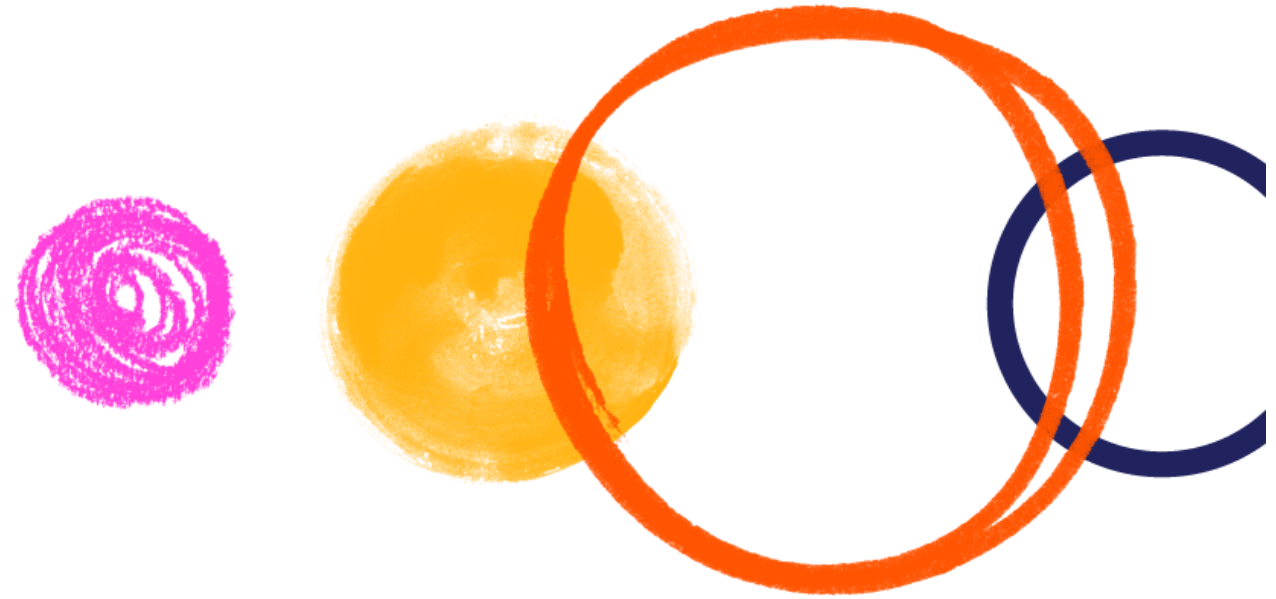






General Meeting

Guidelines for Participants



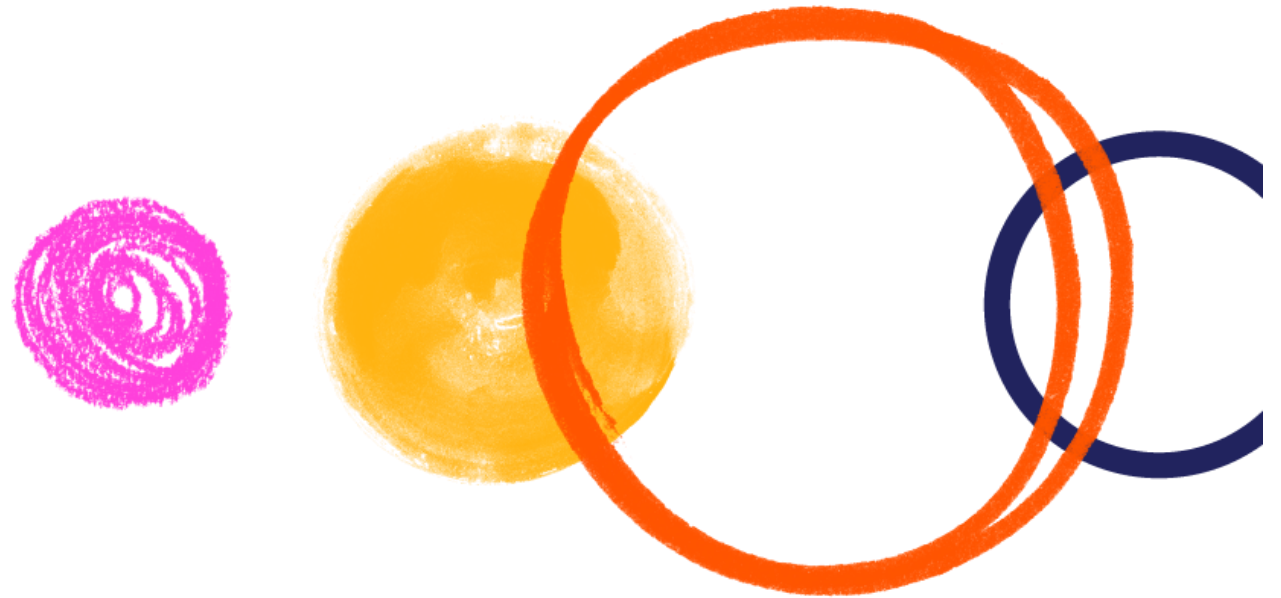
Technical Requirements

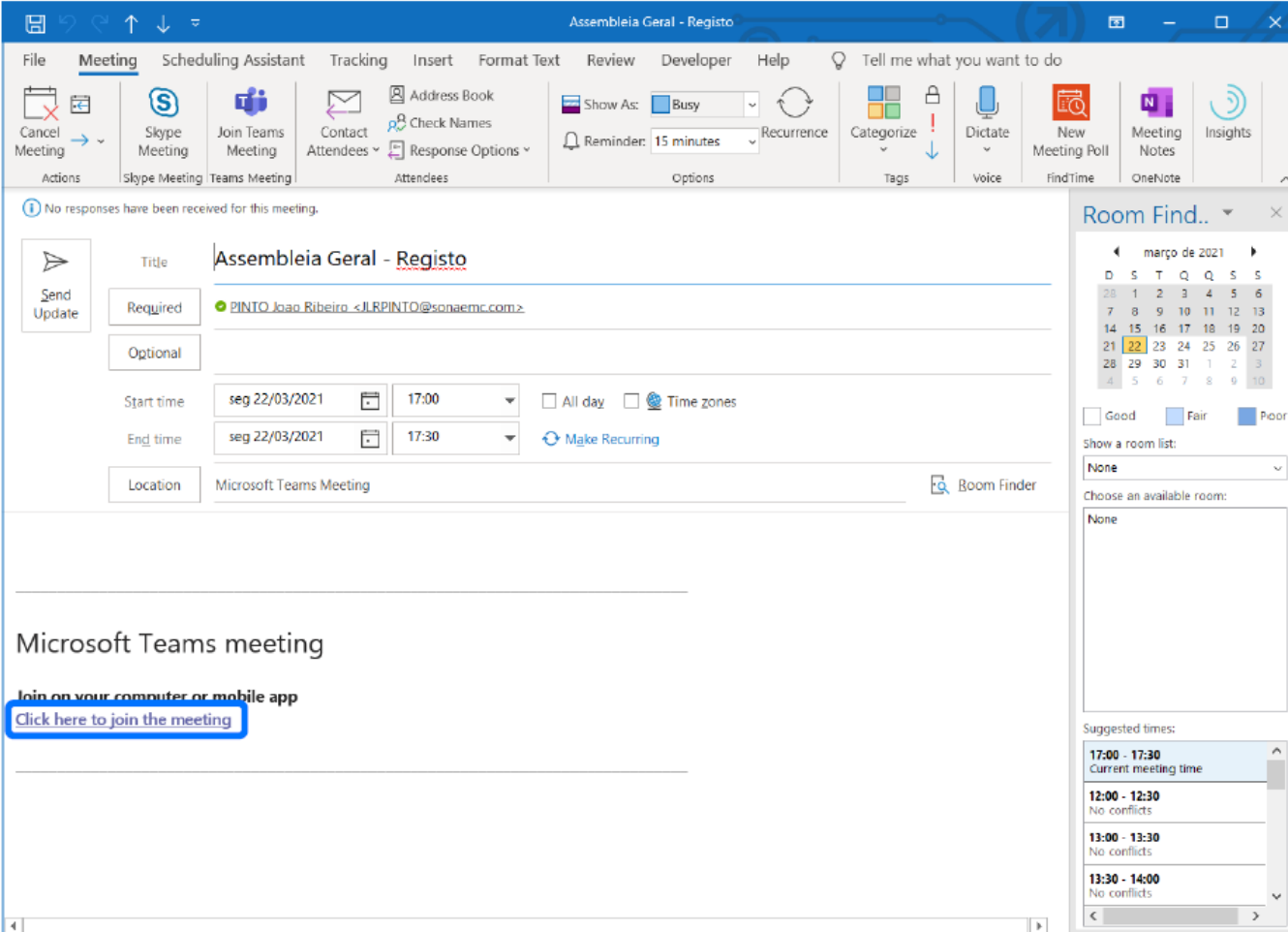
- Windows or Mac Computer with Internet Connectivity  
- Operating System Windows 10 or Operating System Mac OS 11 BigSur or above
- Camera, Speakers and Microphone (internal computer or external devices can be used)
- Google Chrome or Microsoft Edge browser installed on the computer  

