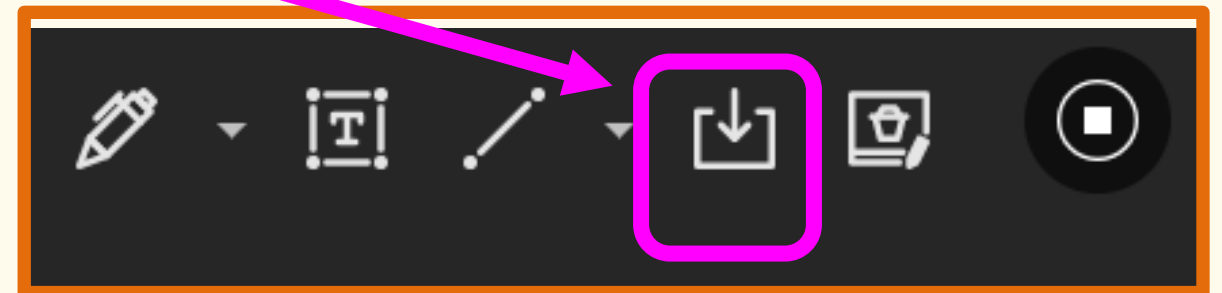


# Welcome to the Library!

## Tip!

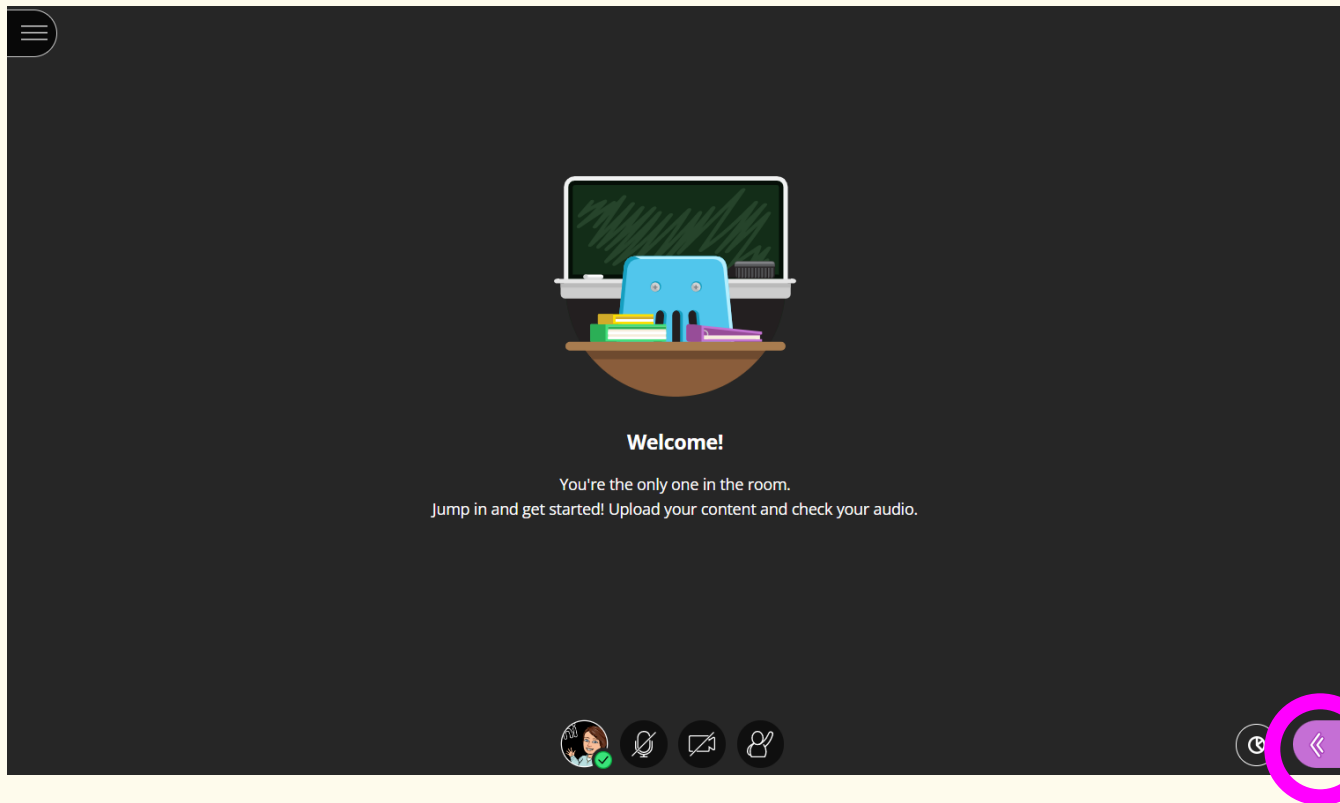
When a file (PDF, PPTX, Word) is being shared you should see an icon in the top right of the page which looks like a downward pointing arrow in a box

