



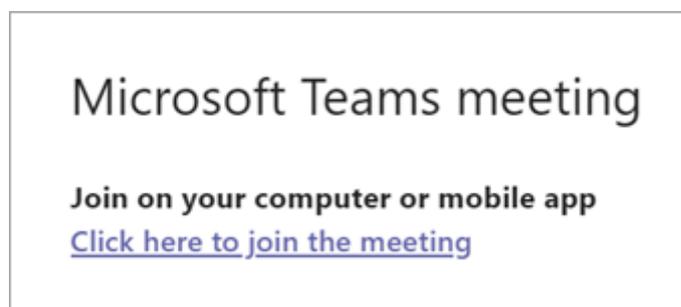
## Instructions for Participants

If you are participant of the AHeRoC 2022 you should know

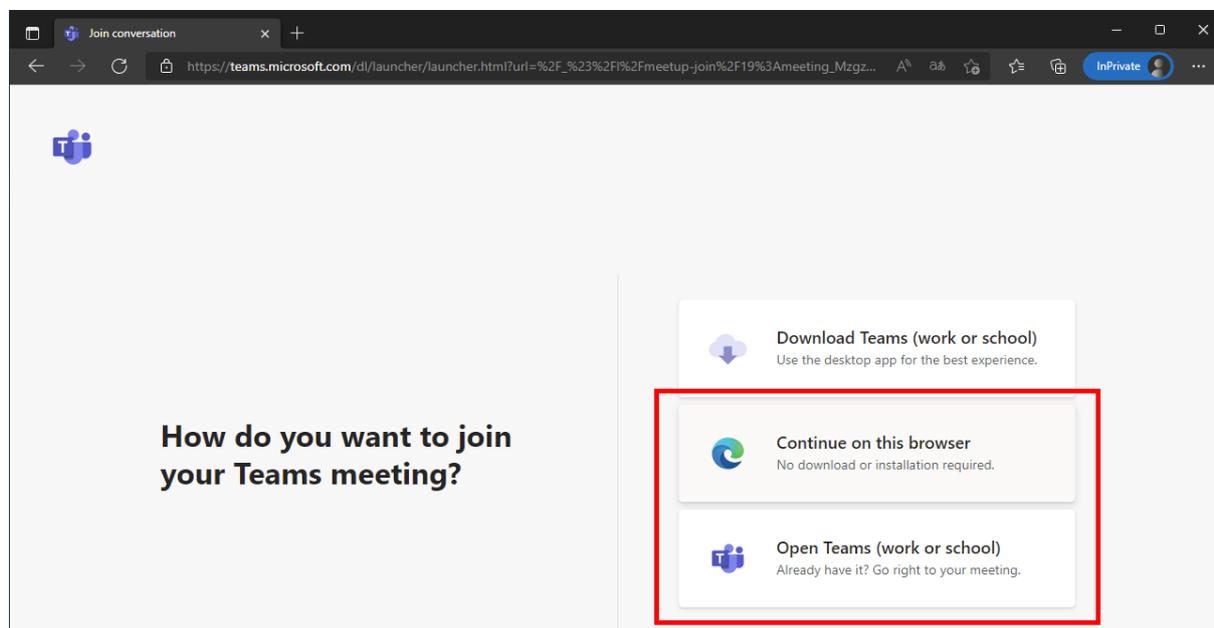
- How to join a meeting.
- How to raise your hand when you want to speak.
- How to unmute your mic.
- How to mute your mic when you finish talking and how to lower your hand.
- How to chat in meeting.

