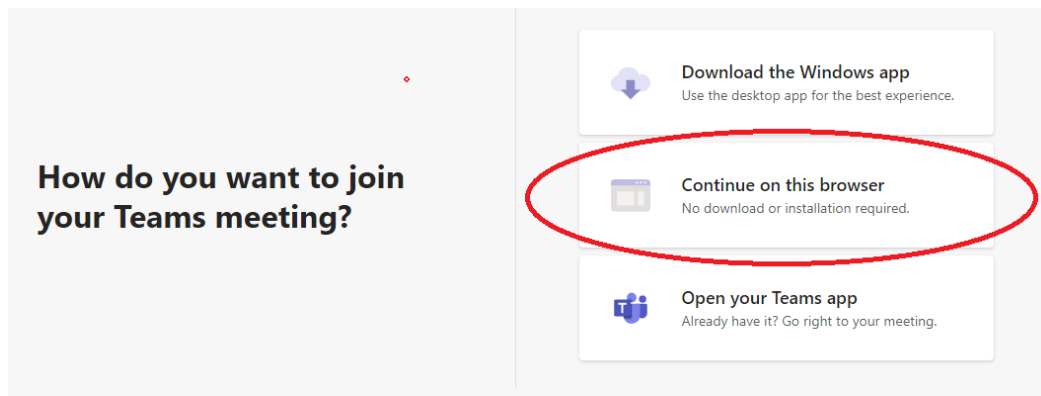
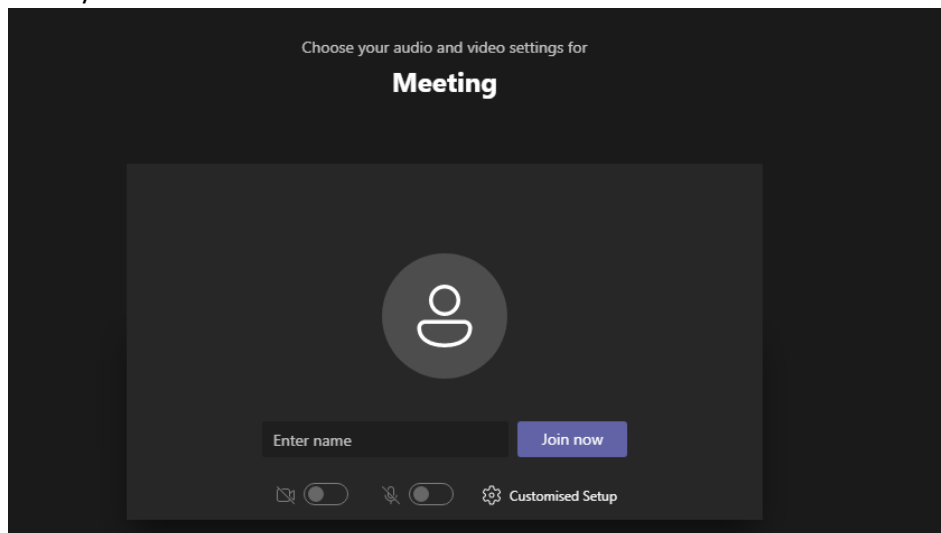


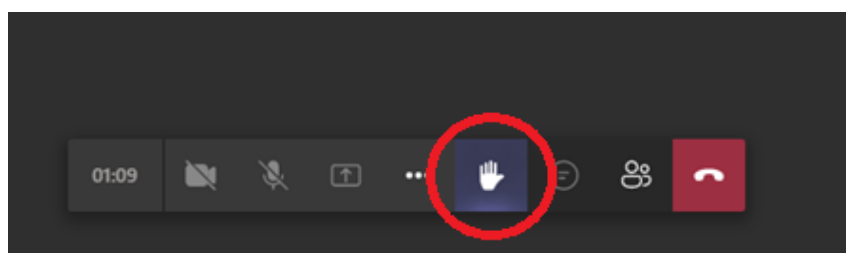
1. You will be issued via email, a link to the planned meeting.
2. A few minutes prior to the meeting, please select or copy and paste the link into an internet browser; Google Chrome, Microsoft Edge, Safari.
3. Select 'Continue on this browser'



4. Enter your name into the box and select 'Join now'



5. Upon joining the meeting, you will be added to lobby. Following which you will be admitted into the live session by the presenting staff member.
6. The presenter will take control of your microphone input during the initial part of the presentation.
7. There will be a Q&A session following the presenters initial discussion. You are required to select the hand symbol on the floating toolbar, this will indicate you would like to speak.
8. The presenter will then lower your hand and open your microphone. You will hear the presenter ask you for your input.



9. At the end of the meeting the presenter will remove you from the meeting, this will automatically close your connection. Following this, you can close your internet browser and enjoy the reset of your day.