

Information for Participants

Due to the large number of attendees, all guests will be muted during this event.

Feel free to use the “Chat” button at the bottom of the screen to send a message or comment to each other or to the presenters.

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Control icons, usually at the bottom of your screen, allow you to turn the camera on/off, view the participant list, and “chat.” All other icons will be controlled by the host.



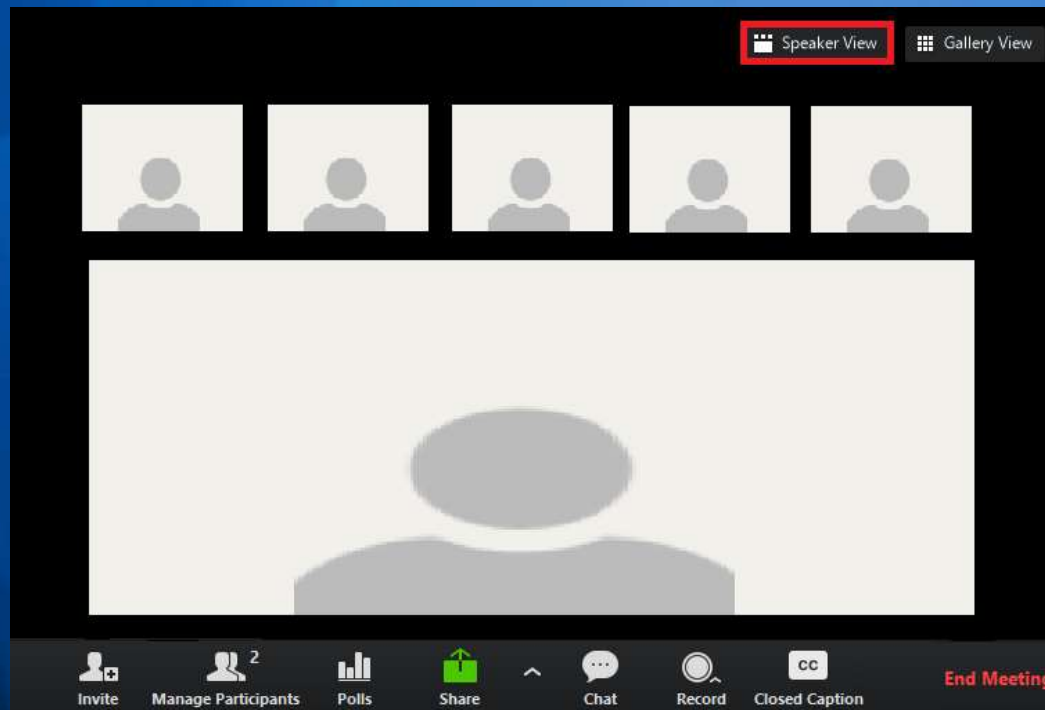
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Participants have control over the video layout.

“Speaker view” shows primarily the active speaker.

“Gallery view” shows tiles of all participants.