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

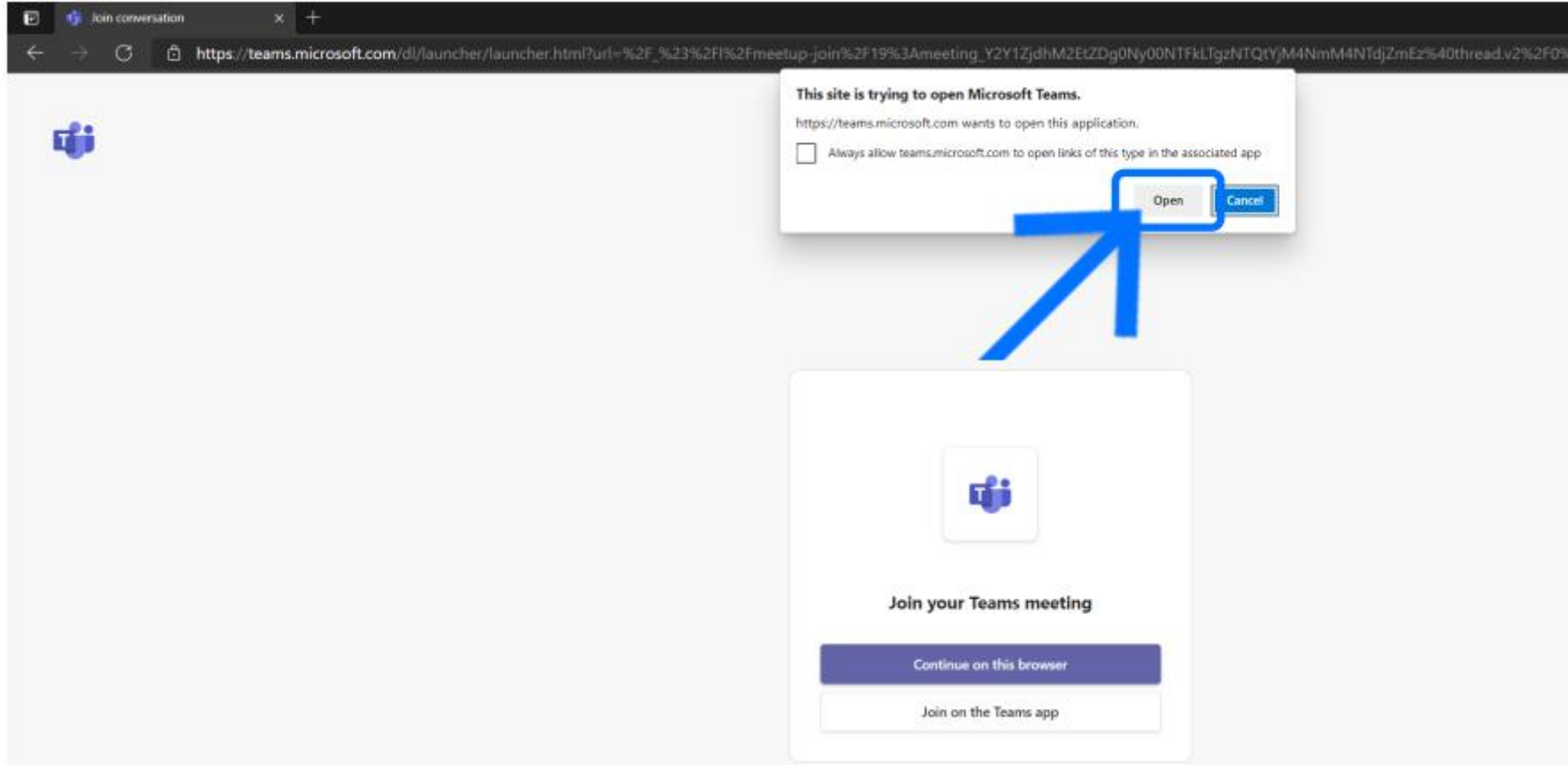




The screenshot shows the Microsoft Outlook 'Meeting' window for a meeting titled 'Assembleia Geral - Registo'. The meeting is scheduled for March 22, 2021, from 17:00 to 17:30. The organizer is PINTO, Joao Ribeiro. The meeting location is 'Microsoft Teams Meeting'. A 'Room Find..' pane is open on the 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, required attendees, start and end times, and location. A 'Send Update' button is visible on the left. At the bottom of the meeting details pane, there is a link that says 'Click here to join the meeting'.

