

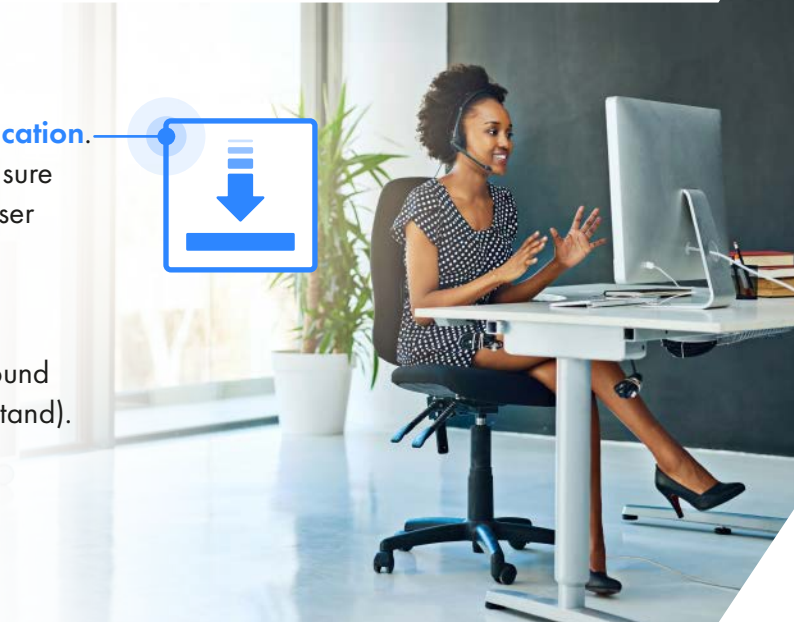
## BEFORE THE MEETING

If possible please **download the desktop application**.  
If not, you can use web version, but please make sure that you have an up to date version of your browser (Chrome is preferred).

Be equipped with a headset with a microphone (computer microphones usually produce a low sound quality making it very difficult for others to understand).

Make sure the sound works - you can test your microphone and speakers/headphones [here](#).

Find a silent place where you won't be disturbed.



## DURING THE MEETING

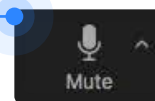
Remember to click the **join with audio tab**.

Please check how to **mute and unmute your microphone**.  
Please keep it muted, only unmute when speaking.  
**Press and hold [spacebar] to quickly unmute yourself.**

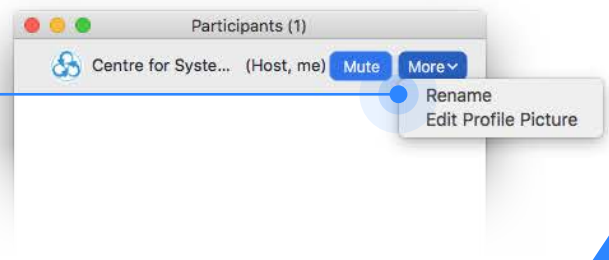
**Raise your hand if you'd like to speak.**  
Remember to lower your hand afterwards  
- Zoom doesn't do it automatically.

**Use your full name** to join the conference session.

Please state your name and affiliation before you speak up so this can be noted by the moderators.



Click this arrow to adjust your settings.



## ZOOM QUESTIONS & KNOWN ISSUES

If your app won't start, close all other apps for remote communication (like Skype) on your computer. If it doesn't help, try to reinstall it.