Click on the icon to download the file being shared



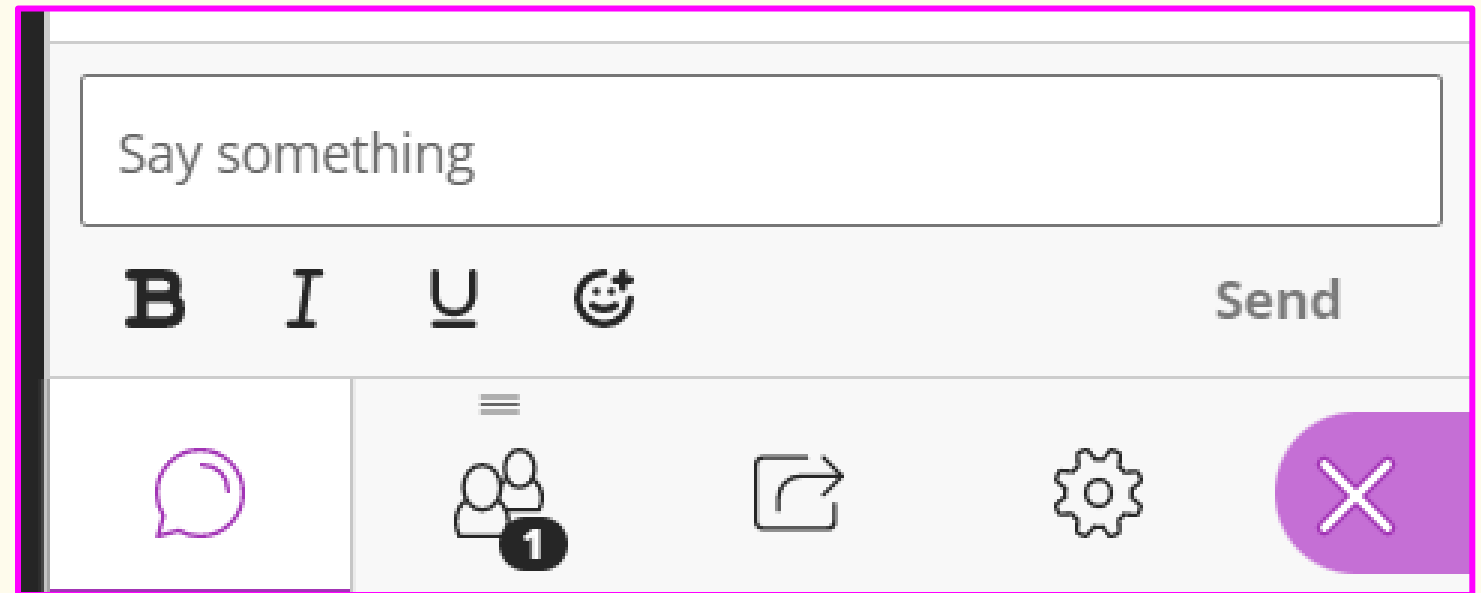
# Collaborate controls - you will see this screen first

Click on the purple chevron (bottom-right) to see the chat, share, & settings panel



# Bottom of the right-hand panel

1. Chat
2. See who's in the room
3. Share
4. Settings (to set up audio / video)
5. Close side-panel



1

2

3

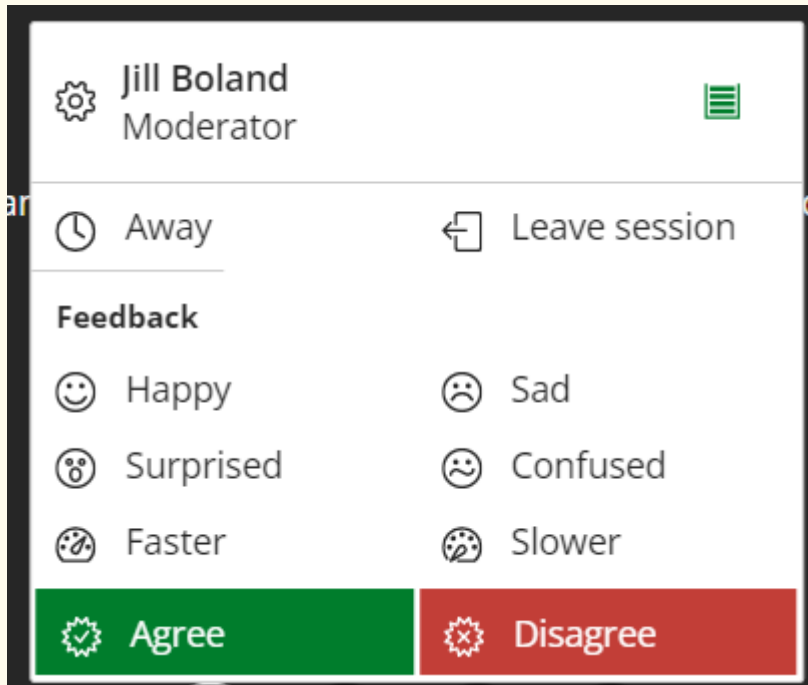
4

5

# Icons at the bottom of the screen

Use these icons to:

- Turn your camera and microphone on or off (this will depend on session permissions)
- Raise your hand



If you click on the icon for your profile you will see options for:

- giving feedback through emojis
- Agreeing / Disagreeing
- Mark yourself as away if you need to temporarily leave
- Leave the session entirely