**broadcasting**

- Utilize broadcasting tools (Screen Sharing, Audio, and Video) in the main chat room
- Up to three individuals may each broadcast audio or video in the main chat room
- Screen Sharing can be utilized by one presenter at a time, while two other individuals may use audio simultaneously
- Representatives may either broadcast video or share their screen
- Representatives may share their screen to play a slideshow but may not broadcast pre-recorded media or videos
- Each representative has the option to conduct private one-to-one video chats with candidates
- Multiple representatives may conduct private video chats simultaneously

**system settings**

- Broadcast from a Mac or Windows PC / laptop *(mobile and tablet devices are not supported)*
- Utilize latest version of Windows or macOS operating system and Google Chrome, Mozilla Firefox or Microsoft Edge web browser

**browser configuration**

- Ensure cookies and popups are set to ‘Allow’
- To give the website access to camera and microphone, click lock icon next to URL bar, select hardware and set to ‘Allow’

**hardware selection**

Select correct input in system settings and correct device in browser settings

**for pc users:**
- From Windows Icon
- Select Gear Icon (Settings) > Privacy
- Click Microphone
- Allow Desktop Apps to Access your Microphone
- Repeat for Camera

**for mac users:**
- Apple Menu > System Preferences
- Security & Privacy > Privacy
- Select Microphone and Camera from list
- Check box next to Google or Firefox
- Repeat for Screen Recording (Screen Share)