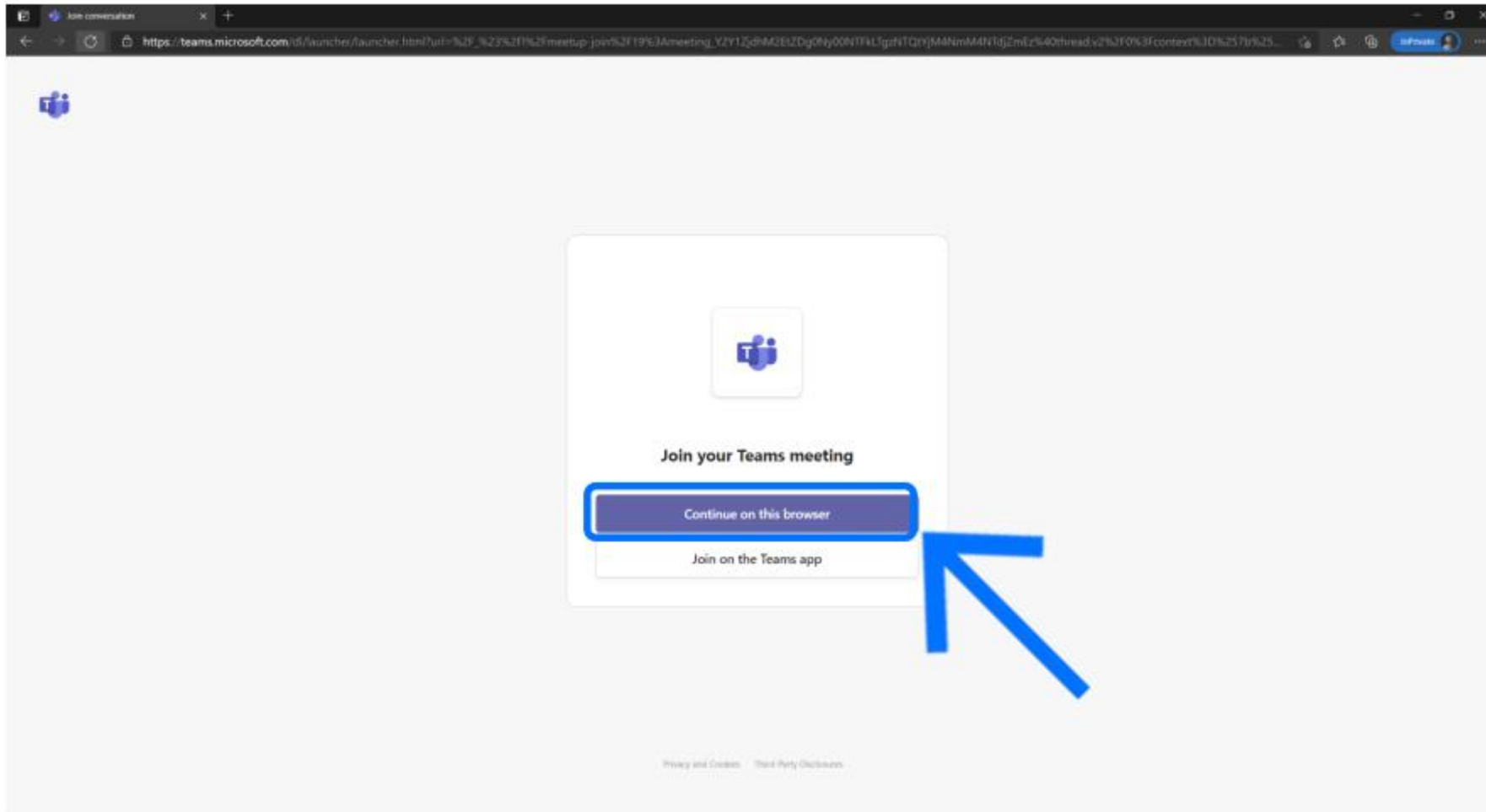
Open the Meeting

- 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.



