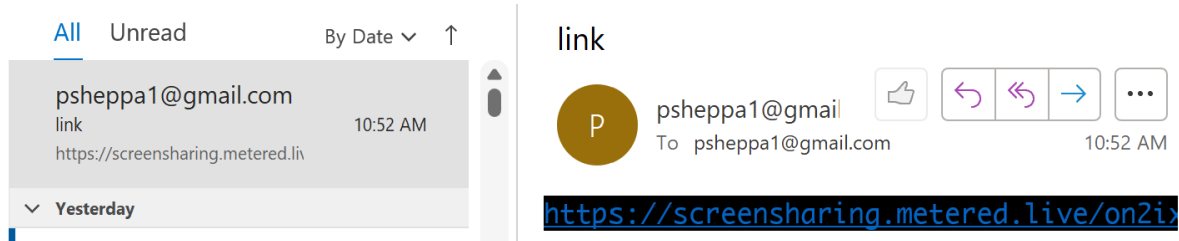


## GUIDE TO USING ONLINE MEETING APPLICATION

### STEP #1

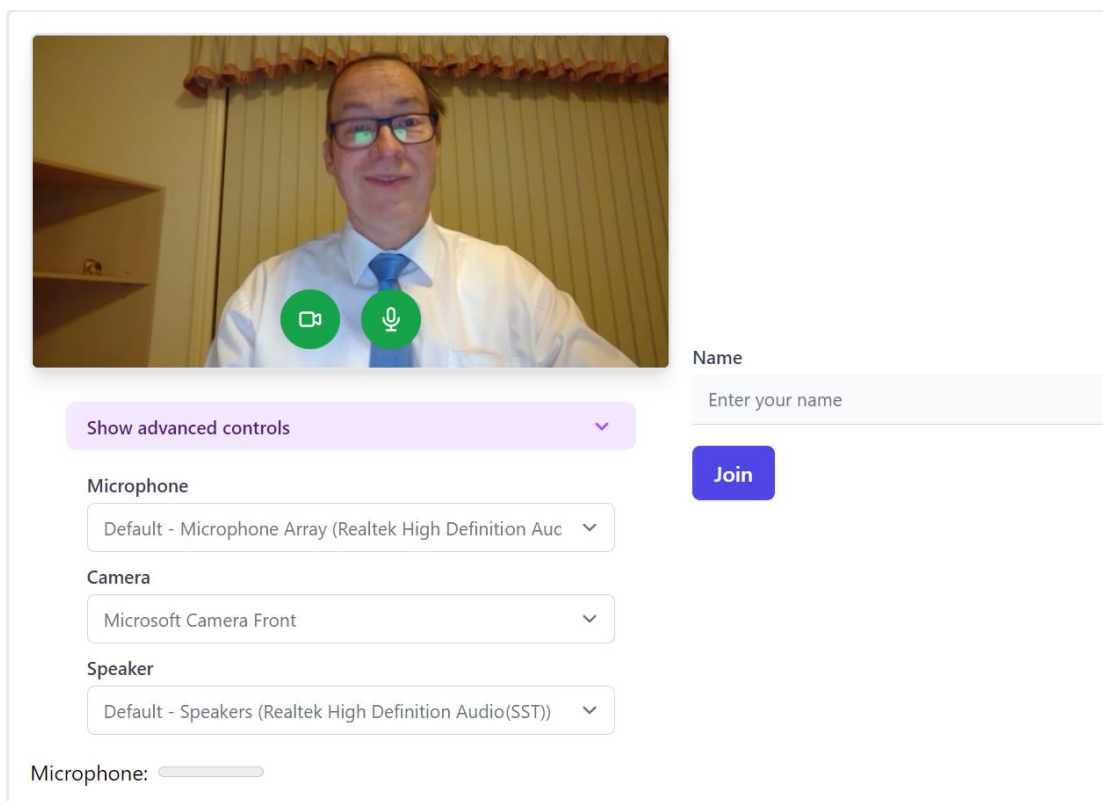
Go to Link sent to your email

For users of the website Online Forum Q&A Meeting, click on the Meeting Link (which will be active to accept attendees when the link turns a Blue Colour).



