



- 1 **Select your preferred language** - Select "none" to listen to the floor. Select other language, if interpretation is available, click "save".
- 2 **Raise your hand to ask for the floor** - Click on the green hand icon to request to take the floor and wait for approval. Select "audio only" to enable your microphone. Select "audio and video" to enable both microphone and webcam.
- 3 **Mic** - Turn on/off microphone, when you have the floor.
- 4 **Webcam** - Turn on/off webcam, when you have the floor.
- 5 **Screen sharing** - Turn on/off screen sharing, when you have the floor.
- 6 **Full screen mode** - Enter/exit full screen mode.
- 7 **Event chat** - Use, if available, to address all event participants.

- 8 **Stop streaming** - Click to stop streaming, when finished speaking. This does not disconnect you from the meeting.
- 9 **Restart All Lines** - In case of any audio or video issues, click R.A.L. as a quick fix to refresh your connection.

- 10 **Vote** - Participate in polling, if available.
- 11 **Private chat & moderator chat** - Report technical issues to the moderator or send private message to individual participants.