

Functions to Test as Host:

- Recording session
- Muting and unmuting your audio
- Starting your video and changing the background
- Testing your audio (click the arrow next to your audio icon)
- Muting all participants (click “managing participants” icon)
- Muting a specific participant (click “managing participants” icon)
- Using the chat box to send a message to everyone
- Using the chat box to sending a file (only works if this feature was enabled when you set up your meeting, and only participants using a computer will have access to this file)
- Creating and sharing a poll (you can create this when you are initially setting up your meeting)
- Sharing a whiteboard and using the annotating tools
- Sharing a file you have opened on your computer/device
- Sharing a internet video (click the button at the bottom of the share screen window to optimize sound, and unclick this after you are done sharing video)
- Putting participants in breakout groups
- Adjusting the breakout room settings (click “option” in the pop-up window)
- Broadcasting a message to all breakout groups
- Visiting a breakout group
- Ending a meeting