

Instructions for Attending the Online Contact Classes

Requirements for attending online session

1. IIMM Student/Member
2. Internet Connection
3. Valid Email ID
4. Mobile/Laptop
5. Google Hangout Meet App – download it from Play store

A link will be forwarded to your registered email IDs, which will take you directly to the online session. The session will be of 1 hour during which you have to observe the following

1. Mute yourself
2. While joining the session, please click on **“Join”** Only and not **“Present Now”**. Clicking on present now will interfere with the ongoing presentations, which will break the sanctity and continuity of the Contact Class.
3. **Please PIN the Presentation, once shared by presenter, by clicking on the PIN Symbol on Presentation. This will enable you to see the PPT throughout the Session.**
4. You are also advised to download **Google Calendar** in your mobile, so that, event what so ever created will be updated automatically and help you in easy access of Session.
5. Make sure that Internet Connection is proper and available
6. Avoid Leaving the session Frequently.
7. Avoid taking Phone calls during the session, unless, it is urgent.
8. If you are operating through Mobile, please use Handsfree/Bluetooth for better Audio Quality.
9. Q&A round will be at the end of the Session or you can submit your queries through mail.

We look forward to you for joining the Online Lecture and also confirm us your participation.

With Regards

Alok Sharma