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VIDEO MEETINGS
User guideline

08/01/2021

Agenda

01: How to start the meeting

02: Open the video

03: Settings

04: Send messages

05: Share files
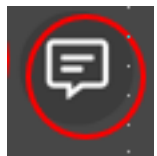
01) How to start the meeting

- Go to My Agenda

- Find the right meeting in the schedule

- Click on   ▶ **Start Video Meeting**

Upon your first meeting, you will be asked to give access to your audio and video. Click **yes.**
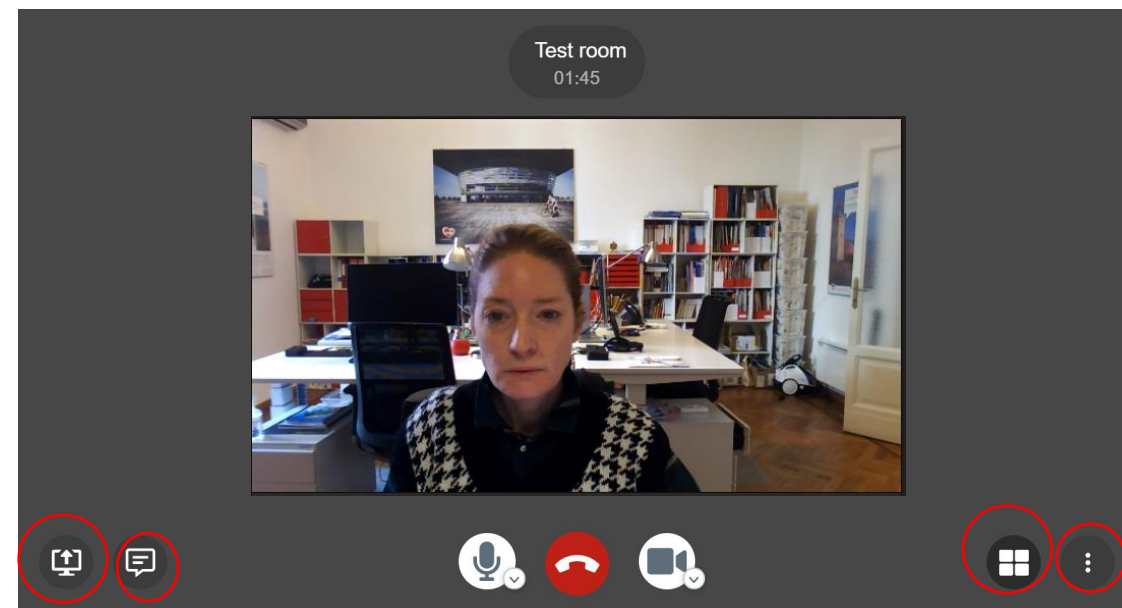
02) Open the video

1) Settings

2) Send messages

3) Share files/desktop etc.

Google tile view. Use this icon to change layout of the screen and choose the option you prefer.
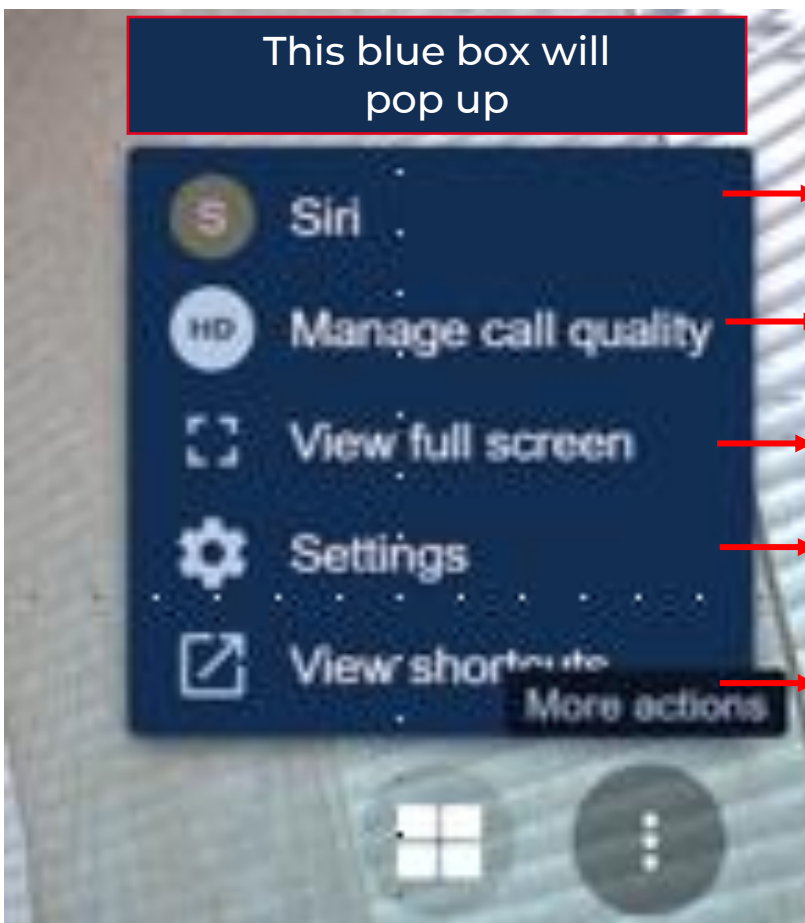
Test room
01:45

