

How to use Skype Meeting

- Now you have the group called "FEMTEC Workshop" in the Skype list: please **never use it** to call some of us. It calls all members of the Group: only the Workshop organizer can do that.
- You will be invited to join the Workshop by mail with a link to click, and with the green button in the Skype window.
- Going with the mouse at the bottom of the Skype window the command icons appear:

- always keep the microphone closed when you are not speaking, to avoid the noise of your room from disturbing the meeting



- the meeting is recorded; do not touch the red button: you may stop recording



- don't share the call with people not on the list of invited people

- open the chat (bottom-right) to interact without disturbing the speaker



- share the screen (bottom-right) to present your Power-Point



- set the user interface (button in the upper area) to see the speaker or participants according to your needs