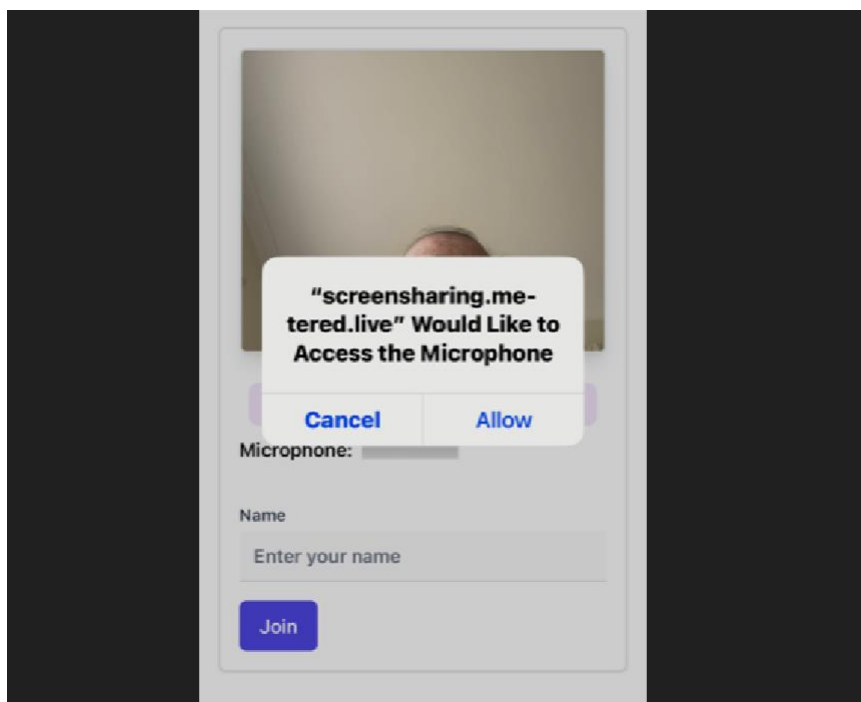
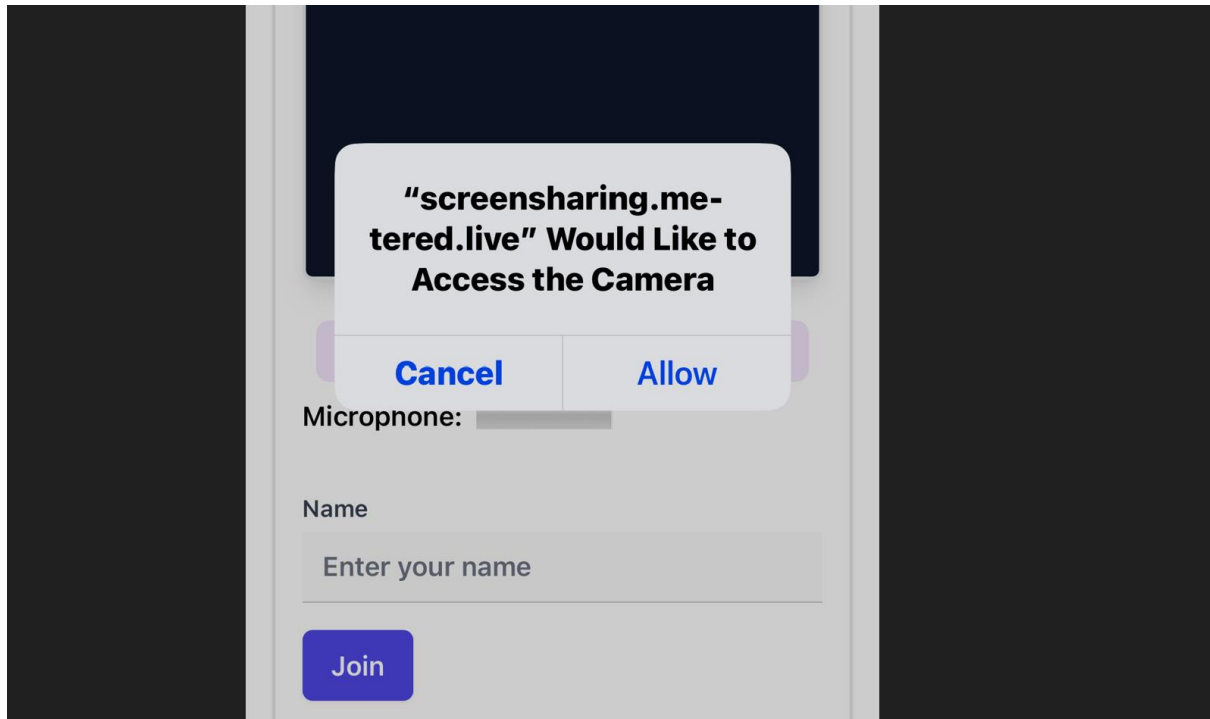
### STEP # 2

