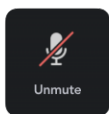


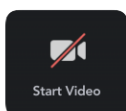
ZOOM GUIDE

ATEE-EDITE-ELTE Online Conference 11 June 2021



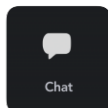
STAY MUTE

USE A HEADSET RATHER THAN SPEAKERS IF POSSIBLE. IF YOU HAVE TO USE YOUR DEVICE'S MICROPHONE AND SPEAKERS, REMEMBER TO MUTE YOUR MIC UNLESS YOU ARE ACTUALLY SPEAKING.



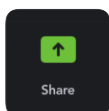
TURN ON YOUR CAMERA

KEEP YOUR CAMERA ON. THINK ABOUT WHAT IS BEHIND YOU WHEN YOU SET UP YOUR CAMERA AND AVOID SITTING WITH YOUR BACK TO THE WINDOW.



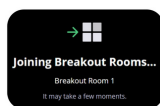
ASK QUESTIONS IN CHAT

WHILE IN THE MEETING, USE THE CHAT FUNCTION THROUGH THE MEETING CONTROLS. THIS WILL OPEN THE CHAT WINDOW. YOU CAN TYPE A MESSAGE INTO THE CHAT BOX TO ALL ATTENDEES OR CLICK ON THE DROP-DOWN LIST NEXT TO 'TO:' IF YOU WANT TO SEND A MESSAGE TO A SPECIFIC ATTENDEE.



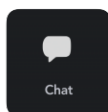
SHARE SCREEN

PRESENTERS WILL USE THE SHARE SCREEN BUTTON TO SHARE THEIR PRESENTATIONS. PLEASE DO NOT USE THIS BUTTON IF YOU ARE NOT A PRESENTER.



JOIN BREAKOUT ROOM

BREAKOUT ROOMS WILL APPEAR ONCE ACTIVATED. BASED ON YOUR PREFERENCES INDICATED IN YOUR APPLICATION, YOU WILL BE ABLE TO JOIN YOUR BREAKOUT ROOM. IN ORDER TO JOIN, CLICK ON THE 'JOIN ROOM'.



ASK FOR HELP

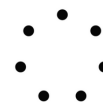
IF YOU NEED ANY HELP, WRITE THE ORGANISERS IN THE CHAT BOX.



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Faculty of Education and Psychology