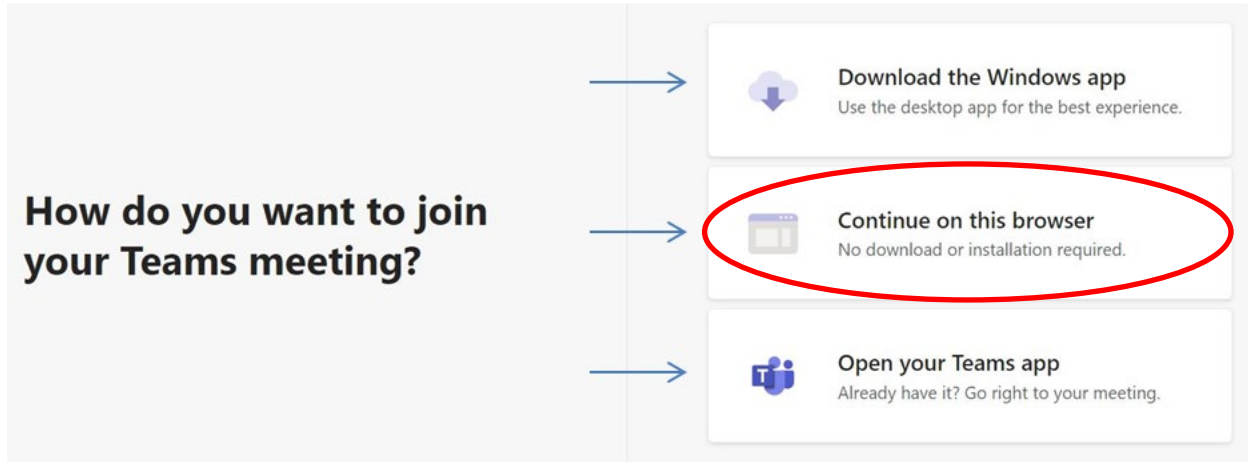


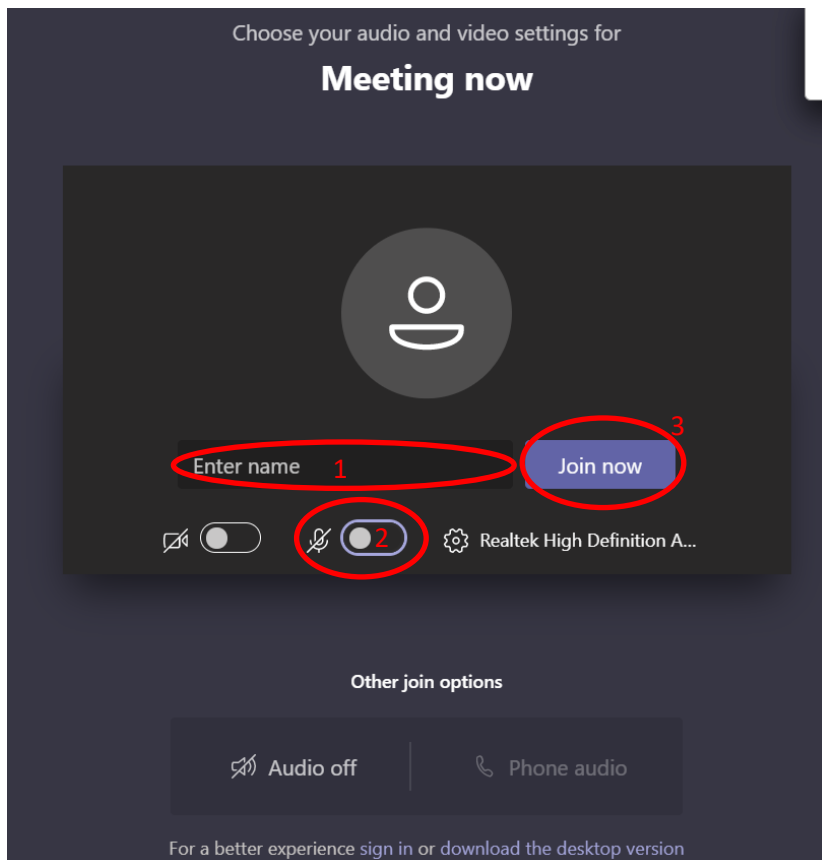
WHAT TO EXPECT

ENTERING THE MEETING

Upon clicking the “Enter Meeting” button on the wmarab.com webpage, you’ll see the screen below with three ways to access the meeting.

