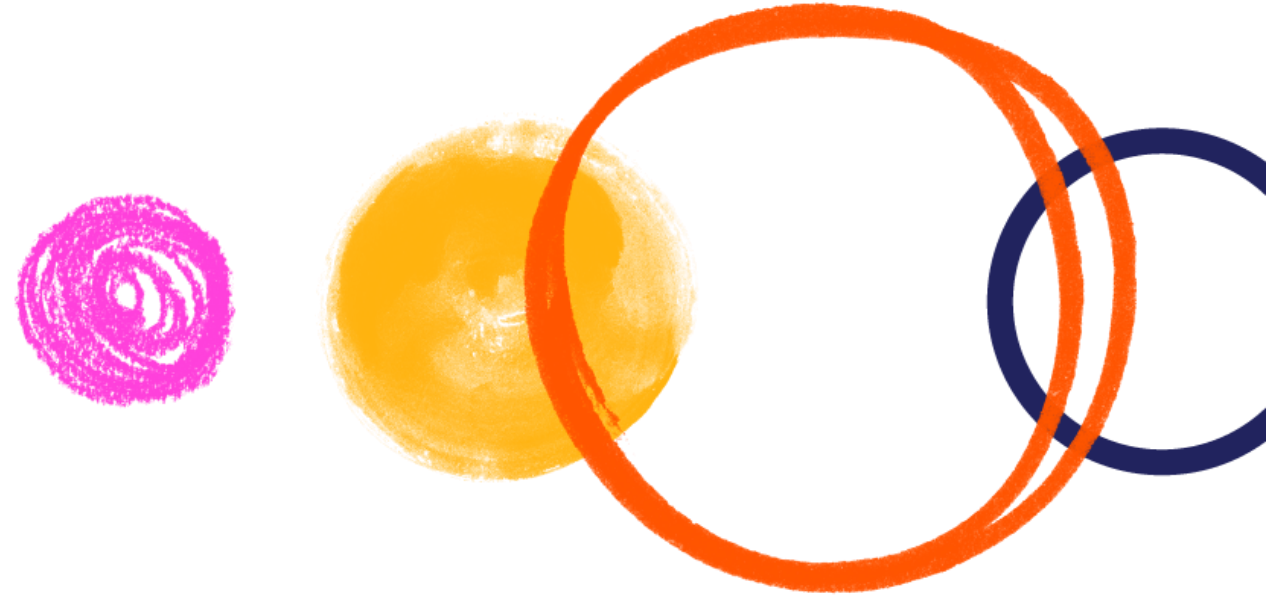






General Meeting

Guidelines for Participants



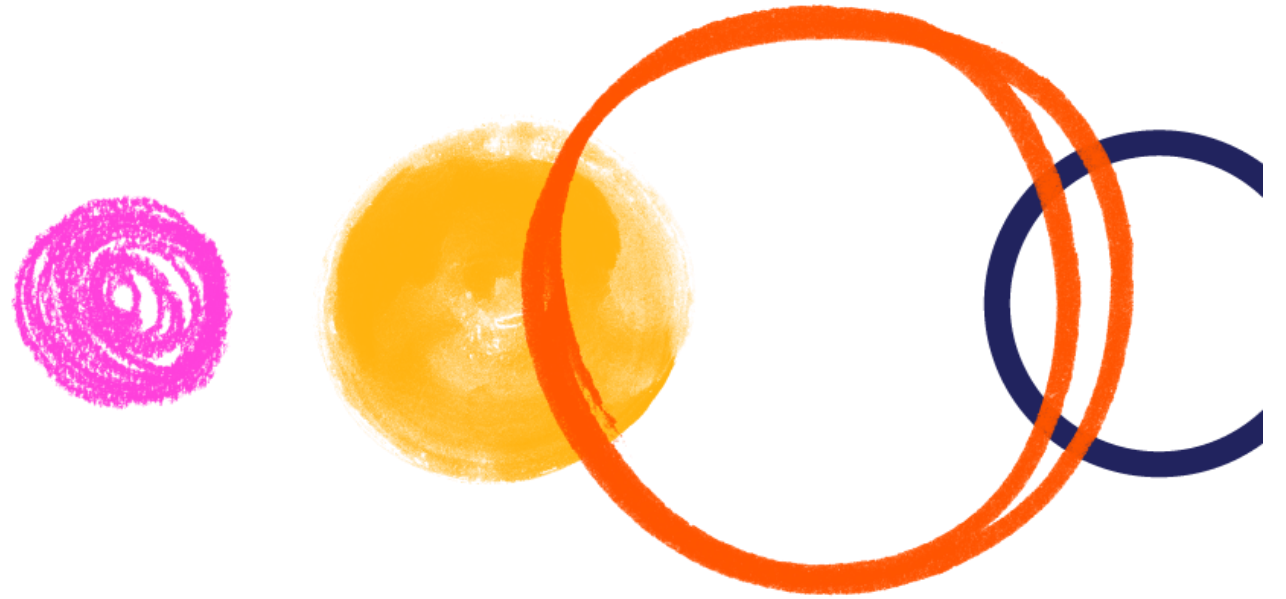
Technical Requirements

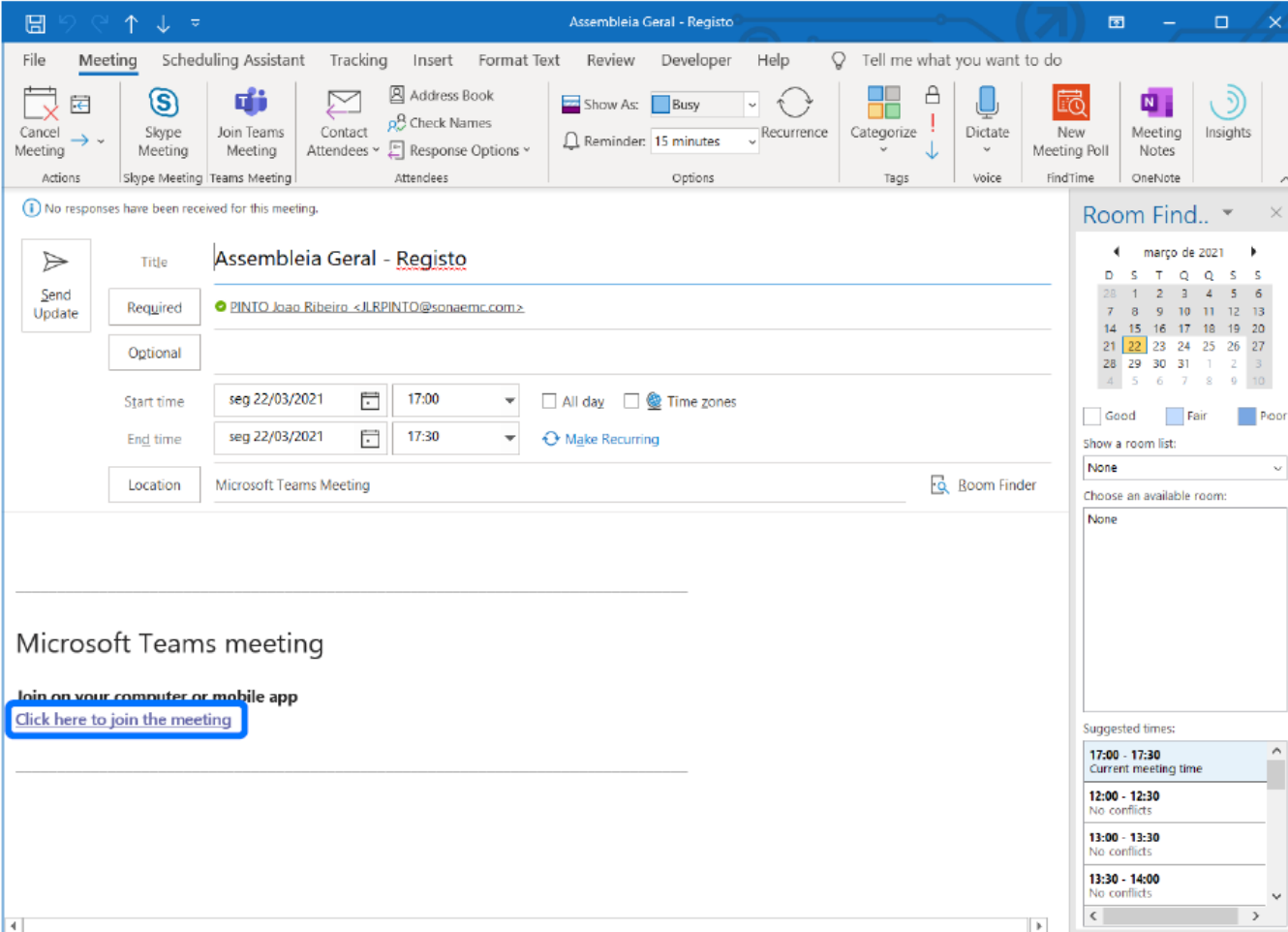
- Windows or Mac Computer with Internet Connectivity  
- Operating System Windows 10 / 8.1 or Operating System Mac OS X 10.11 El Capitan or above
- Camera, Speakers and Microphone (internal computer or external devices can be used)
- Google Chrome or Microsoft Edge browser installed on the computer  

Note:

If Microsoft Teams is used in your organization and is associated with your e-mail, you can use the Microsoft Teams application that you should have installed on your device.

