

Rights Upon Entry

As a student, you will enter the meeting room as a participant.

1. Provides the ability to turn on your speakers, raise your hand and chat (if pod is provided).



2. The instructor will have to provide permission to turn on your microphone or to become a presenter.

Activate the Microphone

The first time you receive microphone rights, run the Audio Setup Wizards before turning on your microphone.

1. Select the **Microphone icon**  from the top menu, icon will then appear **green**.



2. To mute your microphone, select the **Microphone icon** again, icon will appear **green** with a line through the middle.



Rising your Hand

As a participant you have the ability to raise your hand to signal to your instructor that you have a question or would like to activate your microphone.

1. Select the **Person icon** from the top menu bar, icon will appear brown.



2. To lower your hand, select the **Person icon** again, icon will appear white.