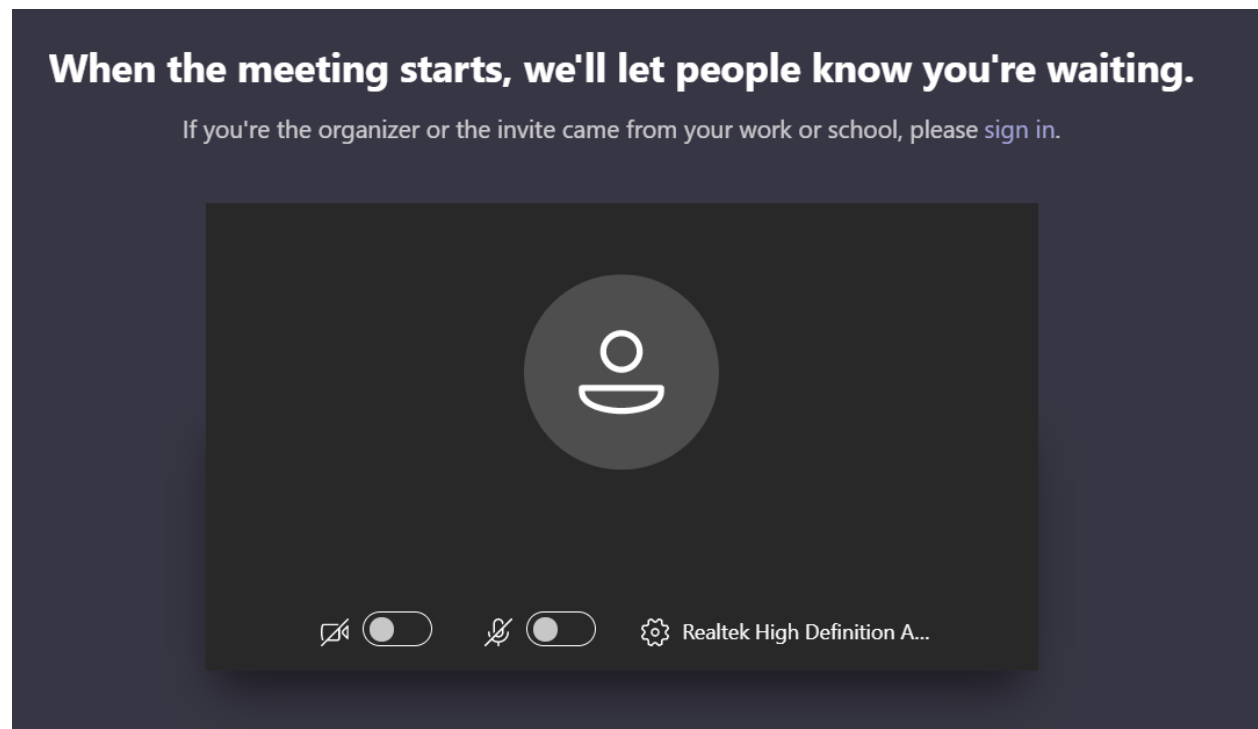


Most will have the best result by selecting “Continue on this browser”. This selection will take you to the meeting entry screen shown below.



1. Enter Your Name at location 1
2. Click the button to the right of the microphone icon at location 2, to mute your microphone. Your microphone will be muted when you enter meeting room to avoid background noise or feedback that could disrupt the meeting.
3. Click purple “Join now” button at location 3 to enter the meeting waiting room.

All attendees will be placed in the “waiting room/lobby”, and will see the message below. When the meeting starts, the meeting host will admit attendees individually into the actual meeting. No additional action is needed, simply wait until the host transfers you into the meeting.



All attendees’ microphones will be muted as you enter the meeting room, to avoid background noise and feedback that could disrupt the meeting.

