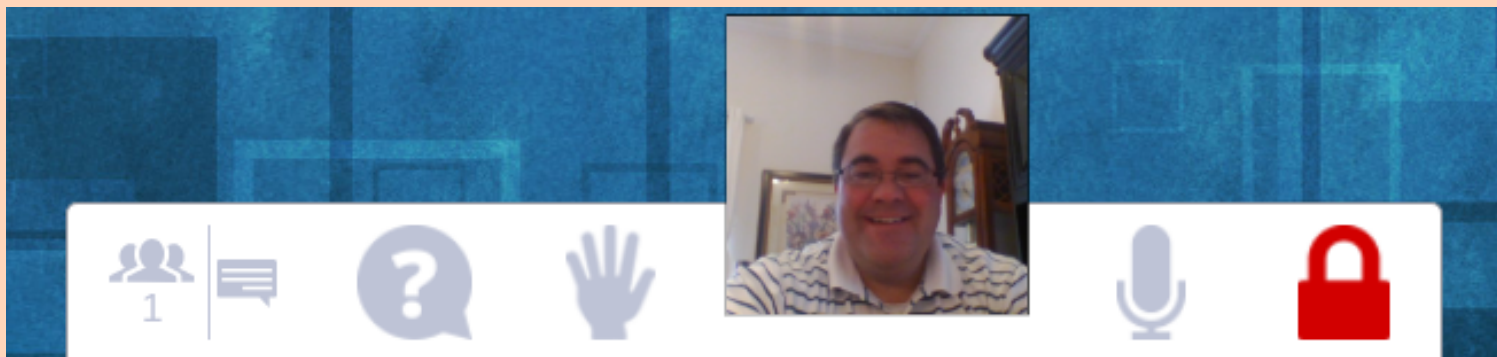


2

USING THE SHINDIG TOOLBAR



ICON 1: PARTICIPANTS



Everyone in the event is listed here. You can search for an individual by using the search function at the top-right. Easily interact with anyone in the session by connecting via video chat.

ICON 2: TEXT CHAT



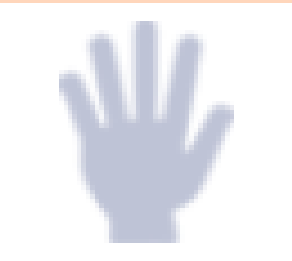
The 2nd icon from left in your toolbar is the text chat button. You can message the entire room using "My Room" or scroll the list of participants to send private, direct messages.

ICON 3: ASK QUESTION



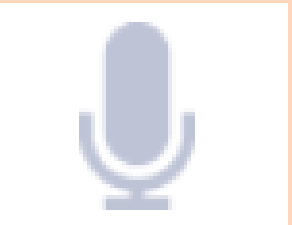
Ask Question button will submit your question to the admin/host and s/he may address it by publishing the text question or offering you the chance to ask live on the stage.

ICON 4: RAISE HAND



Raise Hand signals you want to go on the main stage to ask a question or share a comment. Once on stage, everyone will be able to hear and see you, like presenting on a stage.

ICON 5: MICROPHONE (MUTE)



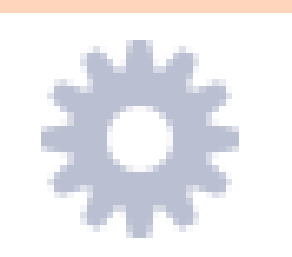
Mute yourself on/off by clicking the microphone icon. Remember to unmute when you're on stage!

ICON 6: PRIVACY LOCK



Clicking the lock blocks people from freely joining you in a chat and prompts requests that you can accept or deny. Click on the privacy lock while in a group chat for private conversations.

SETTINGS GEAR (TOP RIGHT)



Click on the gear icon on the top right-hand corner of your page for the opportunity to test your camera, mic, or speakers as well as to switch to another or external options you may have on your device.