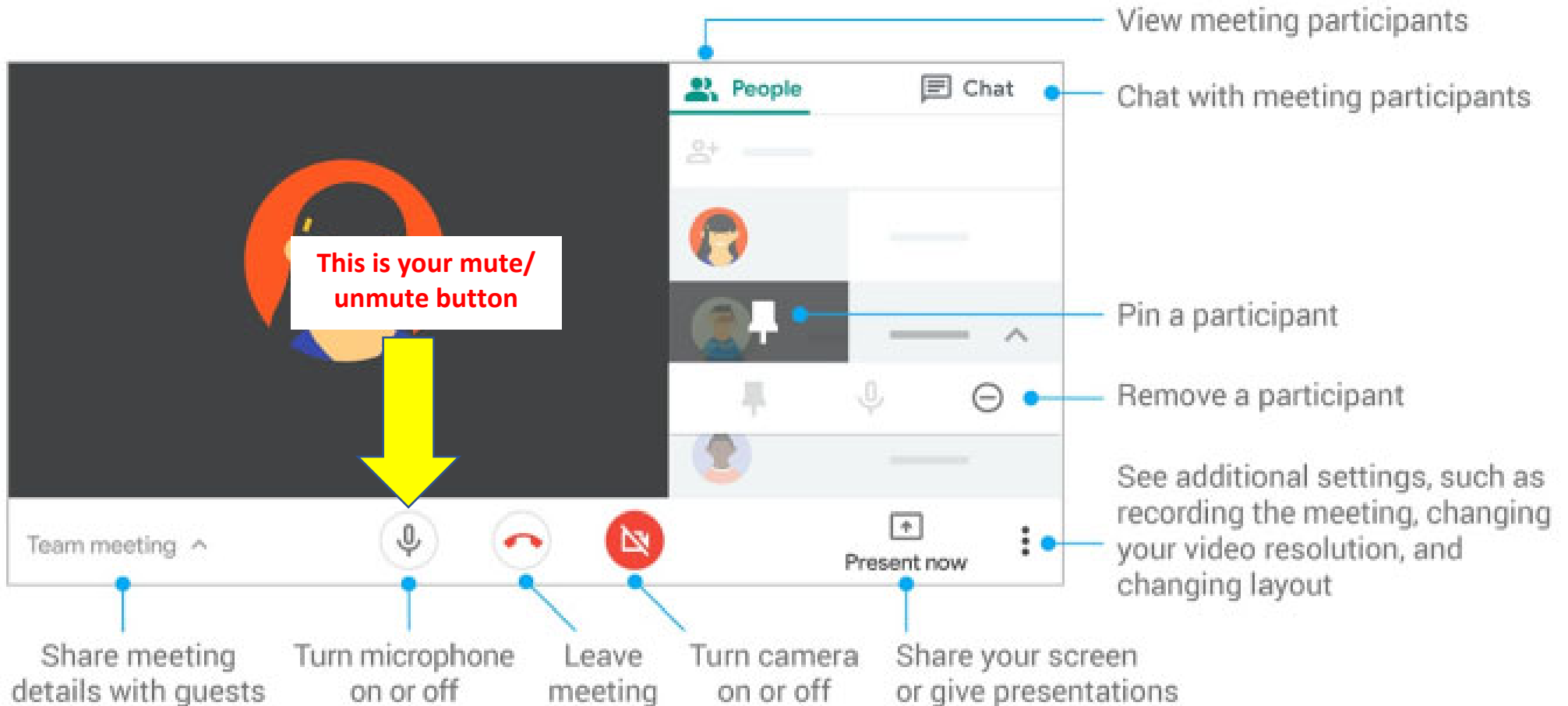
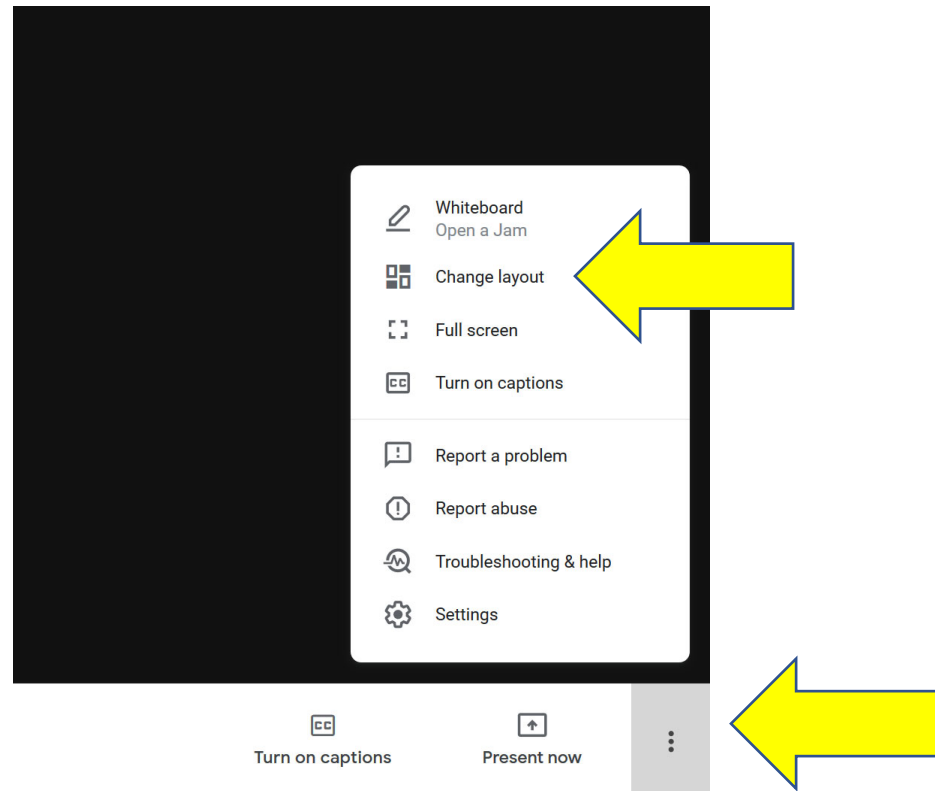


