Hello everyone!

We hope this document will be helpful for you. If you have already used ClickMeeting before and happen to be familiar with the platform, please disregard this, however, if you are not, I hope this might be of some use to you.

Thank you in advance for your attention!

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Step 01

All of you should’ve received a link via email or a separate invite from ClickMeeting. Upon clicking it, it would take you to this page. Please enter your name and email address (make sure to leave no spaces after inputting this information) and click on ‘enter’ to get through to the platform.
Step 02

You will be redirected to the following screen and if by chance you see the following box, please ensure you select ‘prepare event’.

![ClickMeeting Guide](image1)

Step 03

The next step will be to enable the microphone and camera. This will be available at the bottom of your screen or in a box titled “AV Pod”.

Microphone icon

![ClickMeeting Guide](image2)
Camera icon

If you haven’t granted permission to your browser already, the following box will pop up, please do grant permission through your browser’s settings.
Once enabled, both the camera and microphone icons should appear green.

Step 04

The final step is to use the presentation. Your presentation will be pre-loaded already and you will only need to navigate the slides, more on this we will discuss through the test call.

Hope this is helpful!