Joining the General Meeting

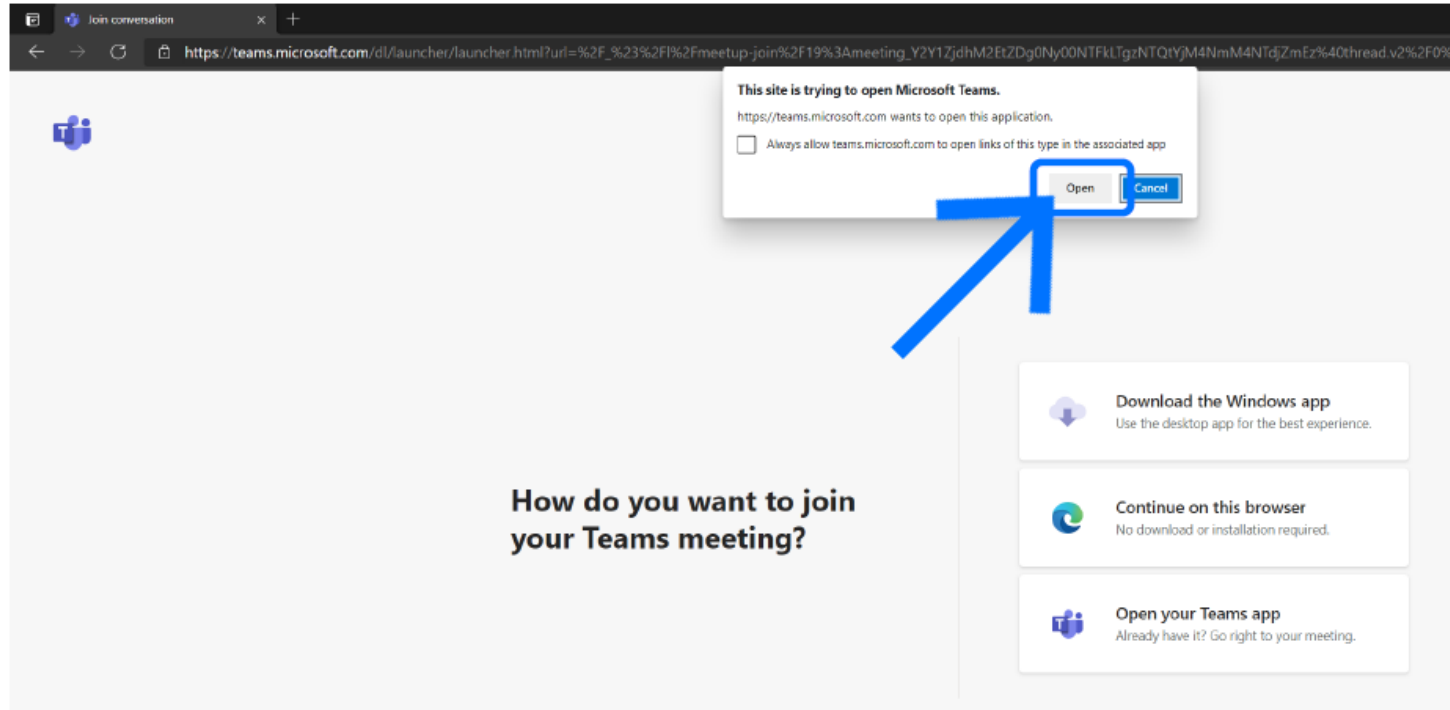




The screenshot shows the Microsoft Outlook 'Meeting' window for a meeting titled 'Assembleia Geral - Registo'. The meeting is scheduled for Monday, March 22, 2021, from 17:00 to 17:30. The organizer is PINTO, Joao Ribeiro. The meeting location is 'Microsoft Teams Meeting'. A 'Room Find..' pane is open on the right, showing a calendar for March 2021 and a list of suggested times: 17:00 - 17:30 (Current meeting time), 12:00 - 12:30 (No conflicts), 13:00 - 13:30 (No conflicts), and 13:30 - 14:00 (No conflicts). The main meeting details pane shows the title, organizer, start and end times, and location. A 'Send Update' button is visible on the left. At the bottom of the meeting details, there is a section for 'Microsoft Teams meeting' with a link to 'Join on your computer or mobile app' and a button labeled 'Click here to join the meeting'.

