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Joining a Meeting
1. Type in the public URL for the meeting room or select the URL from the list of rooms previously entered and then select Next.

2. Select Member and enter your Loyola UVID and password or select Guest and enter your name.

3. Select Enter to be taken into the meeting room.

4. If entering as a guest, the host will need to provide approve it make a while before being accepted into the meeting.
Activate a Microphone

1. To activate a microphone, first the host must provide you with access, this will be indicated if the Microphone icon is present.
2. Then select the Microphone icon and then select Connect my microphone.
   
   a. If asked to provide “Connect” access to the microphone, select Allow.
   b. If you do not allow access, the microphone will not be active.
3. To turn off the microphone, select the Microphone icon and Disconnect my microphone.

Activate a Webcam

1. The host must provide you with access. This will be indicated if the Webcam icon is present.
2. To activate a webcam, select the Webcam icon and then select Broadcast.
   
   a. Select Allow if asked to provide “Connect” access to the camera.
   b. If you do not allow access, the camera will not be active.
3. A preview window will display, select Broadcast to share your camera.
4. To turn off the webcam, select the **Webcam** icon and choose either **Pause** or **Stop**.

### Participating in a Session

1. To view all active pods within a meeting room, select the **Layout** icon from the top left-hand side.

2. To view specific pods, select the **Pod** icon.
   a. To see a specific pod (i.e. chat pod or question and answer pod) select that specific pod icon from the left-hand menu.
   b. Not all content loaded within the pods are supported.
3. To raise your hand or provide feedback (i.e. agree, disagree, laugh or applause) select the **Raised Hand** icon on the bottom left-hand side.

Logging Out

1. To log out of a meeting, select the **Menu** icon
2. Choose **Logout**
3. Select **Log Out** to leave.