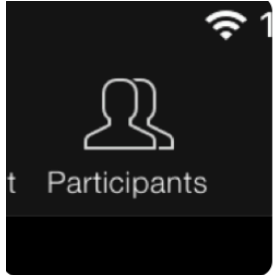
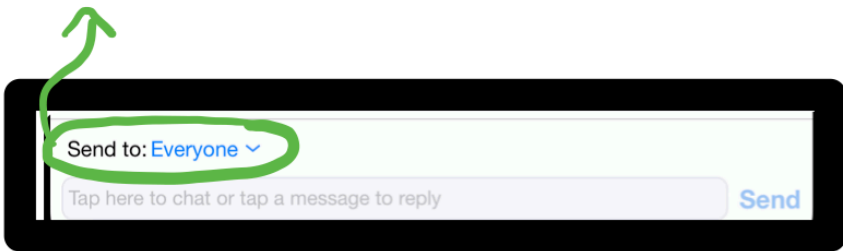
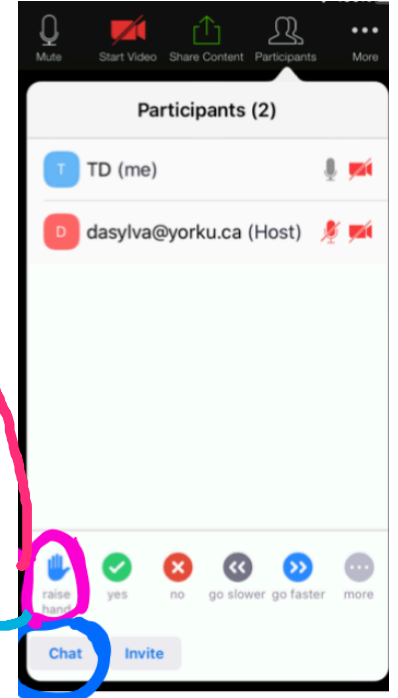


These icons allow you to turn your video and microphone on/off. The meeting host can override your settings. Microphones may need to be muted to control excess background sounds. See below for how to get the attention of the Chair and/or host without speaking.



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.