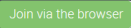

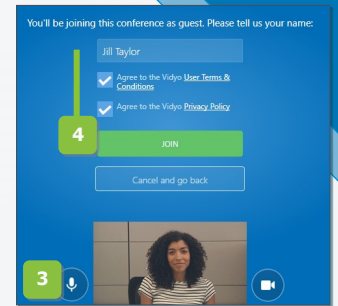


CONNECT


Required: Computer, camera, microphone, speakers, an internet connection, and access to a Chrome™ or Firefox™ browser.


1. Click the **Link** in your invite.
2. Click  to connect.
3. Click **Camera & Microphone** to mute. **First time?** Allow browser access to devices. Click  to adjust devices and language before joining.
4. Enter **Display Name**, accept terms, and Click **Join**.


Join Meeting Host by clicking <https://yourcompany.vidyocloud.com/join/MeetingHost> and entering the PIN, if applicable.
Can't do video? Dial in from any phone as an audio-only participant:





MEET


-  Participant list (call controls)


-  Settings (Select speaker)


-  Disconnect


-  Change layout


-  Click to mute (Right click/change#)


-  Click to mute (Right click/change)

-  Self-view (Hover over to enlarge)

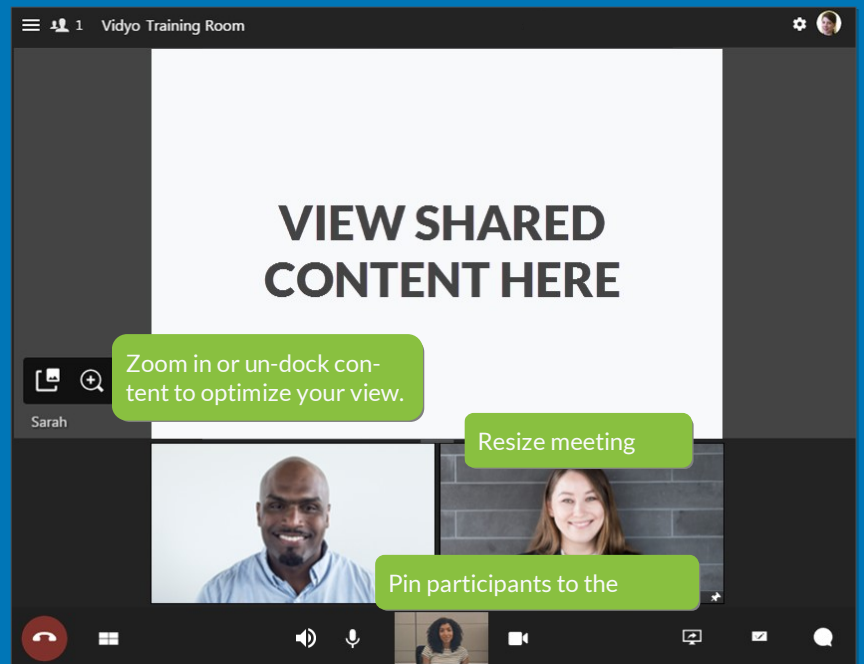
-  Click to mute (Right click/change)

-  Share content%

-  Whiteboard^

-  Group chat

Right click is not supported on Firefox
% Plugin required on Chrome
^ View-only on Firefox and Chrome



Remote Camera Control: Participants with remote camera control enabled will display an icon on their name and image.

1. Click the icon
2. Controls appear (move panel based on preference)
3. Use the arrows move the camera
4. Use the -/+ to zoom in and out



TIPS & TRICKS

Setup: Review your technology to ensure a successful meeting every time.

- ✓ **Computer:** Plug in & select a high performance power plan.
- ✓ **Devices:** Use an external mic & speakers.
- ✓ **Network:** Connect to a wired network connection.

Etiquette: Video conferences are like an in-person exchange; body language matters!

- ✓ Look into the camera to mimic eye contact w/ participants.
- ✓ Remember to smile!

