When you open the link, this is the first window you will see. Select the option on the left "Join with Video"

This is the second window you will see. Select the first option "Join with Computer Audio"
If you are not speaking, please mute yourself.

>Look at the bottom left corner for the microphone button and make sure it has a red slash.

When you want to speak...
- Click on mute button to turn it on or...
- Hold down the SPACE bar to speak.

To the right of the mute button is the Video button.

Please keep this on!
**View**

View options are located in the upper right-hand corner

**Speaker View**: displays whoever is speaking

**Gallery View**: shows multiple participants
Whether on Speaker or Gallery view, you can choose to have **Full Screen**

- If you do, the meeting will take up the entire screen.
- If not, there will be space on the right side for the CHAT BOX and the PARTICIPANT LIST.
04

Participants

Shows list of participants
Chat opens a chat box, in which you can message the **entire group** (everyone) or a **specific person**.

You can choose who to message by clicking the box after "To:" and selecting their name.
Participants can react during a session with a **thumbs up** or **clapping**. Reactions appear in the upper left corner of your image and will disappear after 5 seconds.
Sometimes, the host will separate the group into breakout rooms. When they do, you will get this window. Click on **Join Breakout Room**.

Then this window will appear.
Break Out Rooms (continued...)

To leave the breakout room and return to the main session with everyone, click on **Leave Breakout Room**. **DO NOT CLICK ON LEAVE MEETING**
To leave the meeting, simply click on **LEAVE** (red button).