These icons allow you to turn your video and microphone on/off. The meeting host can override your settings. Microphones may need to be muted to control excess background sounds. See below for how to get the attention of the Chair and/or host without speaking.

Clicking on the participants icon will open a new window. Here you can choose “raise hand” if you’d like to speak, a hand image will appear next to your name. Please click “raise hand” again to remove the hand once you have spoken, so we know you have been addressed.

The participants window also has a “chat” button. Clicking “chat” will open a chat window. Through the chat window you can text chat with individuals or everyone (choose through the drop-down menu). When a text is sent to you or everyone it pops up on the main screen even if the chat window is closed.

The Chair may type a speakers list into the chat window, this is to verify who is on the list and in what order. You may choose “raise hand” or ask to speak in the chat window to be added to the speakers list.