

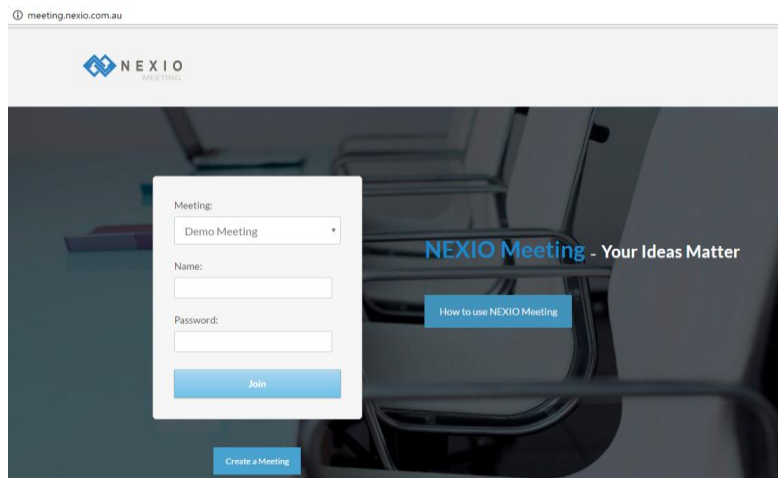


NEXIO

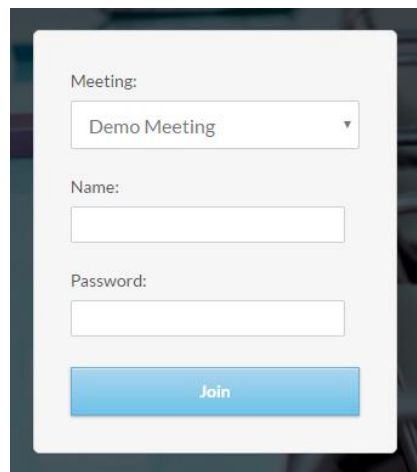
MEETING

How to join a meeting?

1. Open Nexio Meeting page at meeting.nexio.com.au. Preferably using Google Chrome.



2. Select meeting name and enter username and password given prior the meeting.



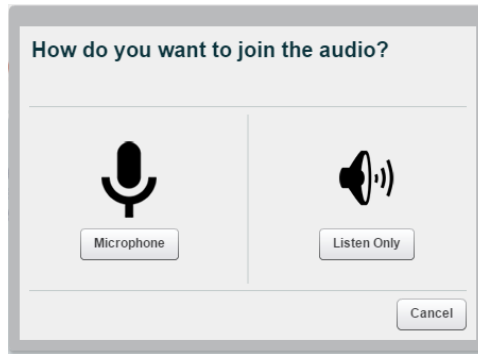
3. Click "Join"



NEXIO

MEETING

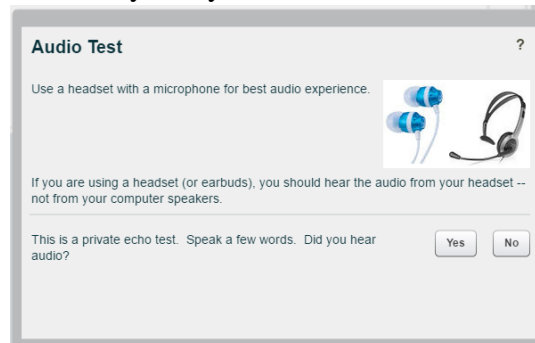
- Once in, it will ask “How do you want to join the audio?”, click your preference



Note: if you choose microphone, select the appropriate microphone and click Share Selected Device



- There will be an audio test, click yes if you hear the audio.



- Click the webcam icon on the upper left side of the screen if you want to share webcam. On the same area, you can mute or unmute microphone by clicking microphone icon.



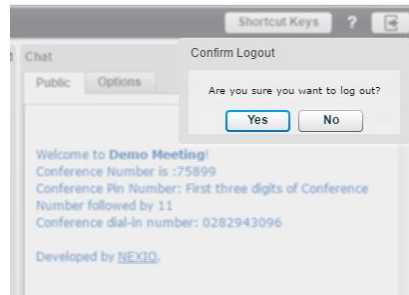
- The conversation can begin.



NEXIO

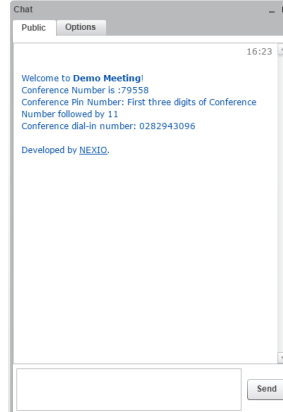
MEETING

If meeting is done, click the icon at the upper right corner of the page and confirm.



Note:

1. On the right side, you can chat with everyone in the meeting through public chat or chat to individual



2. Change layout view according to preference by clicking the dropdown arrow at the bottom left of the page. Choose preference.