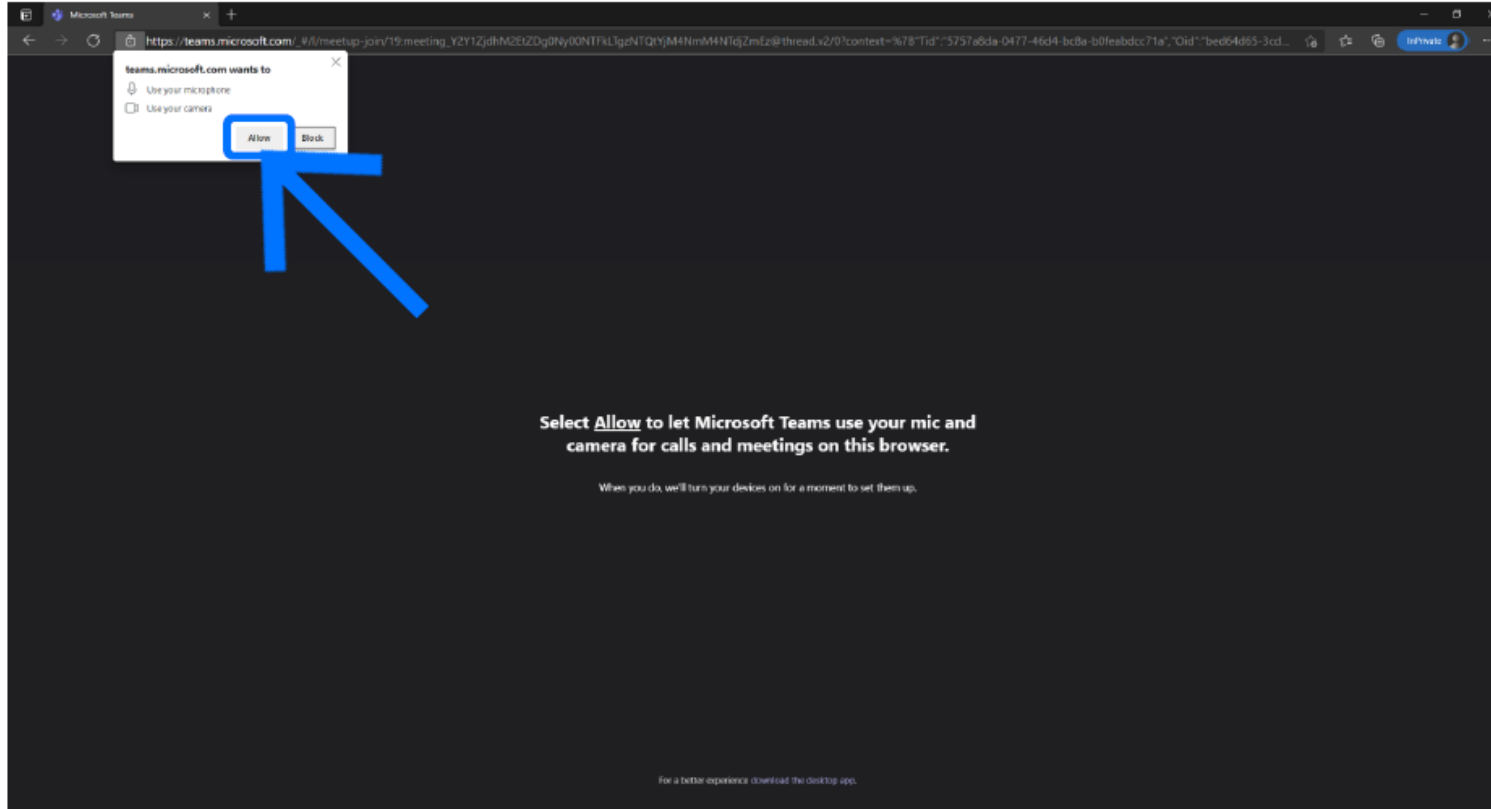
Join the Meeting

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



Join the Meeting

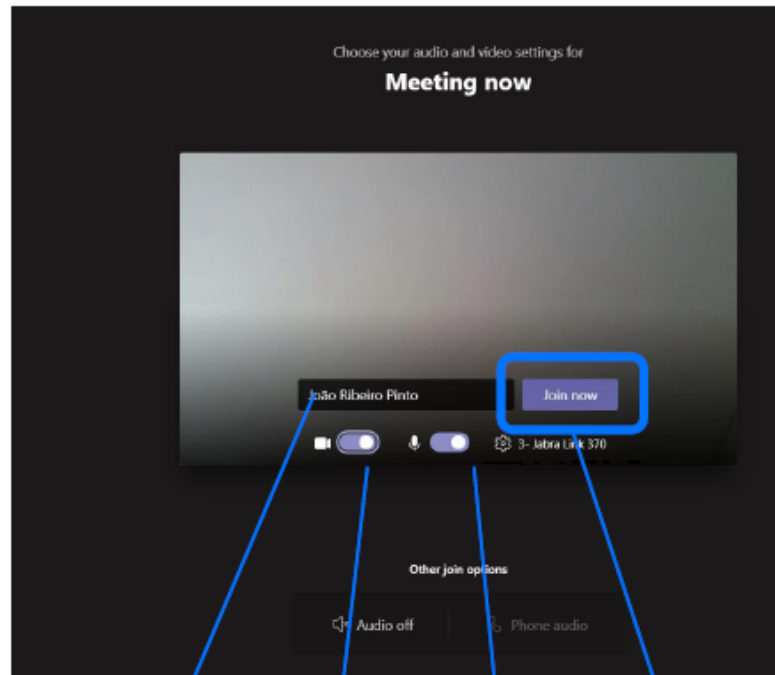
- Otherwise, after clicking on “Click here to join the meeting” a new page will open where you should select “Continue on this browser”.



