

Σύνοψη Σημαντικών Σημείων:

- If you use a computer/laptop, use **Google Chrome** browser (Kudo does not work with Safari, Internet Explorer, Edge) / Plug in your laptop.
- Ensure that you have a **good internet connection** and, if possible, that no-one is using your network for gaming or streaming during the meeting; if you are using WIFI, sit as close as possible to your router box.
- Switch off any other applications, Outlook, notifications etc / Put your telephone in silent mode.
- To register in KUDO: **Display name = *First name and Last name***.
- Use **headphones** or, if possible, a **headset with microphone**.
- When messaging, use the **Participants tab** to send a message to all participants; use the **Private tab** to see who is present and/or to send a private message to another participant. Only use the **Operators** tab if you wish to contact a technician.
- If the screen freezes during the meeting, press F5 to refresh the page or leave the session and return again.
- You can activate your microphone and your camera only when your request is accepted by your moderator. Firstly you have to send a request by clicking on the button "Request to speak". When your request is accepted you can activate your microphone and your camera. Not before.