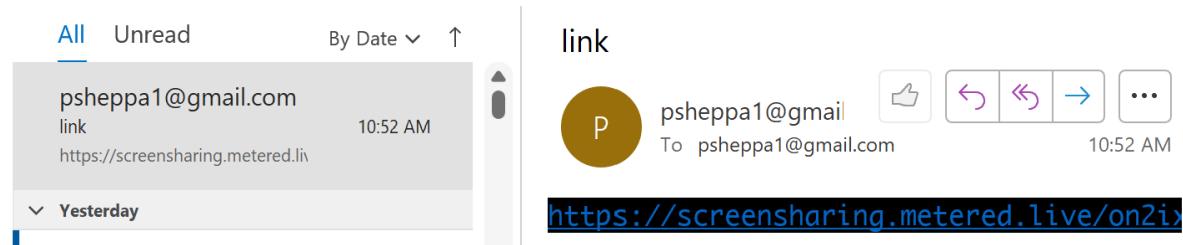


GUIDE TO USING ONLINE MEETING APPLICATION

STEP #1

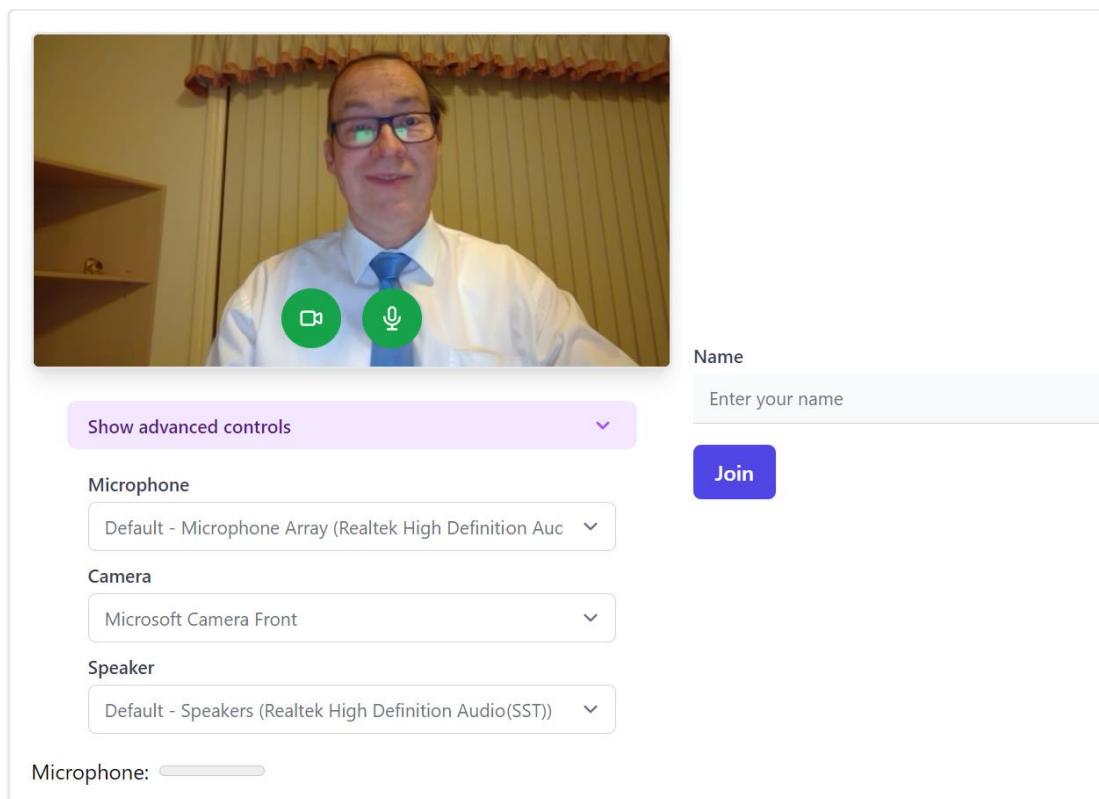
Go to Link sent to your email

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).