Join the Meeting

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

Entering the Meeting

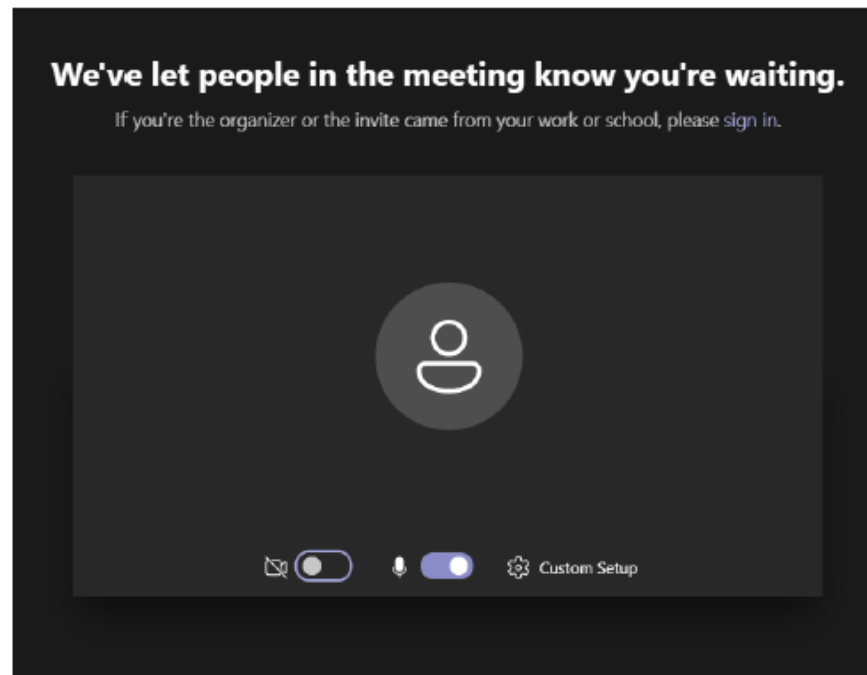


1. Enter your name

2. Turn video off