ASKING QUESTIONS DURING THE MEETING

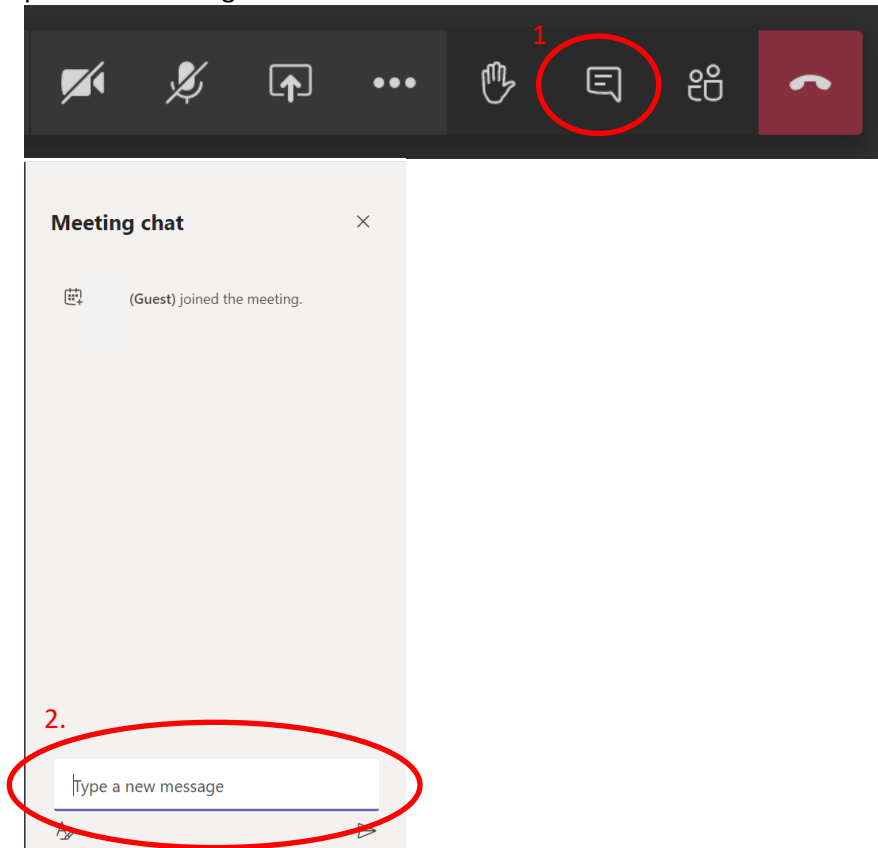
Although your microphone will be muted upon entering the meeting, there are two ways for you to ask questions during the meeting.

Ask a question in Meeting Chat

When you move your cursor on the screen, the control bar shown below will appear. To ask a question in the Meeting Chat, click the icon circled below. Then, type your question in the text box shown and click the “Enter” key on your keyboard to submit your question. The meeting host will monitor the Meeting Chat and will read your questions to the presenters during “Question & Answer” periods.

1. Click the “Show Conversation” icon shown at location 1, below

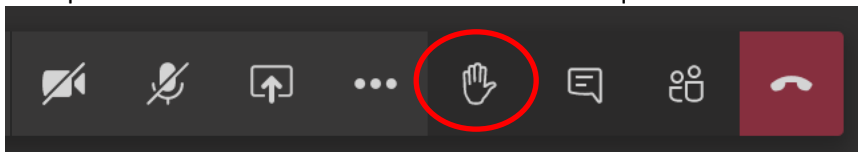
2. Type your question in the chat line shown at location 2, below. Press “Enter” on your keyboard when you’ve finished typing your question. Your question will be posted to the Meeting Chat window. A meeting host will monitor the Meeting Chat, and pose these questions to the presenters during Question and Answer breaks.



Ask a Question Through Audio (Raise Your Hand)

You may also speak to the presenters to ask your question. To do so,

1. Move your cursor over the screen to make the icon bar appear. Click the “hand” icon (circled below) to “raise your hand”. When a Question and Answer period arrives, a meeting host will call upon individuals with hands raised to ask their questions.



2. When the meeting monitor calls upon you to ask your question, click the microphone icon (circled below) to unmute your line, and speak your question. Please mute your line once again after asking your question.

