

MINISTERUL EDUCAȚIEI NAȚIONALE **UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI** Calea Văcărești nr. 187, sector 4, București, cod 040051 Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

FUNCTIONS OF THE ONLINE COURSES

During an online meeting, at the top of the window we can see a menu that provides the following functions:

a. Activate and deactivate the webcam and microphone:



b. View the course participants





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- New dawned meeting

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- c. Access the chat, through which you can communicate and attach documents:

d. The "Raise your hand" option is useful when you want to get the attention of the meeting organizer, wihtout intrerrupting him/her.

This option is dezactivated by clicking once more the same button, renamed now "Lower your hand".





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e. "Share desktop" option is activated by clicking the specific button, then selecting what you want to show to the other participants, as follows:



If you need to share a video file, in order to share also its sound, you have to click the option **Include computer sound**:

Desktop Window	
Screen #1 New channel meeting Disciplina 1 (Class	а IT)