### How to join a meeting

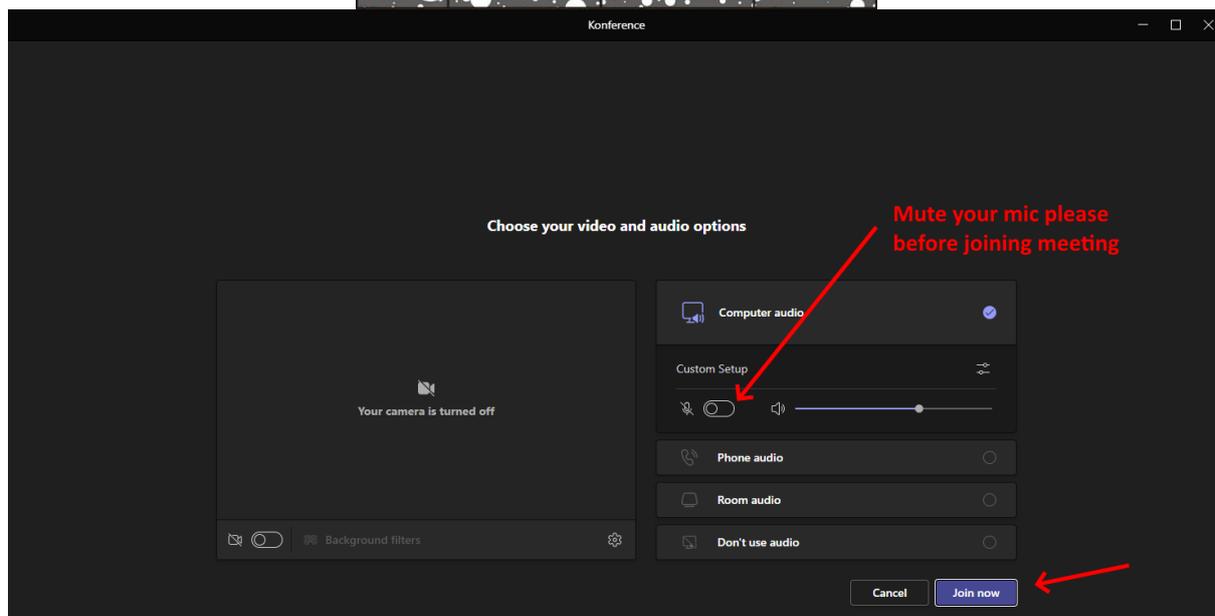
There are several ways how to join AHeRoC 2022 meeting. All you really need to join is a **link**.



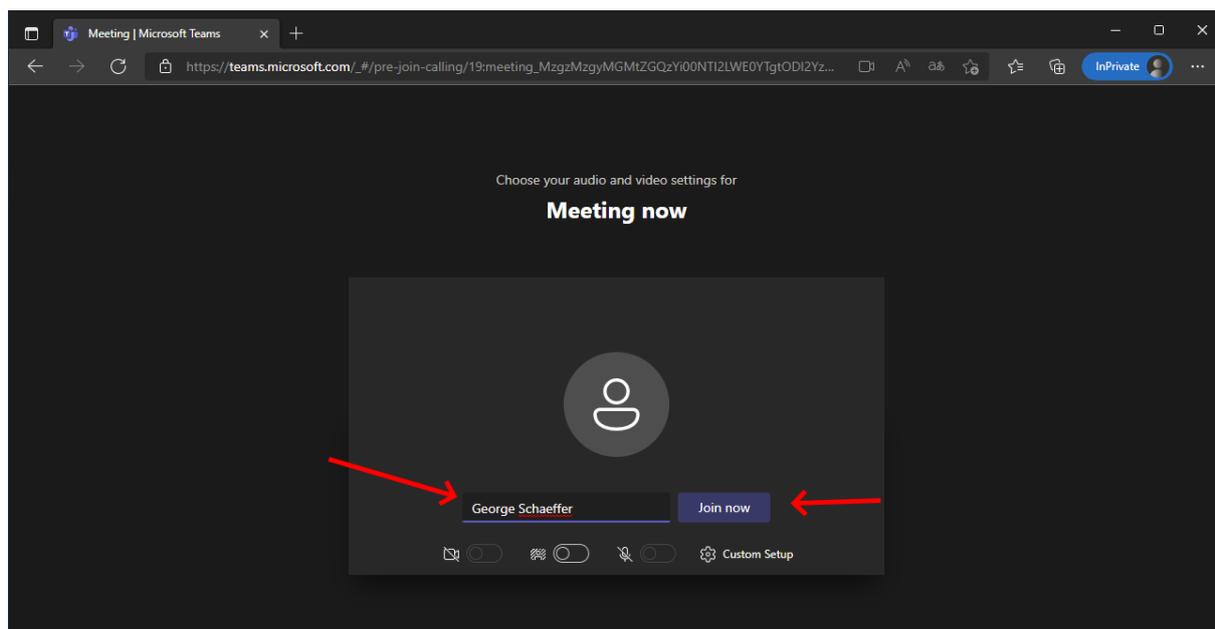
Select **Click here to join the meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app.