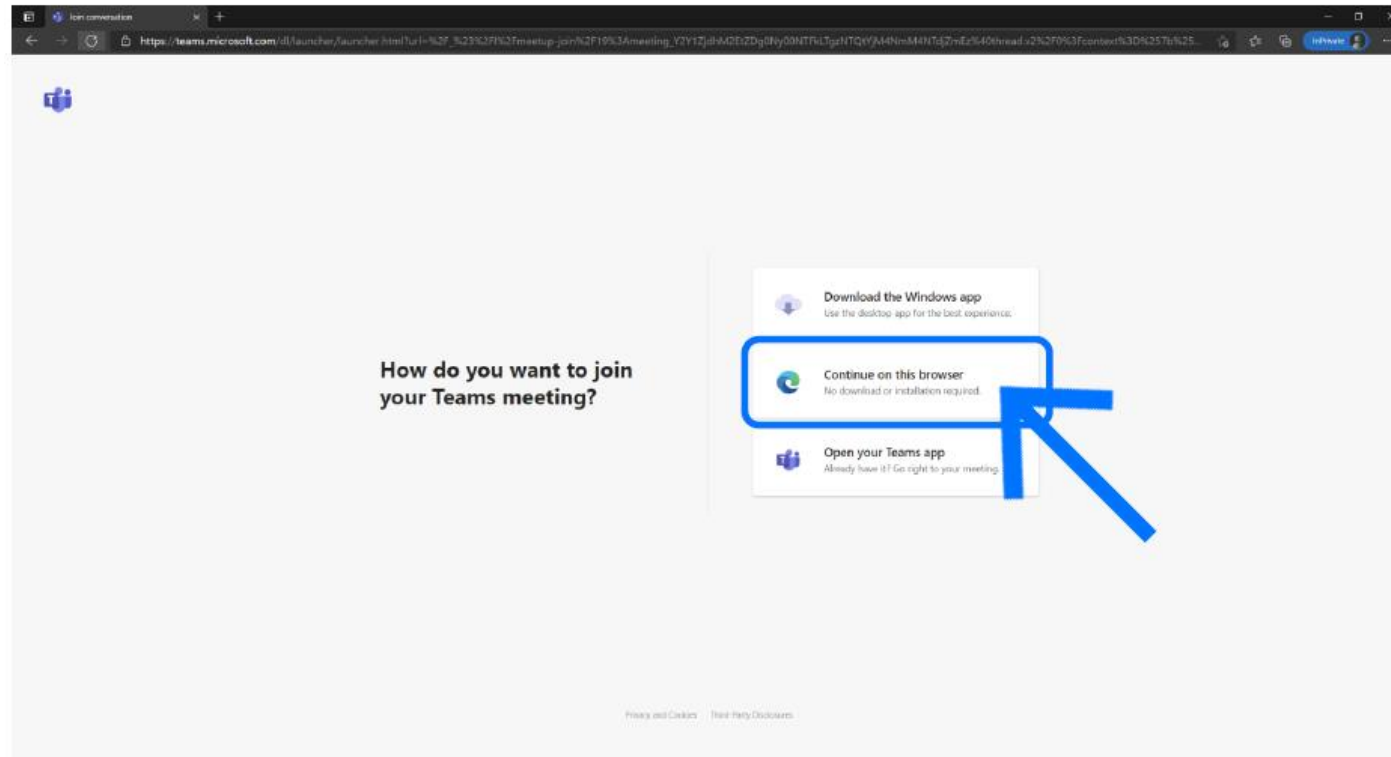
Open the Meeting

- In the General Meeting day you should open **the invitation that you have received on your email client** (eg: Microsoft Outlook).
- To join the meeting please click on **“Click here to join the meeting”** option.