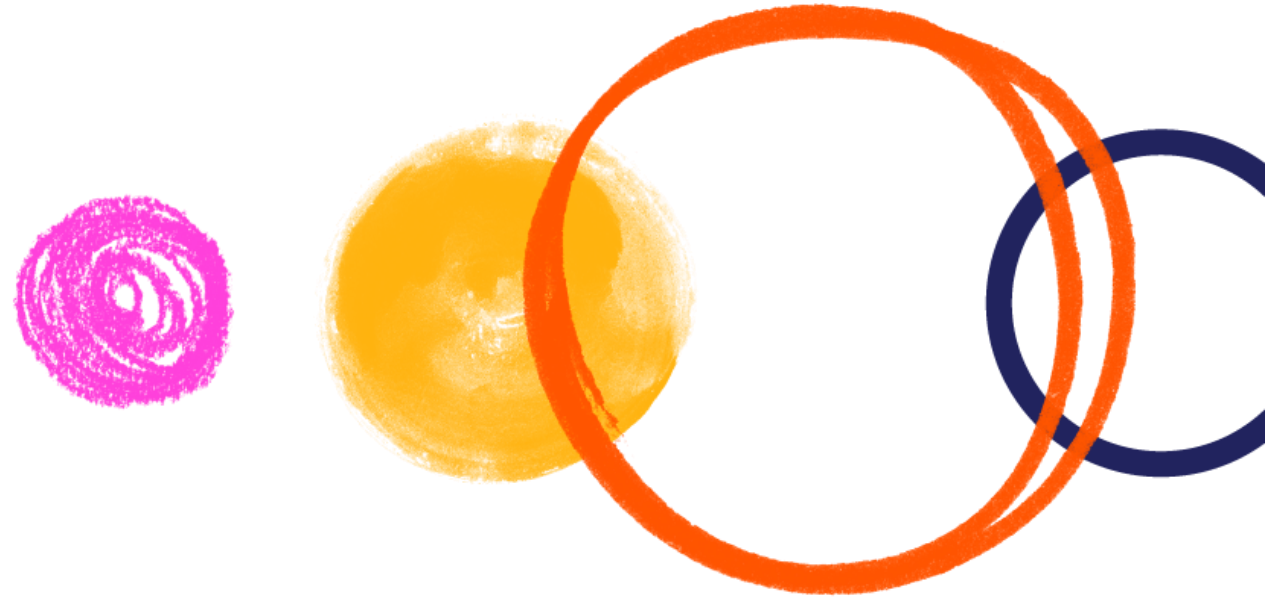
3. Turn audio off

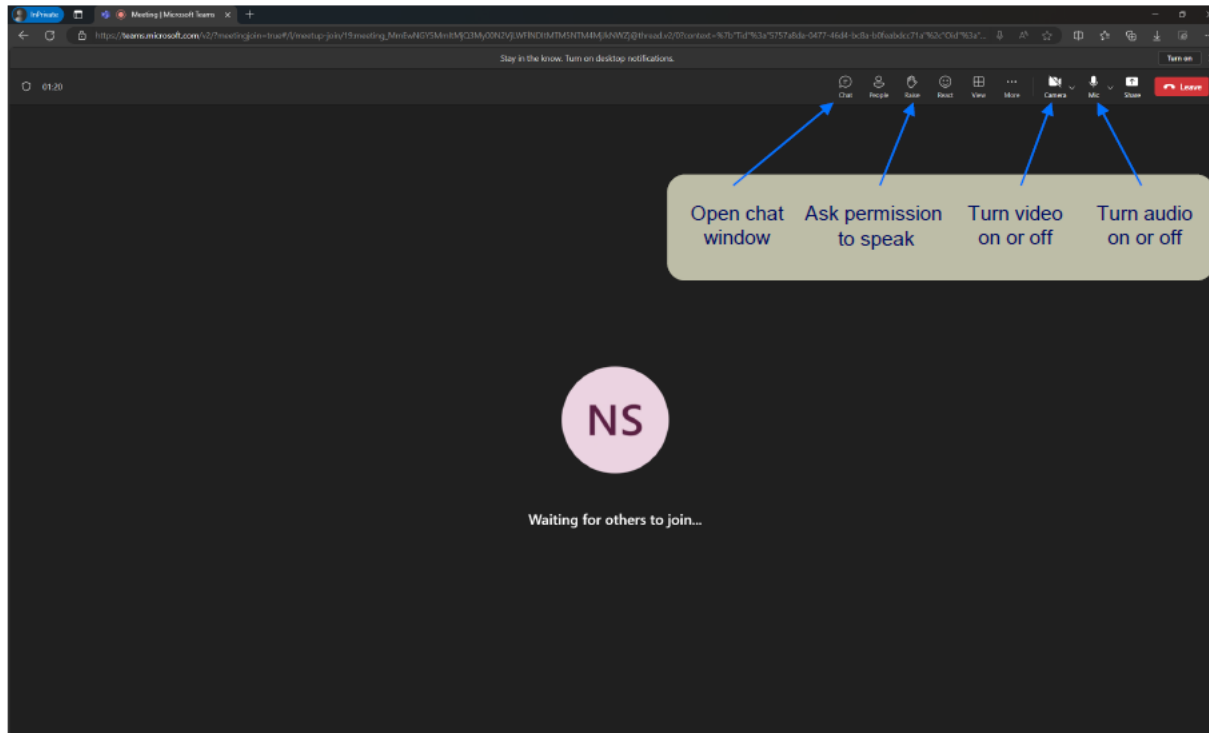
4. Click to Join



- 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.

