (if enabled by the Organizer). In these controls one can also raise/lower one’s hand, respond to yes/no questions, ask to go slower/faster, applaud, or indicate one is taking a break.

## Leave Meeting Control:



Clicking this control will bring up a dialog box asking if one wants to leave the meeting. When one leaves, and wants to rejoin the meeting, an Attendee will again enter a Waiting Room where an Organizer must allow reentrance.