




















Icon dictionary

The most common icons for online meeting applications and their explanations.

Icon	Name of the icon	Explanation
	Attendees	People in an online meeting.
	Chat or the writing area	Chat allows you to write messages, add pictures or files. You can react to messages written by other participants (e.g. thumb, heart, laugh).
	Camera on	In an online meeting, you have the possibility to use a video feed. The camera transmits a video feed to other participants.
	Camera off	The camera does not transmit the video feed to other participants.
	Microphone on	Your speech and any other sounds are heard by other participants.
	Microphone muted	The microphone does not transmit sound to other participants.
	Content sharing	You can share content from your device with other participants. You can share either your computer screen or a single file.
	Invite people to an online meeting	Add or invite people to an online meeting by sending an invitation to their email address. You can also add people during the online meeting.
	More actions	In the device settings, there is a dropdown menu where the program has identified all available devices.
	Sound settings	Select the device from which the audio will come out in online meetings, for example, Headset (Jabra Evolve 75).
	Speaker	Select the device from which the audio will be heard in the online meeting, for example, Speakers.
	Video settings	Select the device from which video feed will be sent during the online meeting, for example, an integrated webcam = your computer's camera.
	Background effects	Select the background that appears in the video feed transmitted by the camera along with your facial image. You can also choose to blur the background.

Even if you choose a background for your video feed, the program recognises your face: facial expressions and gestures are normally transmitted to other participants.

Reactions are like intermediate comments. They will be visible on the screen of the online meeting to all participants. The reaction is seen for a short time next to the person who gave the reaction.

Icon	Name of the icon	Explanation
	Raise a hand	I ask for the floor. Once you have the floor, click your hand down.
	Thumbs up	A supportive response to the speaker's topic or question. "I agree", "Good idea!", "Fine!"
	Applause	For example, give a standing ovation or silent applause at the end of a presentation or on another convenient occasion.
	Heart	Shows compassion or a strong positive reaction to the presented topic - for example, "I was touched by this!"
	Laugh	Laughing reaction, for example, "What a funny story!"
	Surprised	A surprised reaction - for example, "I wouldn't have believed this!" "Can that be true?"