

Instructions for Participants

If you are participant of the AHeRoC 2022 you should know

- How to join a meeting.
- How to raise your hand when you want to speak.
- How to unmute your mic.
- How to mute your mic when you finish talking and how to lower your hand.
- How to chat in meeting.

How to join a meeting

There are several ways how to join AHeRoC 2022 meeting. All you really need to join is a link.



Select **Click here to join the meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app.



If you already have the Teams app, the meeting will open there automatically.



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If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. Please provide a name that will allow us to verify your registration for the conference.

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| | George Schaeffer Join now | | | | | | | | |

You will have to wait in a lobby for a while – we will verify your registration and then allow you to enter the conference.



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How to raise/lower hand

The button for raising (and lowering) the hand is "hidden" under a button with three dots.



Don't forget to put your hand down. It helps the conference run more smoothly.

How to unmute your mic

To turn on your mic during a meeting, click on the *Unmute* button.





How to mute your mic

To turn off your mic during meeting, click on the *Mute* button.



How to chat in meeting

You can post your question in chat. You won't interrupt the current presentation and you won't forget your question.

In will find chat under *Show conversation* icon. There is a text field for you question at the bottom of the sidepanel.