Click on the Link to go to the Meeting page



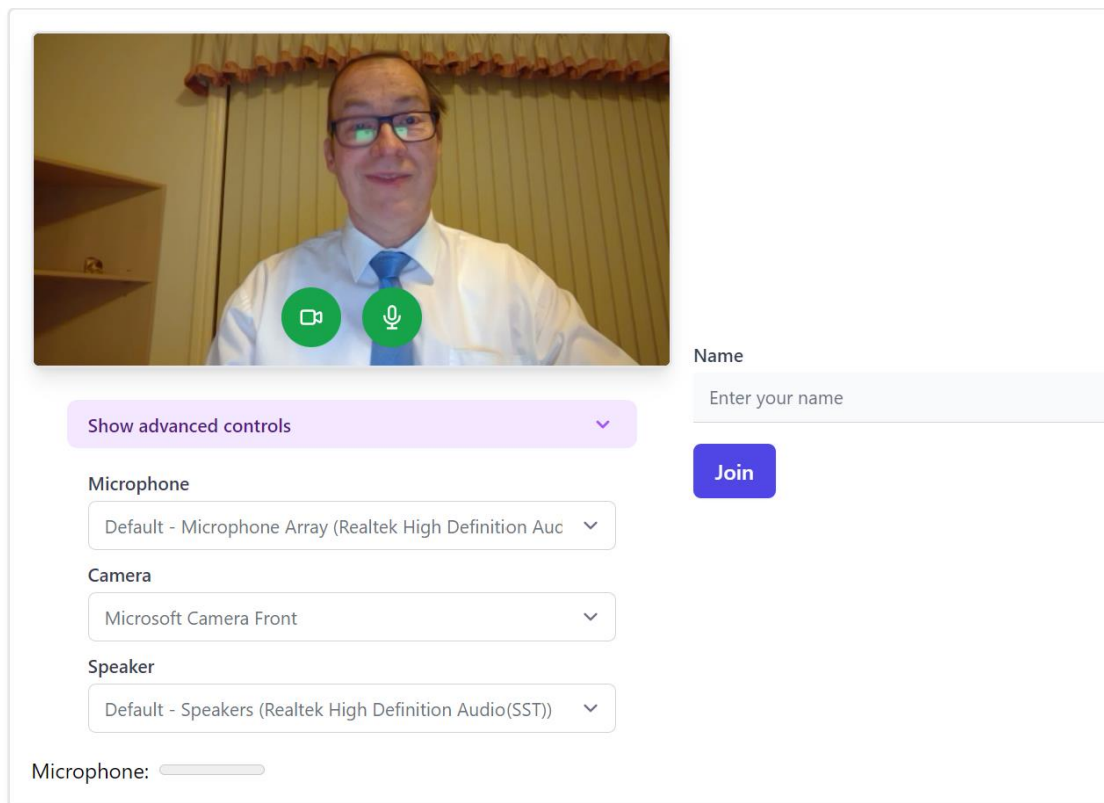
## If using an Iphone or other mobile device

You need to give permissions to use the Camera & Microphone of your device to be able to use the application for the Meeting



STEP 3

Enter Your name & Press “Join”



The screenshot shows the 'Join' interface of an online meeting application. At the top is a video feed of a man with glasses, wearing a white shirt and a blue tie. Below the video are three dropdown menus for selecting audio and video devices: 'Microphone' (Default - Microphone Array (Realtek High Definition Auc)), 'Camera' (Microsoft Camera Front), and 'Speaker' (Default - Speakers (Realtek High Definition Audio(SST))). A 'Show advanced controls' button is also present. To the right of these controls is a 'Name' input field with the placeholder text 'Enter your name' and a blue 'Join' button.

#### STEP 4

You then enter into the meeting.

You will see yourself at the bottom right of the screen with a screen “you” attached, and the Presenter in the middle of the screen with their screenname attached

If the presenter & attendee uses a PC device they can both share their Screens, if using a PC device only.

The screen share replaces the middle Video & relocates to the side of the screen

