

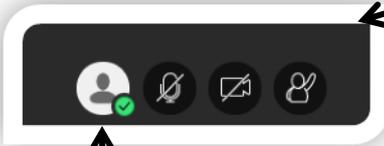
Navigating your way around Collaborate

Thanks for signing up to our webinar! To make the most of your experience, we've provided a little how to guide below.

1)Getting started: Make sure you have one of the supported browsers installed (Chrome, Firefox, Safari, Microsoft Edge). [Click here](#) to find out which operating systems are supported.

On the day of the webinar, follow the link that we will email you and take a few moments to explore the buttons on your screen.

2)Managing your audio-visual:

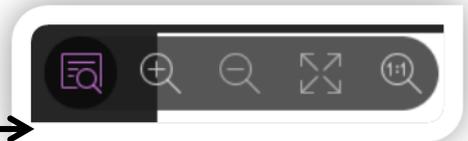


Once you have entered the chatroom you will see these four icons at the bottom of the screen – the icon with the green tick shows you that you are participating.

Your microphone and camera have been disabled for the purposes of this webinar.

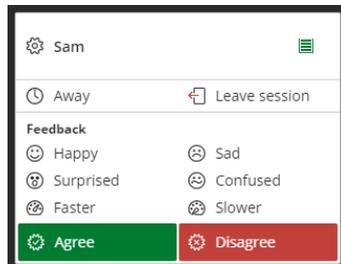
The fourth icon allows you to put your hand up to ask a question. There is no need to use this 'hand up' button – simply ask questions in the chat and we will either a) respond privately or b) take note of your question and pose it to the speakers during the QA session.

3)Viewing slides:



If you struggle to read anything, click on the magnifying glass icon in the top left-hand corner and press the plus arrow

4)Giving Feedback:

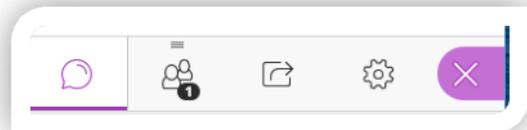


By clicking on the profile icon (above, left) you can give us feedback on the session.

5)Asking a question:



On the bottom right hand side of the screen there is a purple arrow which when you click on it will display these icons →



To ask a question or chat to us or another person on the webinar – select the speech bubble.

The people icon displays a tab that shows you who else is in the webinar and the square with an arrow allows you to share your screen or a file. You generally won't need this unless you are hosting.

6)Leaving the session:



To leave the session, click this icon in the top left-hand side