Quick In-Meeting Reference

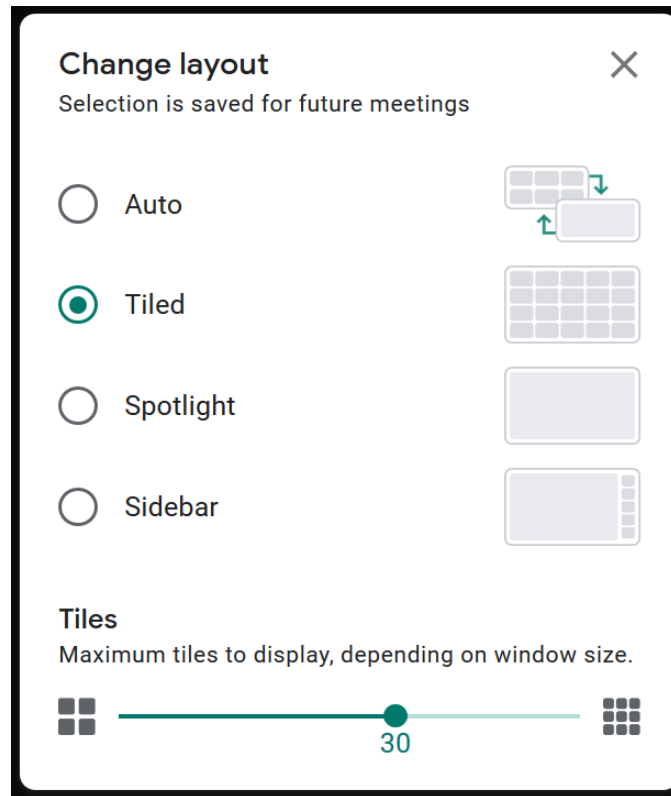


*If you don't see the bottom menu bar, hover over or click at the bottom of your screen and it should appear.

To include more participants on the screen



1. Click on the three vertical dots at the bottom right hand of the menu for additional settings
2. Select “Change Layout” which will open the menu below



3. Select “Tiled” and slide the bar at the bottom for the maximum number of windows you want on a single screen. The changes should take place immediately and you can close this window.