
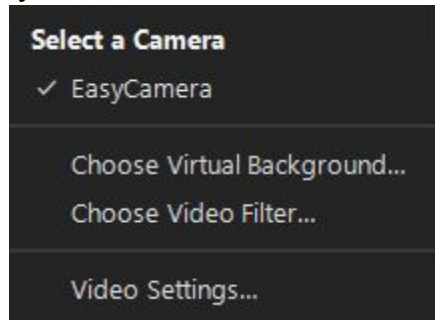


### How to turn on “hide nonparticipant setting”

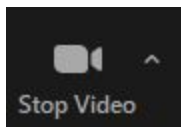
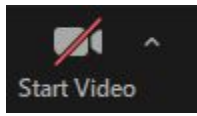
- Click the little arrow on your “video” icon 
- Select “video settings”
- Scroll down a bit and select “Hide non-video participants”



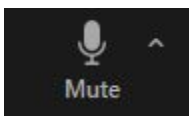

Adjust for low light

- Always display participant names on their video
  - Turn off my video when joining meeting
  - Always show video preview dialog when joining a video meeting
  - Hide non-video participants
  - See myself as the active speaker while speaking
- What this does: This allows the audience to only see actors who are actively speaking, rather than a bunch of little dark boxes. AKA more immersive and easier to watch

### How to turn the camera off

- Locate the “video recorder” icon and click it 
- When the video is off, it should look like this 
- Please turn your video off at or before the end of the director’s opening speech
  - o PLEASE TURN CAMERA OFF WHEN COMPUTER IS UNATTENDED

### How to turn mic on and off

- Locate the “microphone” icon and click it 
- When the microphone is off, it should look like this 

- Please turn your video off at or before the end of the director's opening speech
  - PLEASE TURN MICROPHONE OFF WHEN COMPUTER IS UNATTENDED