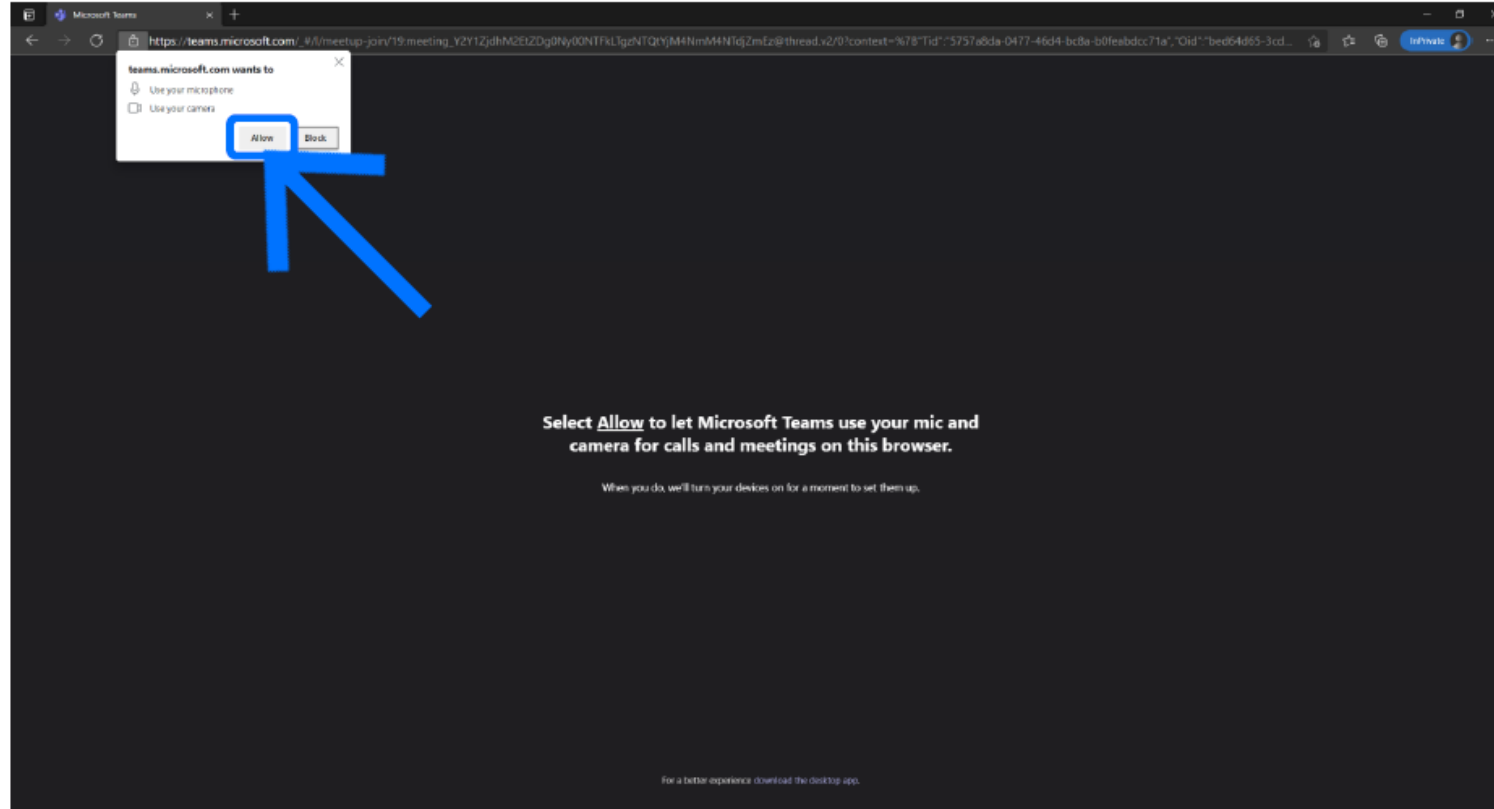
Join the Meeting

- If you use **Microsoft Teams** in your **organization** and it is associated with your email, a popup asking you to use Microsoft Teams will appear.
- Please select **Open**.



Join the Meeting

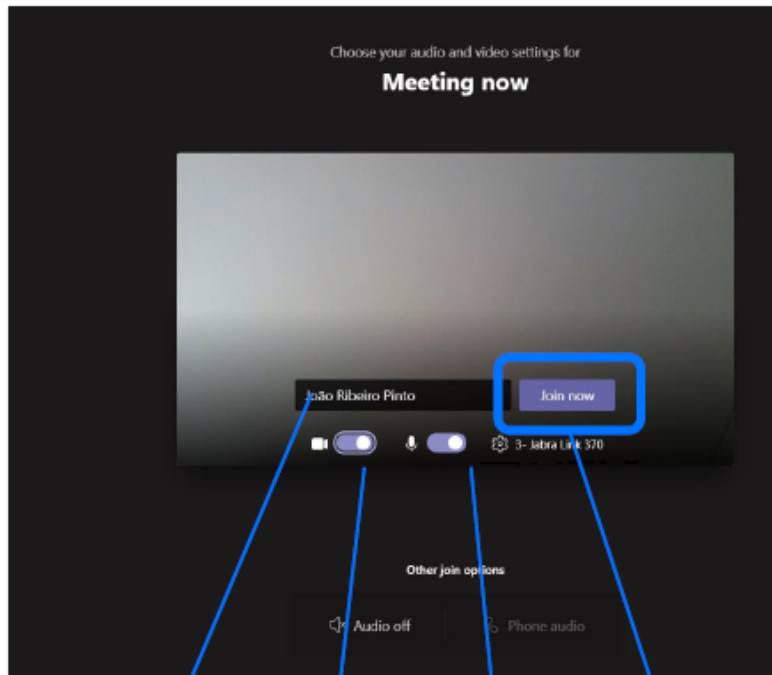
- Otherwise, after clicking on “Click here to join the meeting” a new page will open where you should select “Continue on this browser”.



Join the Meeting

- If asked for permissions to use the camera or the microphone, please **select Allow** to both.