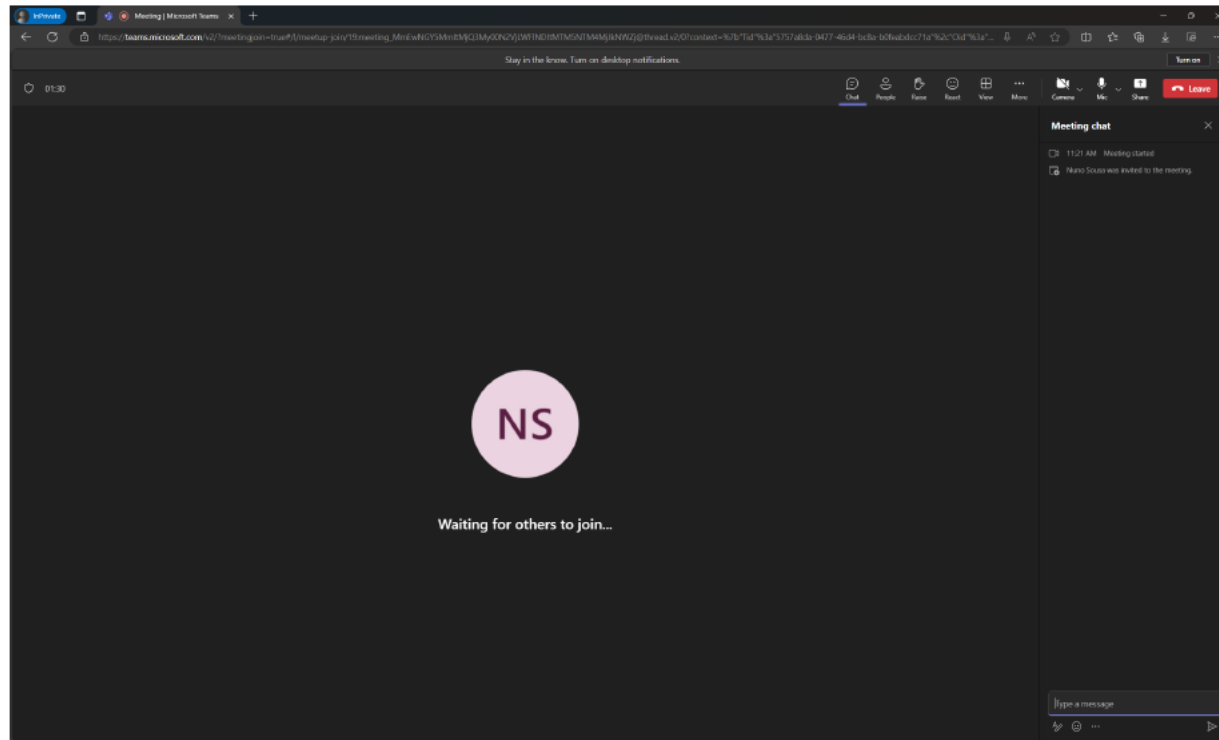
Participating during the Meeting





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 you can write when requested / needed.



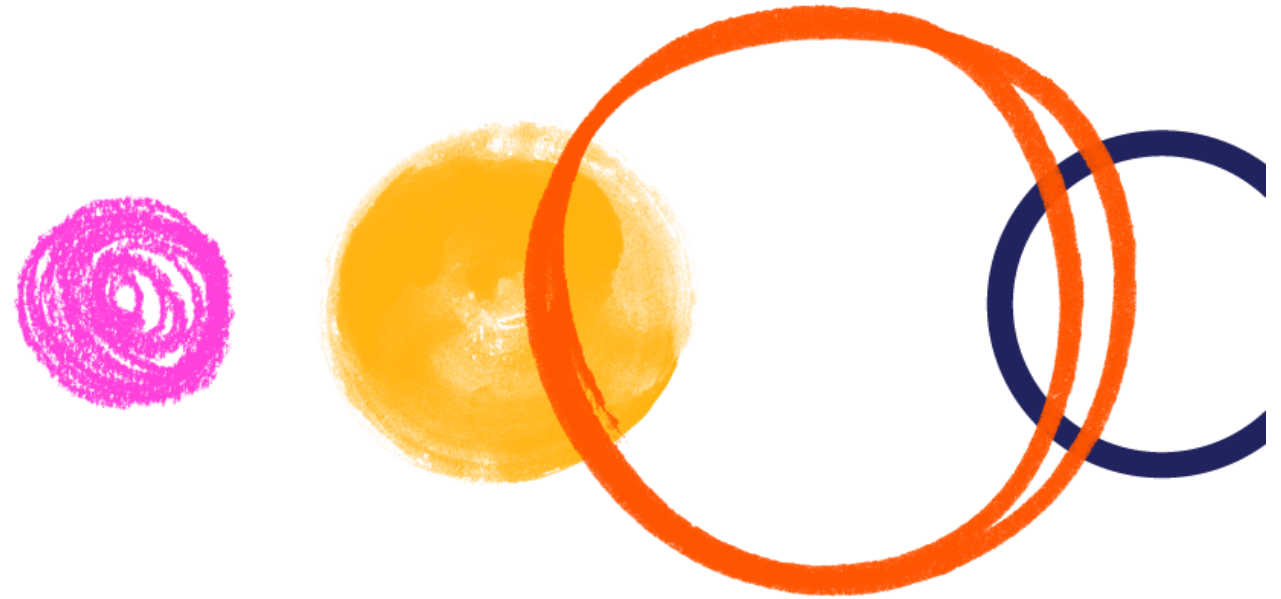
1. Write your message

2. Send message

Guidelines for Participants

During the Meeting

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



THANK YOU!