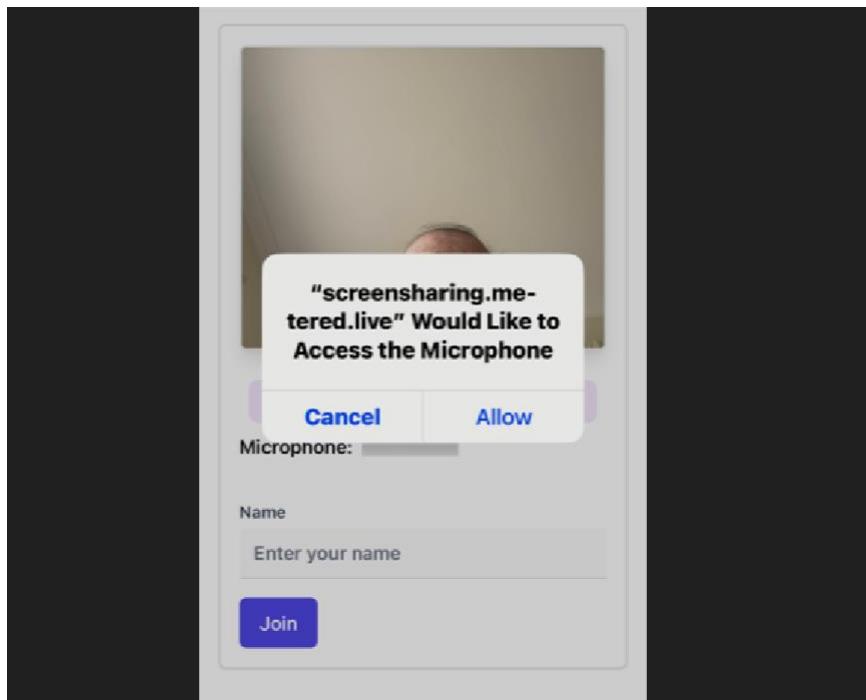
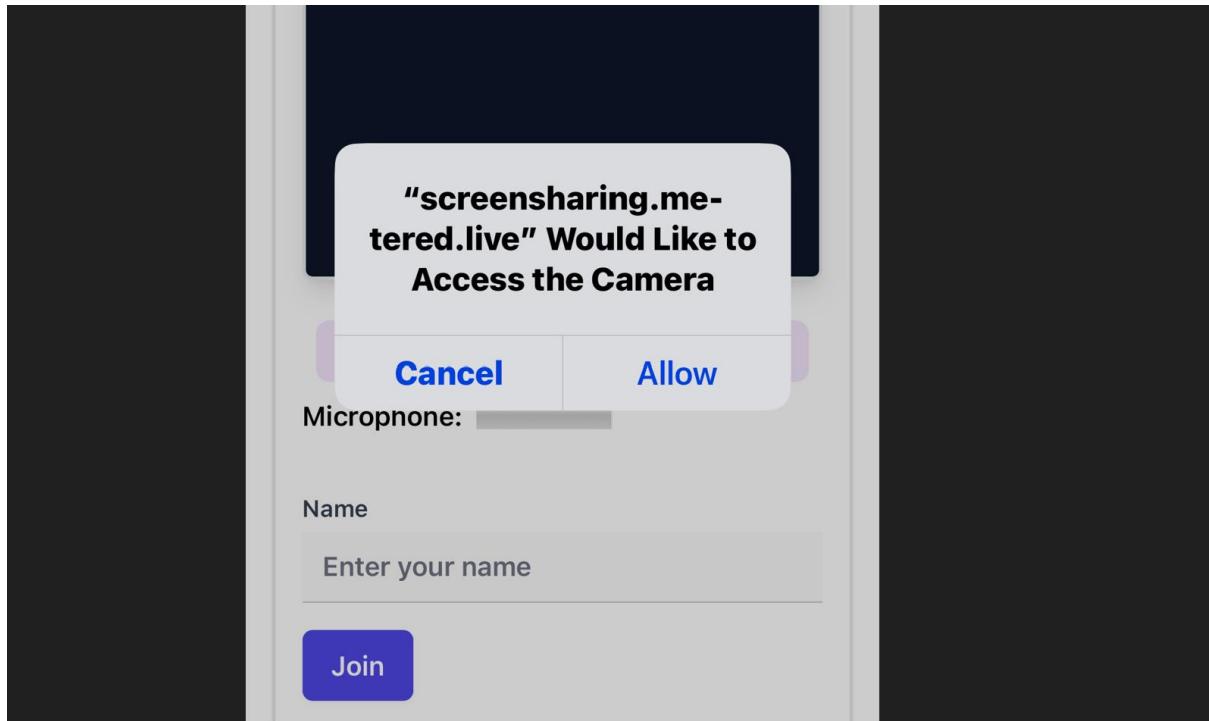
STEP #2

