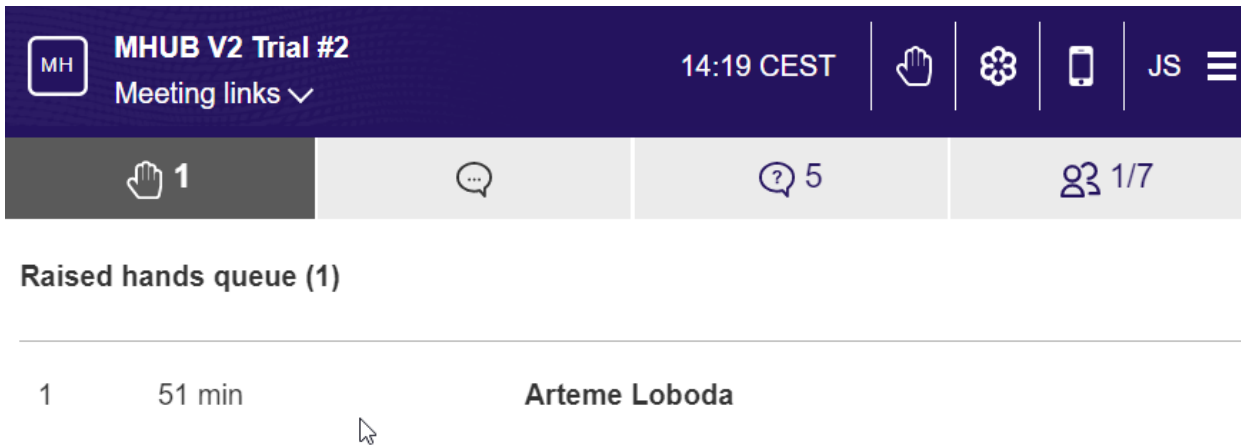


Quickguide - Engage

When you are connected to the meeting, a number of options is available to you, we will describe them here:

The MeetingHub window layout is depicted below.



The key functions are described here:

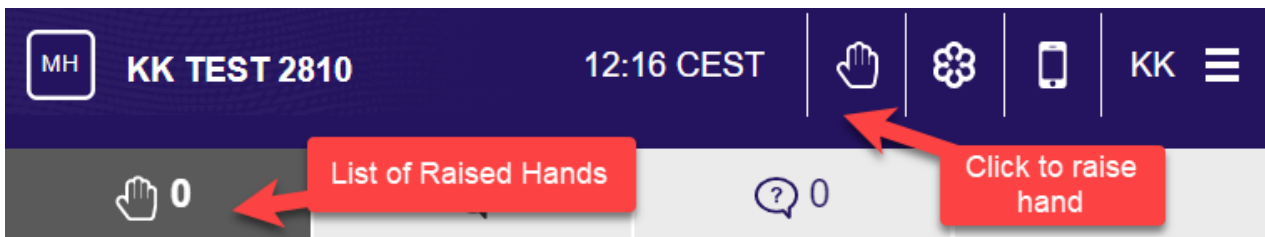
Raise Hand

Raise your hand to ask for the floor by clicking the RaiseHand icon in the top bar.

- Remember to lower it again when done.

Check the list of raise hands to see who is waiting. Organiser can manage raised hands. The list is visible in the Chat and Participants list also.

Please note in the GoTo window another raise hand button may appear. Please refrain from using this option when asking for the floor, as it may not be visible to the Chair.



Chat messages

Send a message in Chat

You can send a message to all or a specific person in the chat. If a new message has arrived the icon will indicate that.



Live Questions (LQ)

Answer a Live Question

During the meeting, an organiser can ask questions for all or a subset of participants.

Go to the Live Question section to see and answer pending questions.



Answer now

Coffee break at ?

Select your answer (Select one or more options) Submitted answers: 0/1

Answers are Published

09:30

10:00

10:30

SUBMIT

Participants list

On the participant list tab, you can see who is attending, and whether they are online in the MeetingHub or not.

The Status column will show either a green dot (online) or a red dot (offline). In the tabs title you can see the number of Online/Number of participant which in this case is 25 online and 51 participants in total.

If you click the name of the participant, it will start a private chat for that participant on the chat tab.

You can sort the participants by clicking the headline of the columns.

> Raised hands queue (0)

Search name, organisation or representation

Name Organiser Representing Status

ANFR Admin: France ●

HAKOM Admin: Croatia ●

SUNET/ Swedish Research Council Organisation: SUNET/
Swedish Research Council ●

Ofcom UK Admin: United Kingdom ●

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