

- **1.** Click on the arrow to open the "Control Panel"
- 2. Click on the downward arrow to open the "Audio" tab
- 3. Select "Phone call"



Once you have selected "Phone call":

- 4. Select the country you are calling from
- 5. Once, the country selected, find the "Toll-free" phone number
- 6. Call the number
- 7. When prompted, type in the "Access Code"
- 8. When prompted, type in the "Audio Pin" You should now be able to join the discussions. However you are in listening mode.
- **9.** You will need to raise your hand through the platform when you need to intervene. The moderator will unmute your microphone.