**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