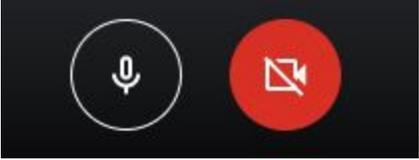




Steps	Screen Shot
<p>1. Once you have joined your class Meeting, you will see this toolbar at the bottom of your screen.</p>	
<p>2. To turn on/off your microphone, click the <b>Microphone</b> icon (on the left).</p> <ul style="list-style-type: none"><li>- When the microphone icon is white, the microphone is on.</li><li>- When the microphone icon is red, the microphone is off</li></ul>	<p>Microphone on      Microphone off</p> 
<p>3. To turn on/off your Webcam, click the <b>Video Camera</b> icon (on the right).</p> <ul style="list-style-type: none"><li>- When the video camera icon is white, the Webcam is on.</li><li>- When the video camera icon is red, the Webcam is off</li></ul>	<p>Webcam on      Webcam off</p> 

**Please note:** While the microphone and Webcam are off, your student can access materials, see and listen to the class discussion; but cannot be seen or heard by the teachers or other students.