Entering the Meeting

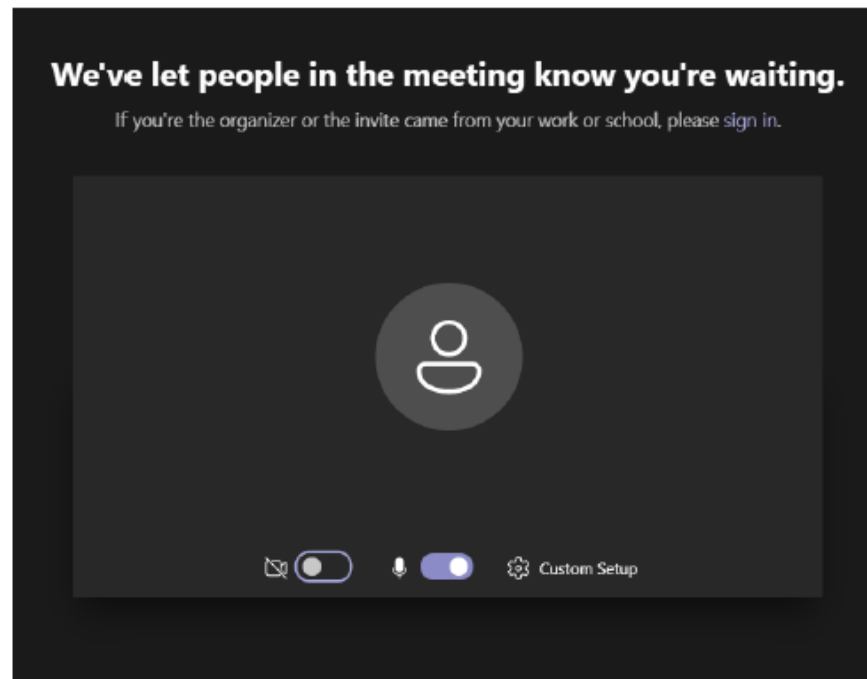


1. Enter your name

2. Turn video off

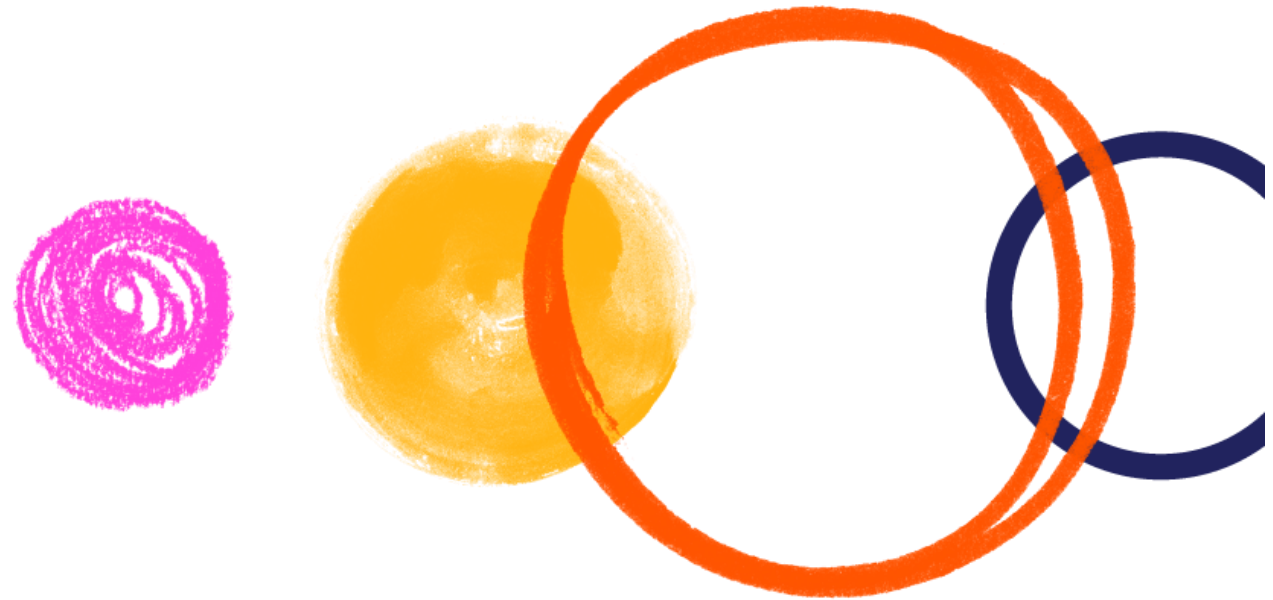
3. Turn audio off

4. Click to Join



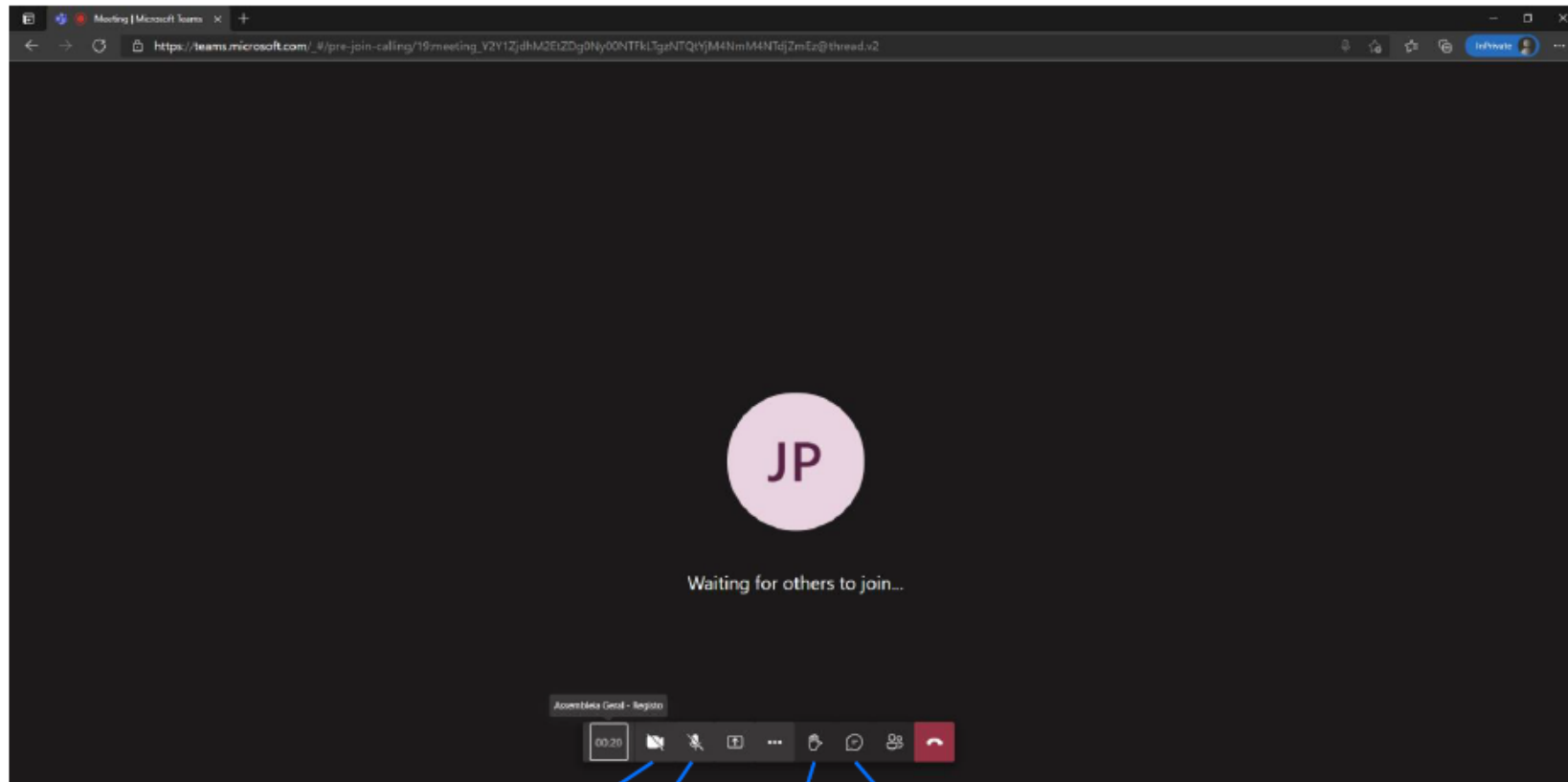
- Before you enter the meeting **please introduce your name (if requested) and select Join now.**
- We strongly recommend you to **start the meeting with camera/microphone off** to avoid disrupting the meeting.
- When ready click **Join now and wait for someone to let you in.**

Participating during the Meeting



During the Meeting

- Inside the meeting you can, at any moment, **review your camera/audio options through the available menu.**
- The meeting also has a chat **available to all participants** where your can **write when requested / needed.**

