First Step:
TEST your SPEAKERS and MICROPHONE!
If you cannot connect using your computer audio, you can connect by dialing in using your phone.

MUTE!
Always MUTE yourself unless you are purposefully speaking to the group.

PARTICIPANTS
Click on Participants to see who is in the meeting.
Tip: You can also rename yourself if needed by clicking on your name

CHAT
Chat is a great way to communicate to the group in writing.

VIDEO
If you have a webcam, click on Start/Stop Video to test your video settings. Did you know you can add a virtual background?

SCREENSHARE
You might be asked to share your screen to show a document or presentation.