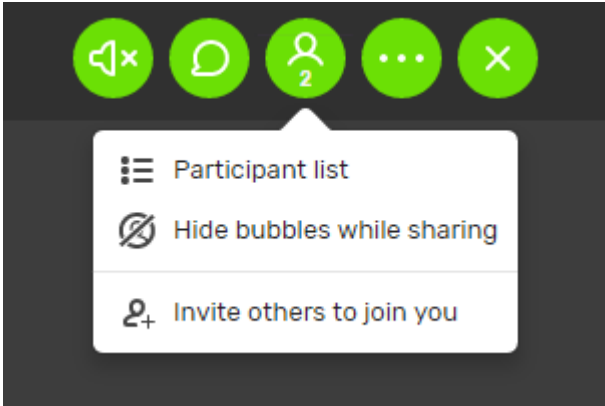


Instructions for changing your name

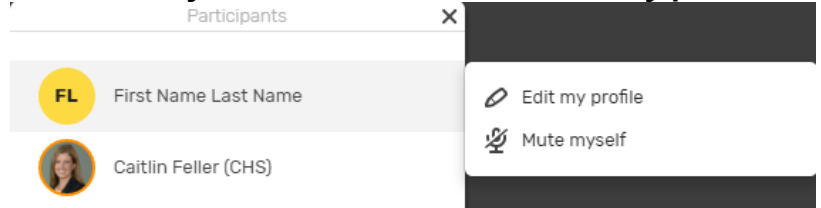
Step 1

Click the person icon at the top of your screen. Then click **“Participant List”**



Step 2

The name that you entered when you “knocked to join” will be displayed at the top of the participant list. **Hover over your name. Then click “Edit my profile”.**



Step 3

Change your listed information so that your

- Organization/CHC is listed as “First Name”
- Your name is listed as “Last Name”
- **See example to the right** →

Instructions for using the chat

Step 1

Click on the speech bubble icon at the top of your screen.



Step 2

A chat box will pop up. At the bottom of the box, click on @All to change the audience of the chat.

