Speaker User guide
Connection to the platform (Use the information received by email)

1. Enter Your code access
2. Enter your name
At login, you must share your microphone

3. Select « Microphone »

4. Allow bb-01.p.uphf.fr to use your microphone
At any time, you can activate or deactivate your microphone.
How to share your webcam

1. Click the button to activate (or deactivate) your webcam.

2. Allow the application to access your camera.

3. Adjust webcam settings if necessary.
To share your presentation, the session Chair must give you presenter status. This gives you access to two possible options:

First option, upload your file to the platform (preferably in pdf format)

1. Click here to access « manage presentations » functionality
2. Upload your file
3. Drag files here to upload or browse for files
Second option, share your screen