# Audio Tips

Today's audio is streaming to your computer's speakers or headphones.

**Too loud or soft?** Adjust volume level in the Audio broadcast box:
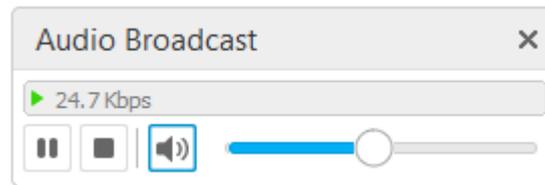


**Lost all sound? Hear an echo?** Click on the **small radio tower** icon (above chat box) OR go to the **Communicate** menu (at the top of the screen) and select **Audio Broadcast** to refresh your connection.
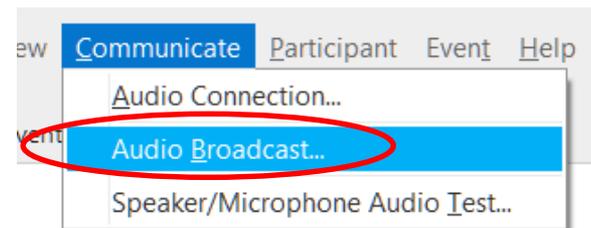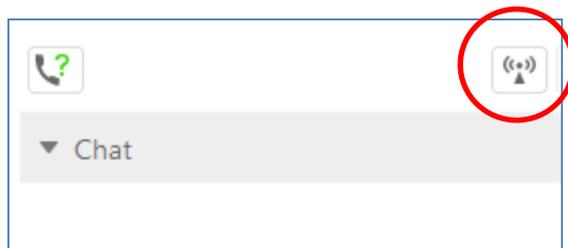
# Need Help?

Please post **technical support questions** into the **Q&A Panel**.



**Step 1:** Type the problem in the **dialog box.**

**Step 2:** Click **Send**.

# Chat Etiquette

Use **Chat** to talk with attendees and presenters about the topic.

Do not post technical questions to Chat.
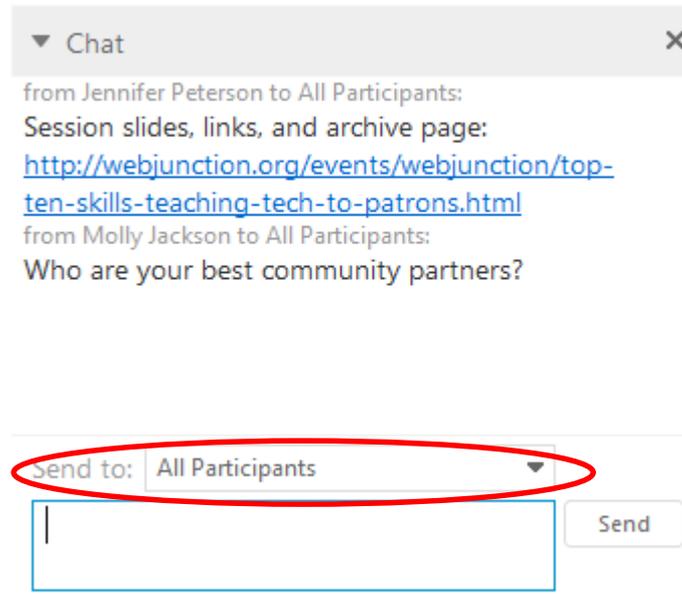
# Customize your experience

Panels can be opened or closed by clicking on the panel name at the top of the column, or by using the X in the individual panel.

Hover over edge of
panels to drag and resize.

# Telephone Access

If you not able to listen via your computer, you may join by phone.



OR
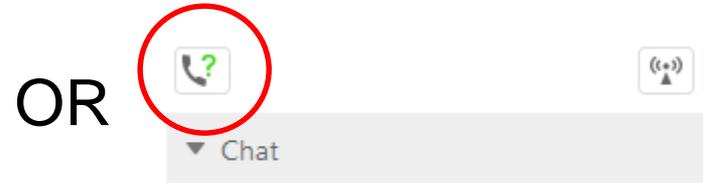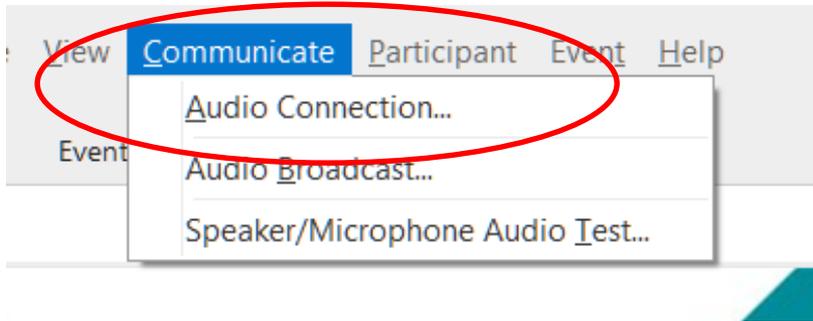


**Step 1:** At top left corner, select **Communicate > Audio Connection OR** go to the **Telephone Icon** below participant list

**Step 2:** Follow directions on pop-up window for 'I Will Call In'
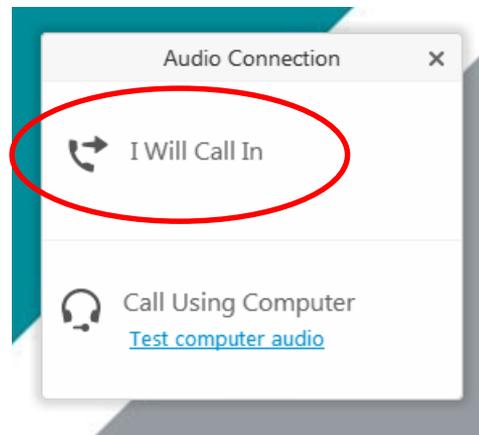
# Annotation Tools

The tool buttons will open in a row on the left side of your screen, once you **click on the blue marker**.

## Check mark

- Click on square, half-way down.

- Use the drop-down menu and choose the check mark.

- Click on slide to indicate choice.
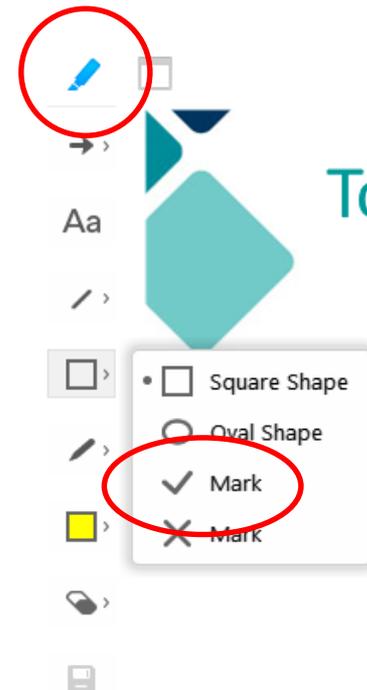
# Feedback Tools

- Go to tools at bottom right of Participant Panel (small chat bubble with check mark)

- Select 'yes' or 'no'

- Check Feedback Results for summary