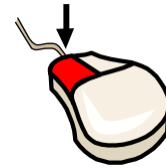


# On the day of the meeting!



Open your email  
and find the 'link'  
you have been sent



'Click' on the link  
(this is blue  
writing)



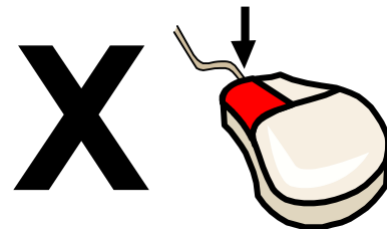
You will see  
everyone else  
on your screen



If you want to speak,  
just wave your hand  
to get the attention of  
the Chair



Listen to the  
facilitator or Chair  
who will tell you when  
it's your turn



At the end,  
click 'close'