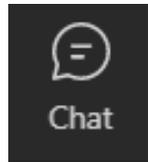
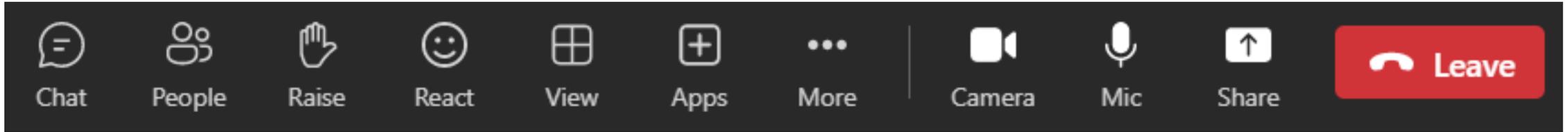


VIRTUAL MEETINGS

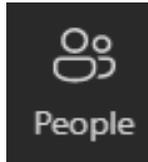
FUNCTIONS AND HOUSE RULES



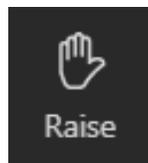
Microsoft Teams Functions



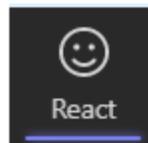
Click to open the chat box



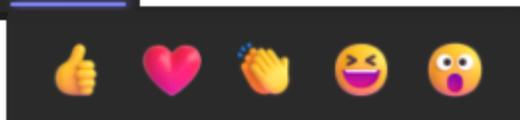
Click to see all participants on the call



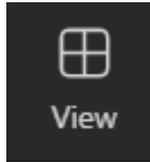
Click to raise your hand for the attention of others on the call



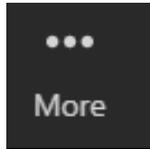
Click to send a reaction (i.e. a thumbs up) which will be seen by others on the call.



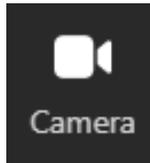
Microsoft Teams Functions



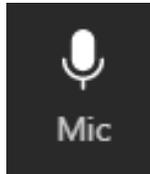
This icon allows you to change the view



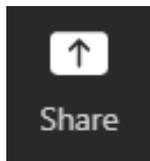
Click to see more options and your own personal settings



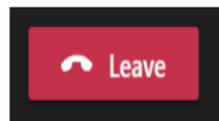
Click to turn your camera on/off



Click to turn your microphone on/off



This is for the facilitators on the call to share their screens



To end the call at the end of the session

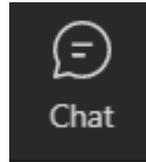
Virtual Meeting House Rules

- Listen with an open mind
- Respect each other's views
- Be concise and in keeping with the agenda
- If a point has already been raised, please try not to repeat it
- To ensure the best audio quality and to allow everyone the chance to speak, everyone will be placed on mute. Please ensure you remain muted whilst others are speaking



Virtual Meeting House Rules

- If you would like to ask a question, please put it in the chat box



- Or please click 'raise your hand' if you wish to turn your microphone on and speak

