



Use Google Chrome browser instead of Internet Explorer.



When joining lectures in Zoom click on the appropriate link that you received in email and open it in Zoom application. Don't go via browser.



When joining workshops, click on the appropriate link on the webpage and open it in MS Teams application. Don't go via browser.



Join in 10 minutes prior to start of the lectures.



Put your microphone on mute. Turn it on when you are invited to speak by the moderator.



Turn your camera on.



If you have questions, raise hand and you will be invited to speak. Turn on your microphone and speak as usual. Use headphones for optimal sound transmission.



Camera on the monitor should be on eye level. While talking, it is important to look straight in the camera.



Before you turn your camera on, tidy up your background or set a virtual (Krka) background.