

VIDYOWEB™ FOR GUEST USERS

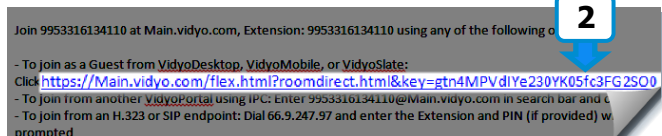
Getting Started



1. To join a meeting, you need a computer, microphone, speakers, camera and an internet connection.

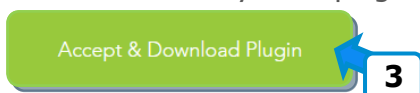


2. Click the **Guest Link** included in your email or calendar invite.



3. First time users must download the VidyoWeb plugin.

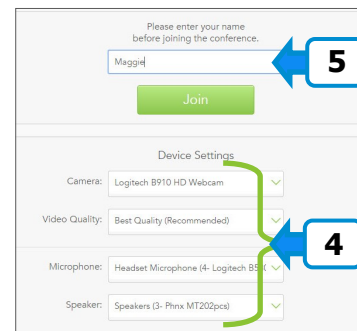
⇒ Depending on your browser, you may have to enable plugins.



4. Adjust the devices used for your meeting.

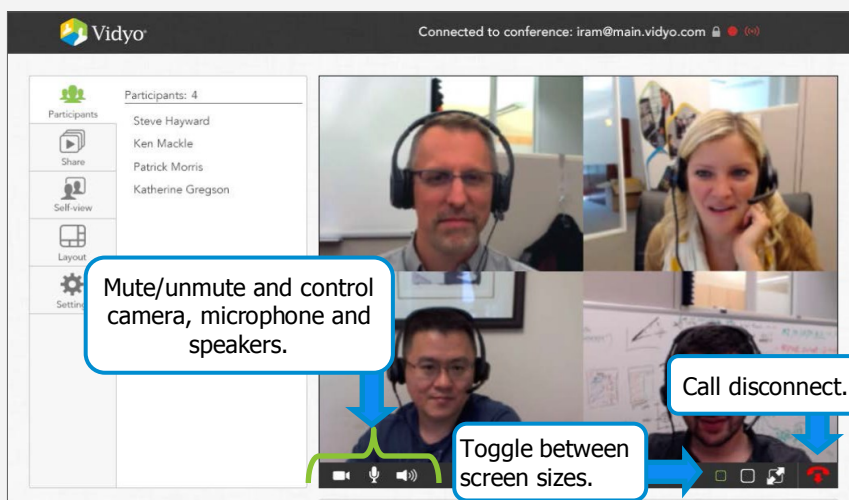
5. Enter your desired display name and select **Connect**.

⇒ You will have to allow VidyoWeb access to your devices when logging in.



In-Call Controls

| | |
|--|-------------------------------------------------------|
| | View a list of all the conference participants. |
| | Select which application or screen you wish to share. |
| | Toggle your self-view preference. |
| | Select how to view the VidyoWeb layout. |
| | Open the Settings page. |



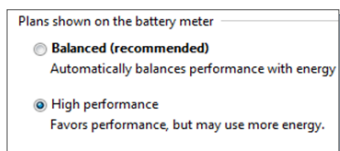
Adjust your devices (camera, microphone and speakers) by clicking the settings cog on the left of the screen. If echo occurs check the echo cancellation option.

Best Practices

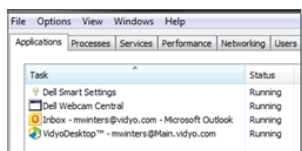
When using a laptop plug into an outlet.



If your computer has a power plan, choose **High Performance**.



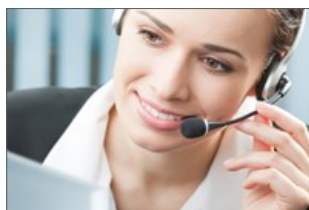
Close extra applications before joining the conference.



Use a wired network connection and disable the wireless connection.



Use a USB mic/speaker for high quality audio.



Plug devices (camera, etc.) directly into your computer's USB ports.



Eye contact: Look into the camera to mimic eye contact.

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