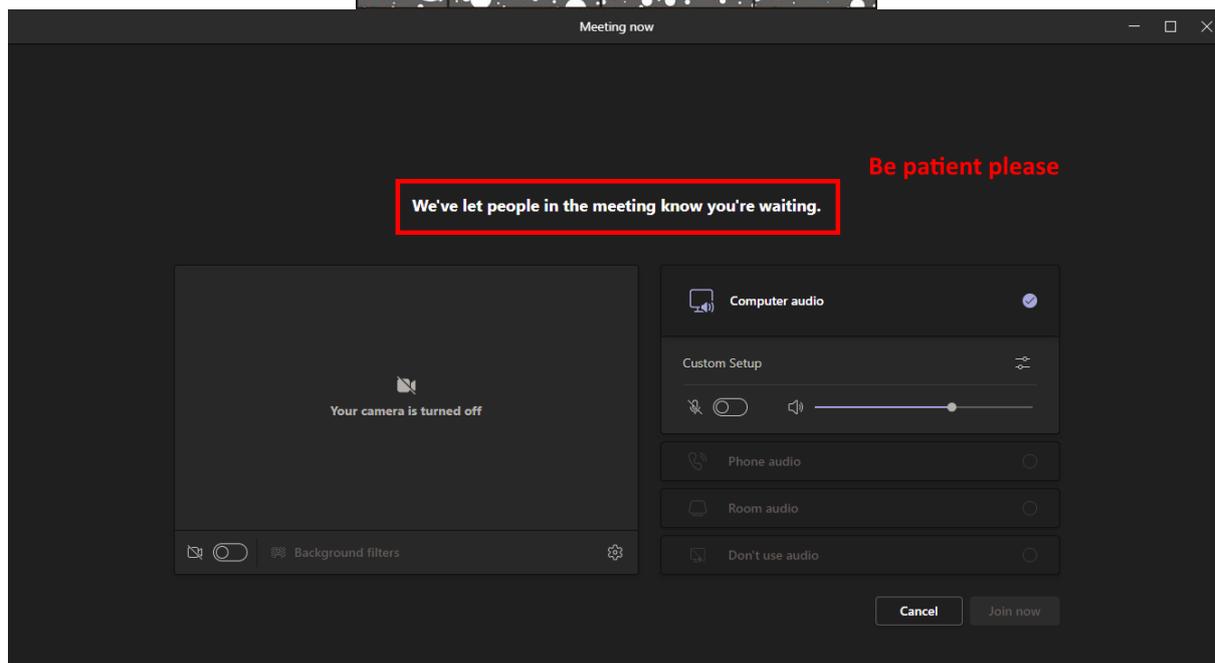
If you already have the Teams app, the meeting will open there automatically.



