**Important**: Please view the first three minutes of this very helpful video that demonstrates what it looks like when you enter a conference room. <https://youtu.be/uYYnryIM0Uw>

**Join a Conference**

1. Click on “Conferences” in left navigation menu.
2. Click on “Join.”



1. Join the audio by microphone.



1. Allow access to your microphone (there is usually a pop-up window on your screen).



1. Perform the echo test by speaking a few words.



1. **a. Mute** your microphone until you are ready to speak;
2. Show webcam (if desired);
3. Type your comments in the chat box;
4. Exit the meeting.

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