Click on the Link to go to the Meeting page



If using an Iphone or other mobile device

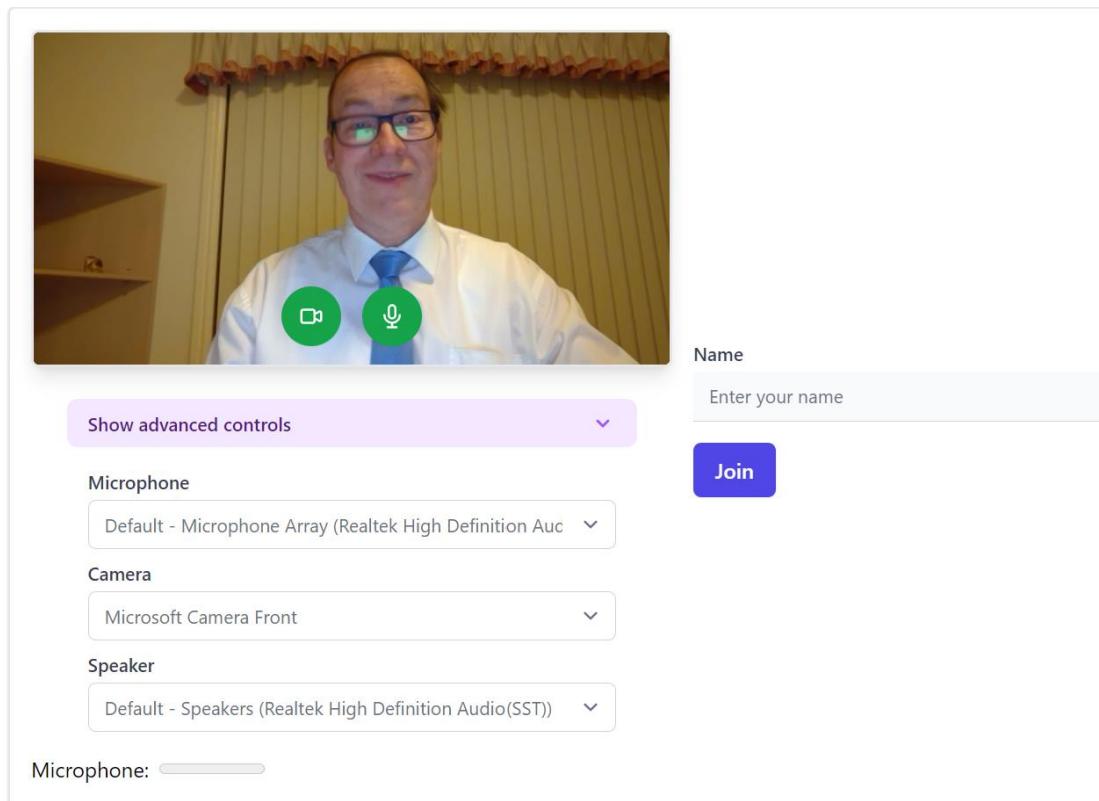
You need to give permissions to use the Camera & Microphone of your device to be able to use the application for the Meeting



STEP 3

GUIDE TO USING ONLINE MEETING APPLICATION

Enter Your name & Press “Join”



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

