



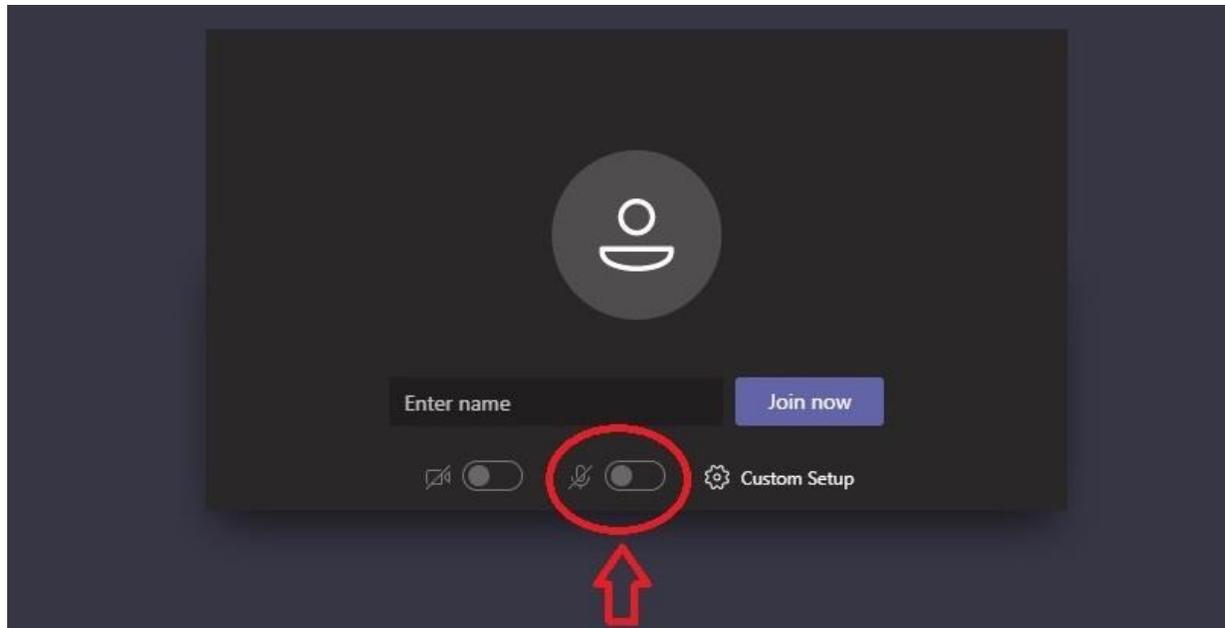
Paediatric
Pathology
Society

PPS Virtual Meeting on Microsoft Teams

During the Meeting

Now we are in the meeting

- Once we are actually in the meeting there are a few things to do which will help everyone to enjoy the experience a little bit more.
- First, please turn off your microphone if you are not presenting, this will help to reduce the background noise and let everyone hear the presenter more clearly. To turn off your microphone simply click the toggle switch beside the microphone icon (image below).