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.**

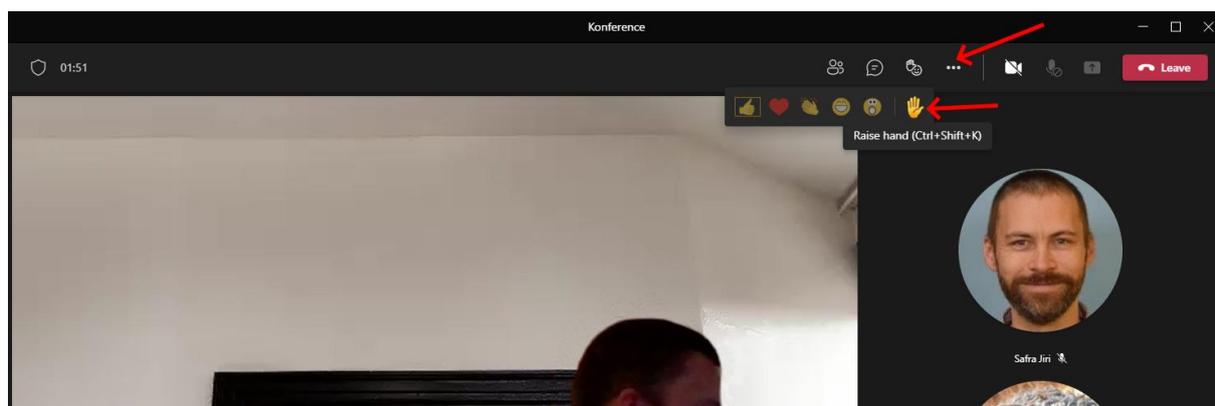


You will have to wait in a lobby for a while – we will verify your registration and then allow you to enter the conference.



### How to raise/lower hand

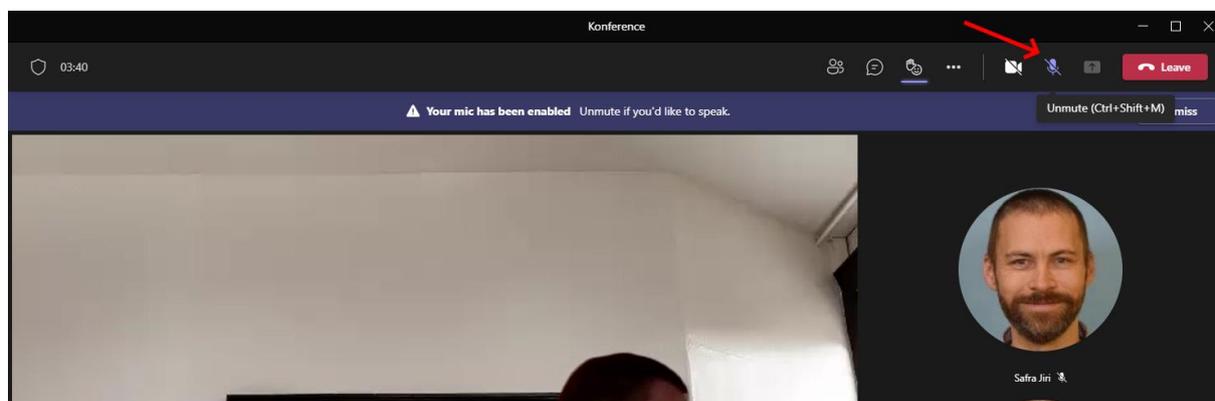
The button for raising (and lowering) the hand is "hidden" under a button with three dots.



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

### How to unmute your mic

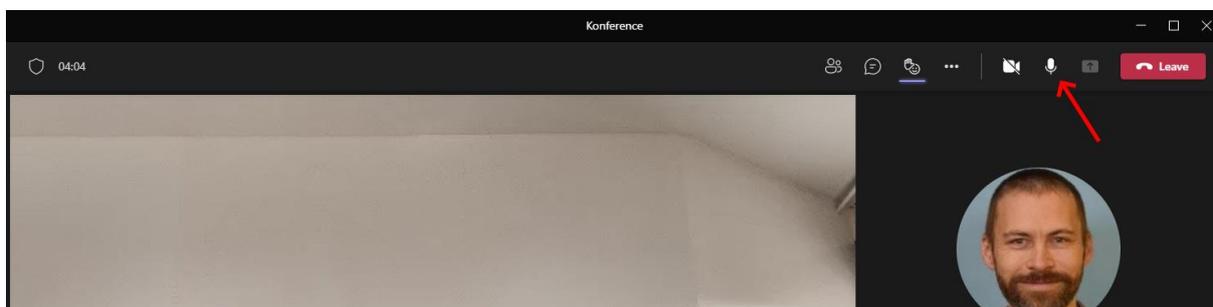
To turn on your mic during a meeting, click on the *Unmute* button.





## 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.

