**How to Mute/Unmute**

On Tablet/Phone App:

Tap the bottom of the screen

A command bar will appear, on the left side is a microphone icon

If there is a red slash through the microphone you are muted

Click the icon to mute/unmute

On a computer:

Hover your mouse over the bottom of the screen

A command bar will appear, on the left side is a microphone icon

If there is a red slash through the microphone you are muted

Press and hold the space bar to unmute or click the microphone icon

On a phone:

Press \*6 to unmute/mute

**How to Turn Video On/Off**

On Tablet/Phone:

Tap the bottom of the screen

A command bar will appear, on the left side is a camera icon

If there is a red slash through the camera you do not have video

Click the icon to turn camera on/off

On a computer:

Hover your mouse over the bottom of the screen

A command bar will appear, on the left side is a camera icon

If there is a red slash through the camera you do not have video

Click the icon to turn camera on/off or click Alt + V

**How to Raise Your Hand**

On Tablet/Phone App:

Tap the bottom of the screen

Click the Participant icon (two people one behind the other)

It will open on the right side of the screen

Click the hand icon in the Participants window

On a computer:

Hover your mouse over the bottom of the screen

Click the Participant icon (two people one behind the other)

It will open on the right side of the screen

Click the hand icon in the Participants window

**Rename**

On Tablet/Phone App:

Tap the bottom of the screen

Click the Participant icon (two people one behind the other)

It will open on the right side of the screen

Find your name

Click more

Click rename

On a computer:

Hover your mouse over the bottom of the screen

Click the Participant icon (two people one behind the other)

It will open on the right side of the screen

Find your name

Click more

Click rename

**How to Chat**

On Tablet/Phone App:

Tap the bottom of the screen

Click the chat icon (speech box)

It will open on the right side of the screen

Type you message at the bottom

To private message change the To: dropdown to the participants name

On a computer:

Hover your mouse over the bottom of the screen

Click the chat icon (speech box)

It will open on the right side of the screen

Type you message at the bottom

To private message change the To: dropdown to the participants name

**How to Share Screen**

On Tablet/Phone App:

Tap the bottom of the screen

Click the share screen icon (green box with an up arrow)

Choose which screen you would like to share

Add the top of the screen there is a red stop share button

On a computer:

Hover your mouse over the bottom of the screen

Click the share screen icon (green box with an up arrow)

Choose which screen you would like to share

Add the top of the screen there is a red stop share button