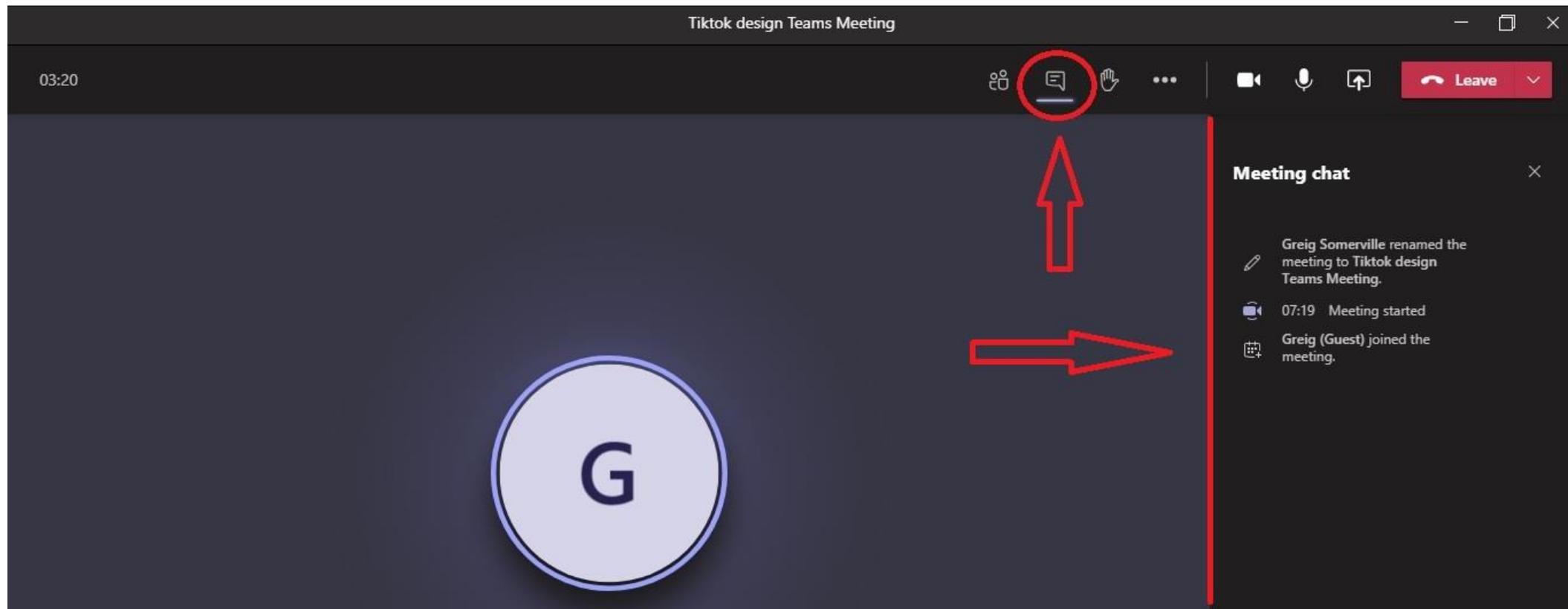


Asking a Question during the Meeting

- Being able to interact is key to any successful meeting, and this is no different with the PPS Virtual meeting.
- There are a few ways you can ask your question, but because of the large number of attendee's, we have opted to use the chat room facility. Using this approach will make it easier for everyone to get their question answered. If the presenter doesn't have the time to answer every question during their presentation, a complete list of all questions and answers will be uploaded to the PPS website after the meeting.
- To ask your question using the chat room, simply open the chatroom for your meeting screen (see image below).

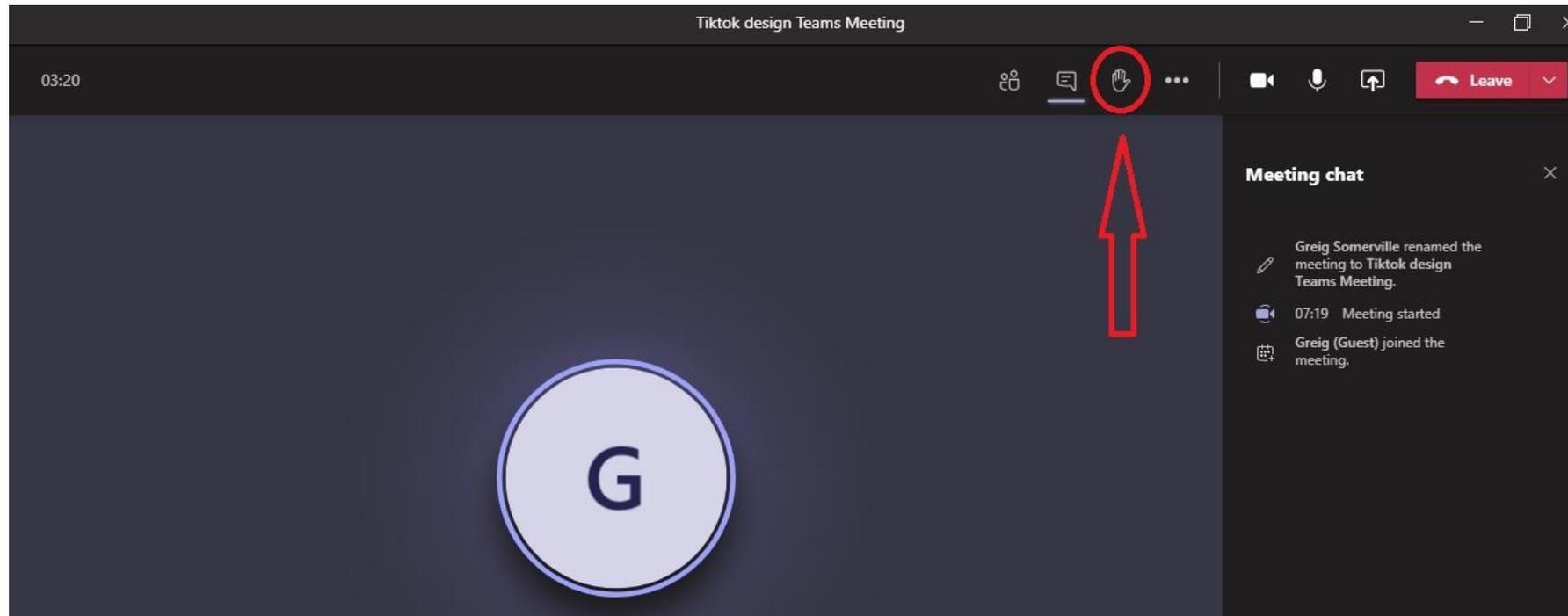
Opening the chatroom

- To open the chatroom and ask your question simply click on the chat icon, this can either be in the middle of your screen when you move your mouse or it will be sitting at the top of the screen, something like this...
- Once you click the chatroom icon, the chat panel will slide in from the right hand side, from here just type in your question and press return. The organisers now know you have asked a question and will get round to answering it as soon as they can (remember if there are too many questions there might not be time to answer all, in this case all questions will be uploaded to the PPS website – link to follow)



Raising your hand to ask a question

- The other way you can interact and ask a question is to click on the 'Raise hand' icon (screenshot below)



Raising your hand continued

- Once you have clicked the 'Raise Hand' icon the organisers will be notified that you have raised your hand and wish to ask a question, your 'Hand' icon will turn yellow to let you know you still have your hand raised. When one of the organisers 'open the floor' for you to ask your question, please remember to unmute your microphone, ask your question then once you are satisfied with answer please turn microphone back off to prevent unwanted background noise.
- Although the 'Raise your hand' option is another way to ask a question, this will quickly become unusable if large numbers of participants all use this option at the same time, which is why during a presentation, the preferred way is to use the chatroom facility.

That covers how we interact during a meeting.

- More how-to-docs will be added soon including how to share your presentation screen with everyone at the meeting and the best settings to use etc.