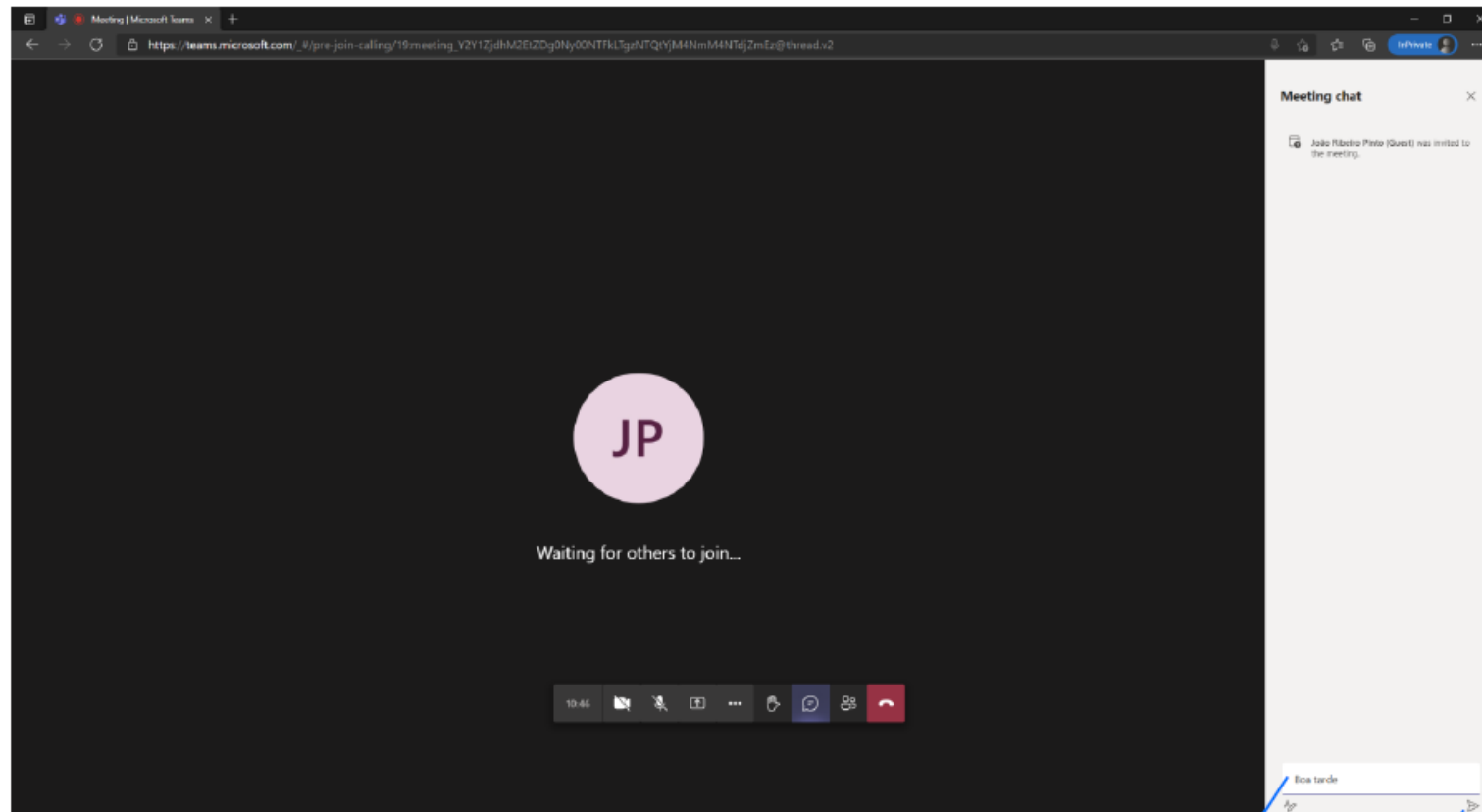


Turn video
on or off

Turn audio
on or off

Ask permission
to speak

Open chat
window

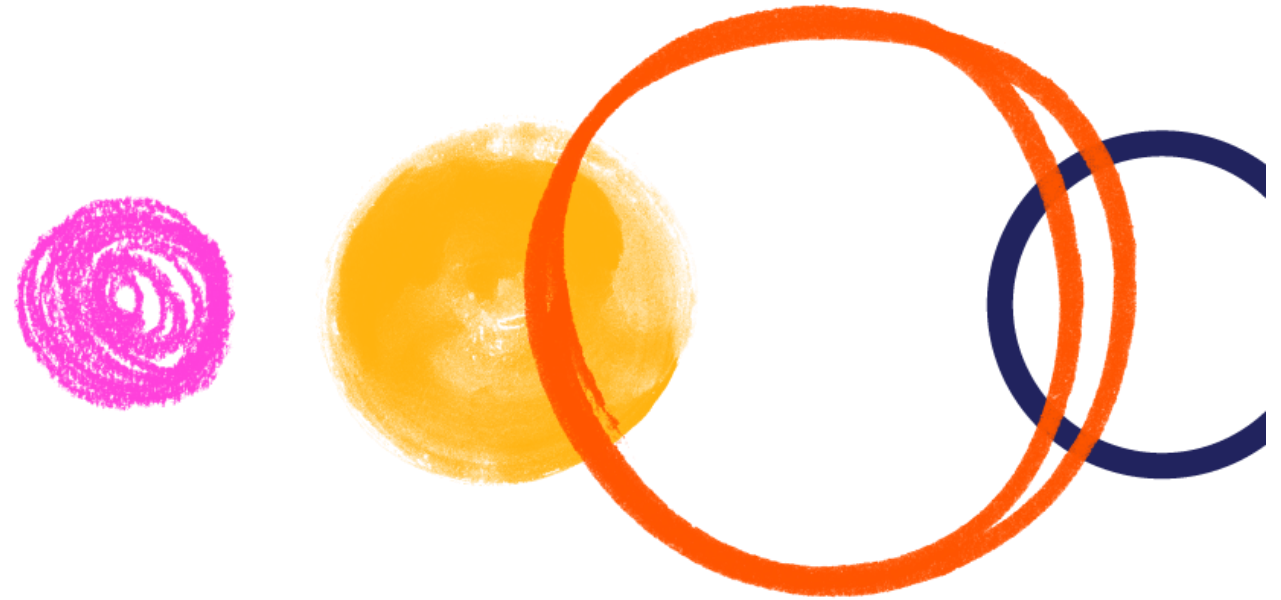


1. Write your
message

2. Send
message

During the Meeting

- Through the chat window **all the participants can write messages.**
- The messages are visible **to all the meeting participants.**



THANK YOU!