Basic Meeting Information

You will need:

- A computer
- An internet connection (faster is better)
- Headset or Microphone and Speakers
- A webcam (optional)

Click the meeting link from the email

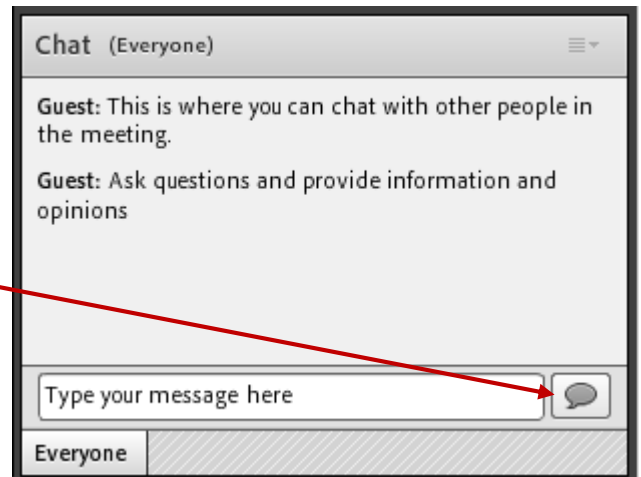It will open this page

Enter your name here

Then click here

○ Enter as a Guest

Name:

Enter Room

○ Enter with your login and password
(Required for hosts, recommended for registered users)

When the room opens you can write in the chat area

Type your message
Then click here

Chat (Everyone)

Guest: This is where you can chat with other people in the meeting.

Guest: Ask questions and provide information and opinions

Type your message here

Everyone

Meeting

Turn on your microphone – Click here

Click Connect my audio
Click Allow
Picture should go green

Turn on your webcam – Click here

Or here

Then click Start Sharing

Video

Start My Webcam