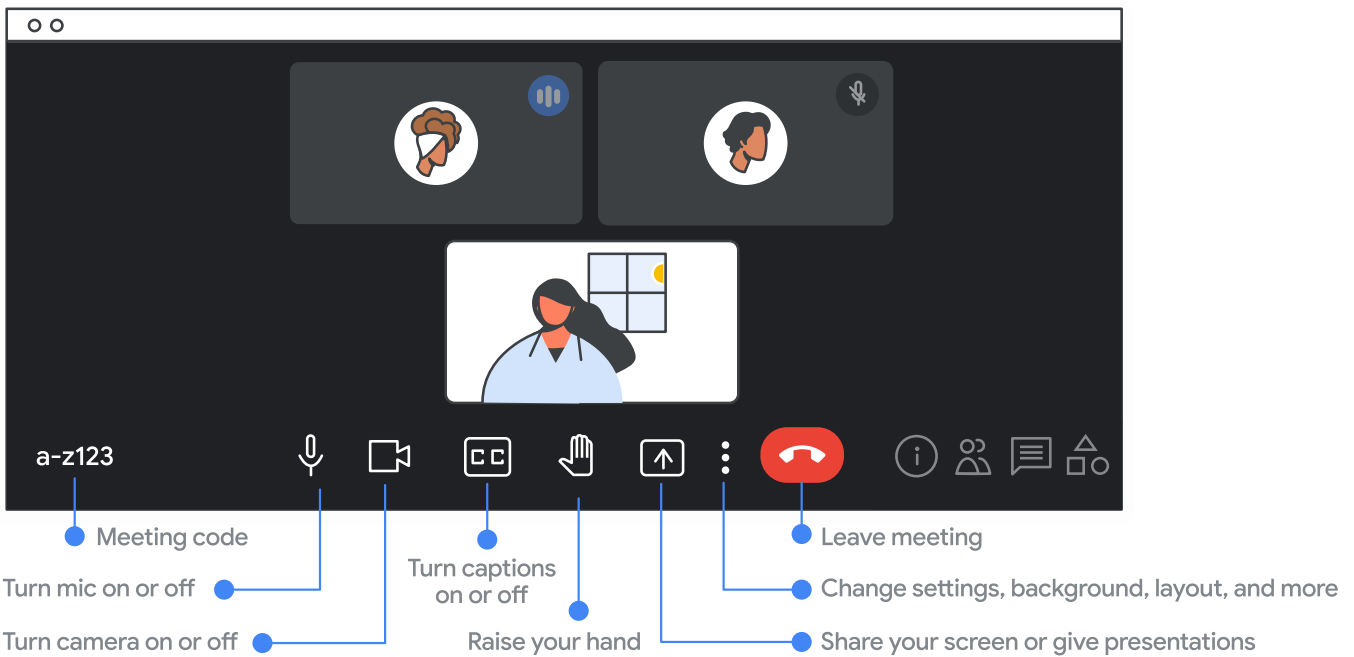




Online meeting step by step

There are different applications used for online meetings and they will all look slightly different. However, they will all have the same features. Look at the image below which explains some of the common features used.



Microsoft Teams



Zoom



Google Meet



Online meeting step by step

JOINING AN ONLINE MEETING



To join an online meeting, you should follow these steps.

1. You can join an online meeting by either following the meeting link or through the calendar invite. You will then be prompted with a screen. On this screen you will have the option to turn your camera on or off, mute or unmute your microphone, set the volume on your device and blur your background. Once you are happy with your settings, you can then press the join button.
2. When you join the meeting, you may be placed into a waiting room until the host is ready or you may join straight away.
3. You are now in an online meeting so you should follow the guidelines explained by the host. They may ask everyone to mute their microphones to avoid disruption.
4. You can edit your view by clicking on the view button. You might do this if you prefer to only see the person speaking or if you would like to see everyone included in the call.
5. To ask a question or request to speak in the meeting, press the raise hand button and the host will let you know when it is your turn to speak.
6. You may be asked to share your screen. You can do this by clicking the share button. This will then prompt you to choose if you would like to share your screen completely or just a particular window you have open.
7. Click on the chat button to instant message everyone in the group. This is a good way to introduce yourself without disrupting the meeting.
8. At the end of the meeting, click the leave button to exit.



Online meeting step by step

PRESENTING AN ONLINE MEETING



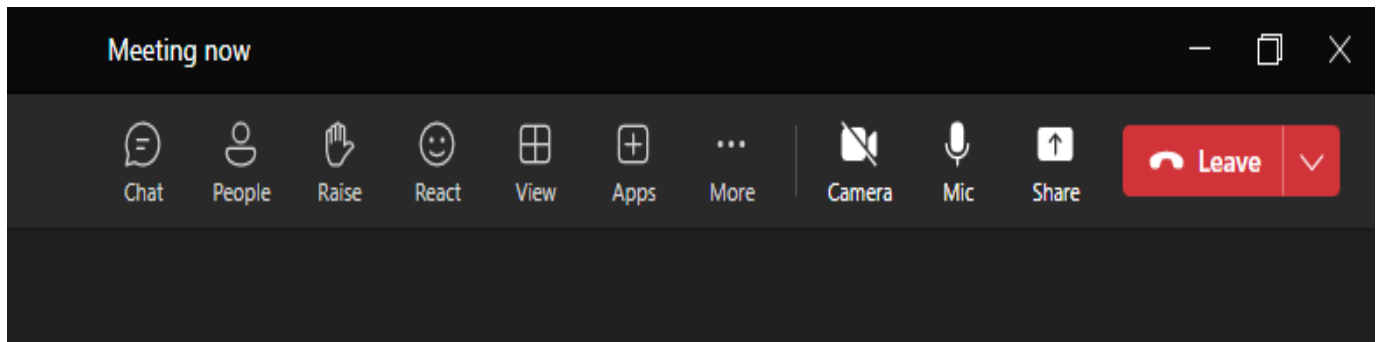
When hosting and presenting an online meeting, you should follow these steps.

1. Send an invite and meeting link to everyone who you wish to invite.
2. You can join an online meeting by either following the meeting link or through the calendar invite. You will then be prompted with a screen. On this screen you will have the option to turn your camera on or off, mute or unmute your microphone, set the volume on your device and blur your background. Once you are happy with your settings, you can then press the join button.
3. When you join the meeting, you will be in control of the waiting room. This allows you to join early to prepare and then allow everyone to join when you are ready.
4. It is important to share with everyone your expectations. This might be that you would like them all to mute their microphones and use the hand raise button if they would like to talk. You should also make everyone aware if you are going to use the recording function to record the meeting.
5. You may want to share your screen. You can do this by clicking the share button. This will then prompt you to choose if you would like to share your screen completely or just a particular window you have open.
6. At the end of the meeting, remember to thank everyone for joining and then click the leave button to exit.



Online meetings

Can you talk through and show how you would complete these instructions?



- What button would you click to share your screen?
- You want to see who is in the online meeting, what button can you press to see the participants?
- How would you turn your mic off?
- What button would you click to turn on your camera?
- How do you let the host know you would like to speak?