

Preparing for Live Video Conferencing

- Use headphones if possible, to minimize feedback and risk of bad audio
- Stay muted to prevent feedback and background noise
- When starting your video, please make sure that your face is in the middle of the screen.
- If there is a light source behind you (such as a window), you may want to close the shade.

Meeting Options

The Meeting Options are found on the lower portion of your screen. These are the buttons you will see.



- 1- **Unmute/Mute:** This turns your mic on or off. You will be muted upon entry of the meeting, and the hosts will control the speakers. Please leave your mic muted for the duration of the meeting unless you are called upon.
- 2- **Start Video/End Video:** This turns your camera on or off. The red line through the camera icon indicates that you are NOT sharing your video.
- 3- **Participants List:** Click this button to view the list of other people in your meeting, as well as the “Unmute/Raise Hand” buttons.
- 4- **Share Screen:** This will allow you to share your screen during the meeting. Most participants WILL NOT be using this feature, and only select participants will have material to share with this feature.
- 5- **Leave Meeting:** This will sign you out of the meeting.
- 6- **Unmute Me:** If you must make a comment and would like the hosts to allow you to speak, please click this button to request to be unmuted.
- 7- **Raise Hand:** If you need to make a comment, please click this button. It will alert the hosts that you would like to speak, and the hosts will grant permission.

Please be patient with the hosts and understand that they are doing their best to provide this meeting in a coordinated fashion.

Joining Meeting by Phone Only

1. Dial in using the conference call number.
2. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. You will then enter the Phone Access Password, followed by #.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a meeting:

- ***6** - Toggle mute/unmute
- ***9** - Raise hand