Attending meetings

Microphone and audio settings

1) Click the **Mute/Unmute** button to turn on/off your microphone. You can also enable your microphone by pressing down the **CTRL** key on the keyboard.

2) Click the arrow to test and adjust volume for your microphone and speakers.

Camera and video settings

3) Click the **Camera** icon to start/stop transmitting live video. A session can have up to 8 simultaneous video channels.

4) Click the arrow to test your camera if you are planning to transmit live video.

Emoticons

5) Use emoticons to communicate or indicate when you step out.

Chat

6) Dock/undock and move the chat panel to a convenient location.

7) Display time stamps and save your chat conversation.

8) Send a chat message to everyone in the session or only the presenters .

Video channels

9) Use the scroll bar to resize the primary video and the content area.

10) Undock the video panel. The panel can be displayed vertically or horizontally.

Audible alerts

11) Enable audible alerts to get notified when a new chat arrives or some other event occurs during a session.