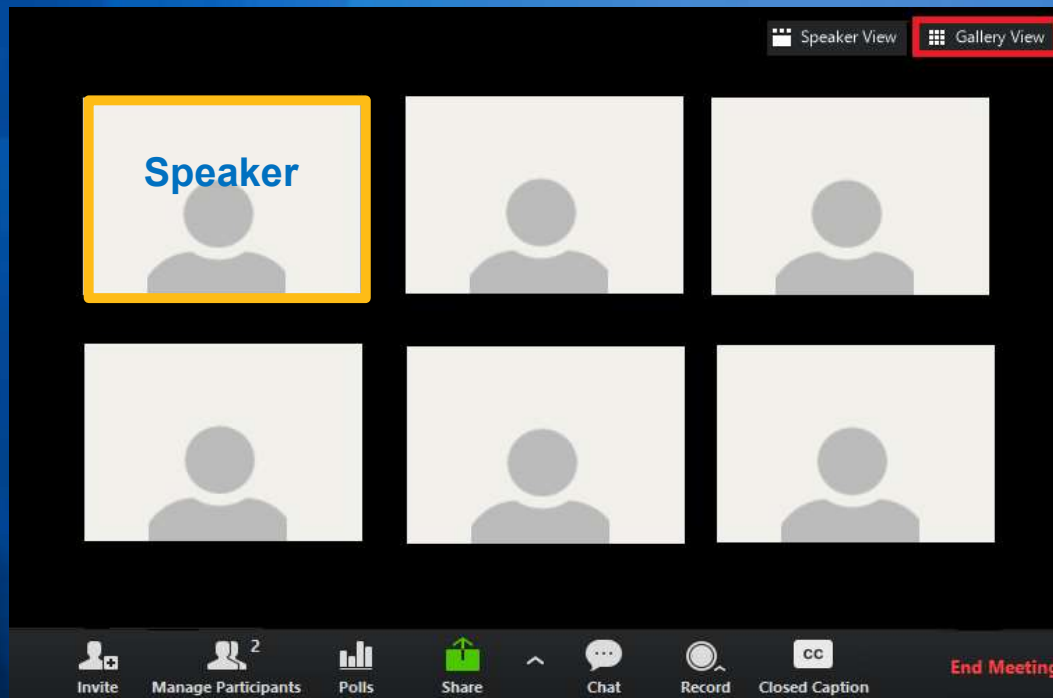
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SPEAKER VIEW

Shows the active speaker large and in the center of the screen.

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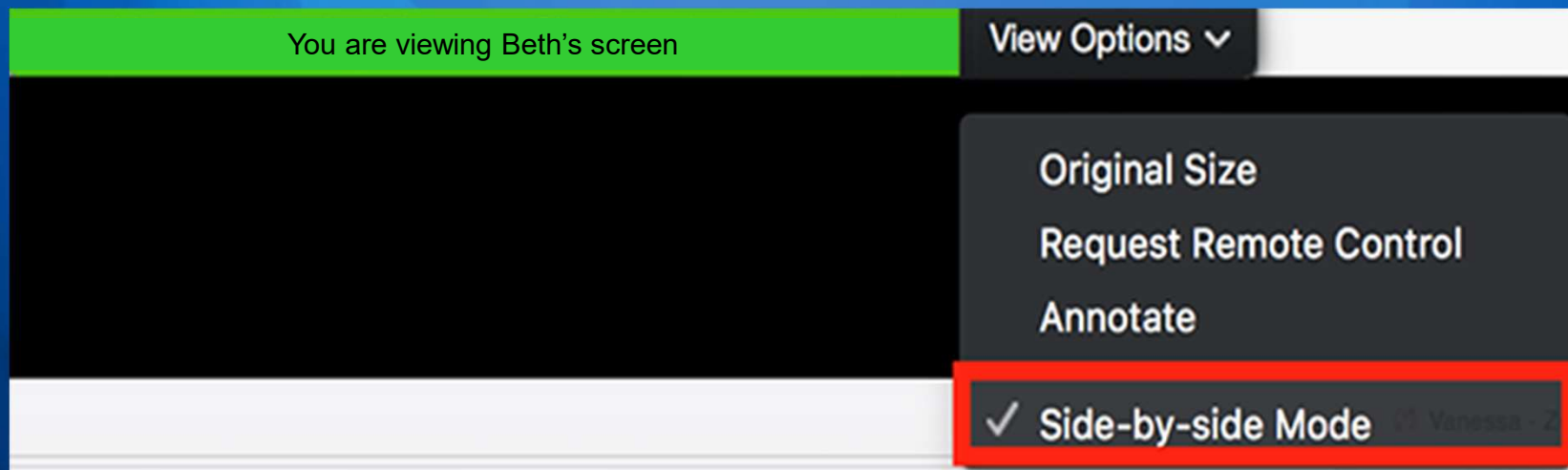
GALLERY VIEW

Shows tiles of all participants.

The speaker's tile will be on the first screen with a highlighted border.

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When the screen is being shared, click **View Options**, usually at the top. Check **Side-by-side Mode** to see both the speaker and the slide image.



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When the screen is being shared, you can **adjust proportions** of the presentation slide on the left and the speaker tiles on the right.

Place your cursor just to the right of the slide to show a **vertical gray line**. Click and hold and **move the line left or right** to change the proportions.