Mute/Unmute

End call

Camera on/off

03) Setting

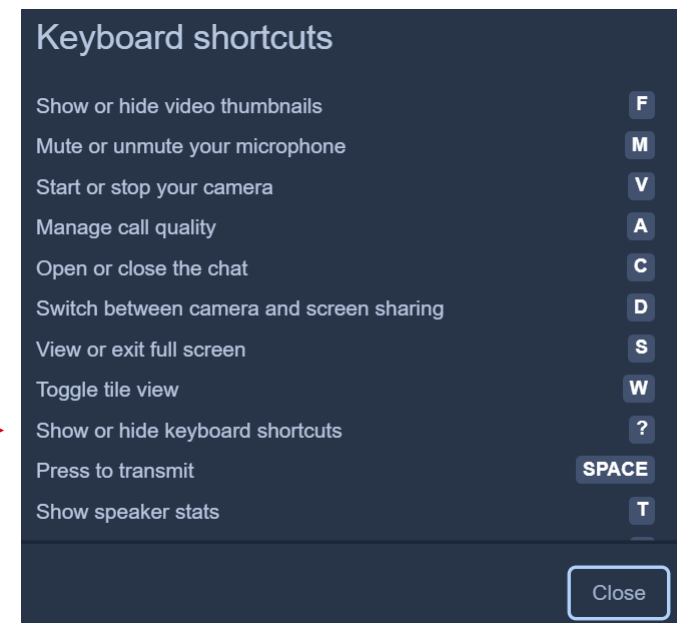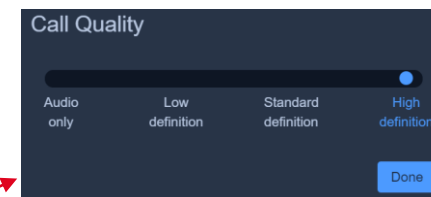## Click on the icon Settings

This blue box will pop up

Settings

Devices Profile More

Set your display name
Siri

Set your Gravatar e-mail
sital@innovationnorway.no

Ok Cancel

Click on your name if you want to change your name on the display

Call Quality

Audio only | Low definition | Standard definition | High definition

Done

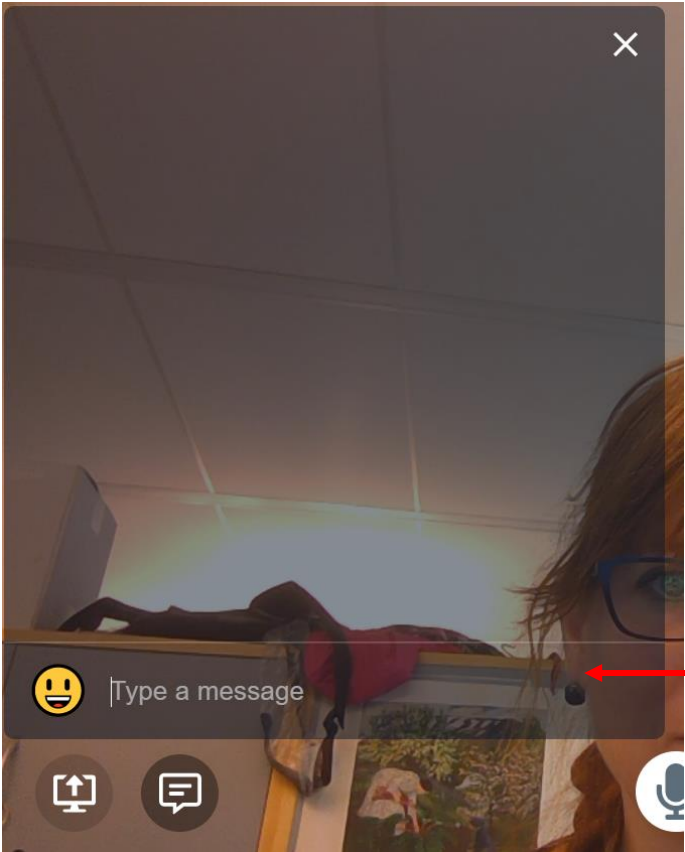Click on Manage call quality to change the quality of the call

Click here to have the meeting on a bigger screen.

Click here to select audio/video output and to select the language of the video system.

If you wish to use Keyboard shortcuts, click here to view them

Keyboard shortcuts

Show or hide video thumbnails	F
Mute or unmute your microphone	M
Start or stop your camera	V
Manage call quality	A
Open or close the chat	C
Switch between camera and screen sharing	D
View or exit full screen	S
Toggle tile view	W
Show or hide keyboard shortcuts	?
Press to transmit	SPACE
Show speaker stats	T

Close
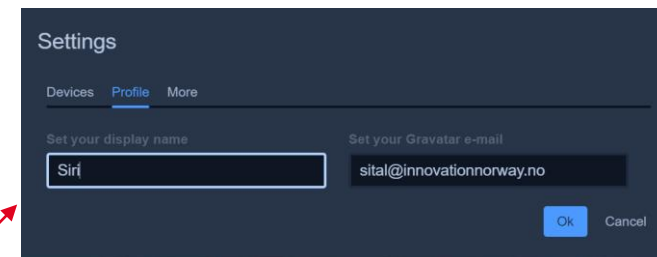
04) Send messages 💬

To view and send an emoji click on the 😀
and the others will also appear.
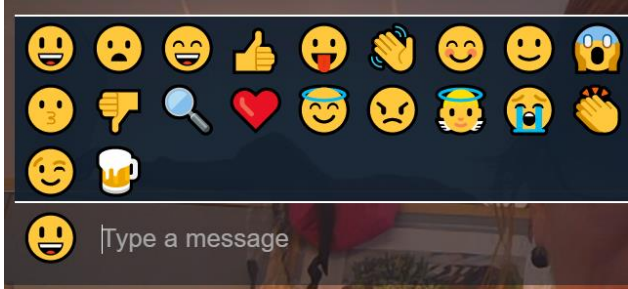
Type your message here and
click *enter* to send it.

05) Share files

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Choose one of the following options:

Share your screen
It will share what you have on your screen.

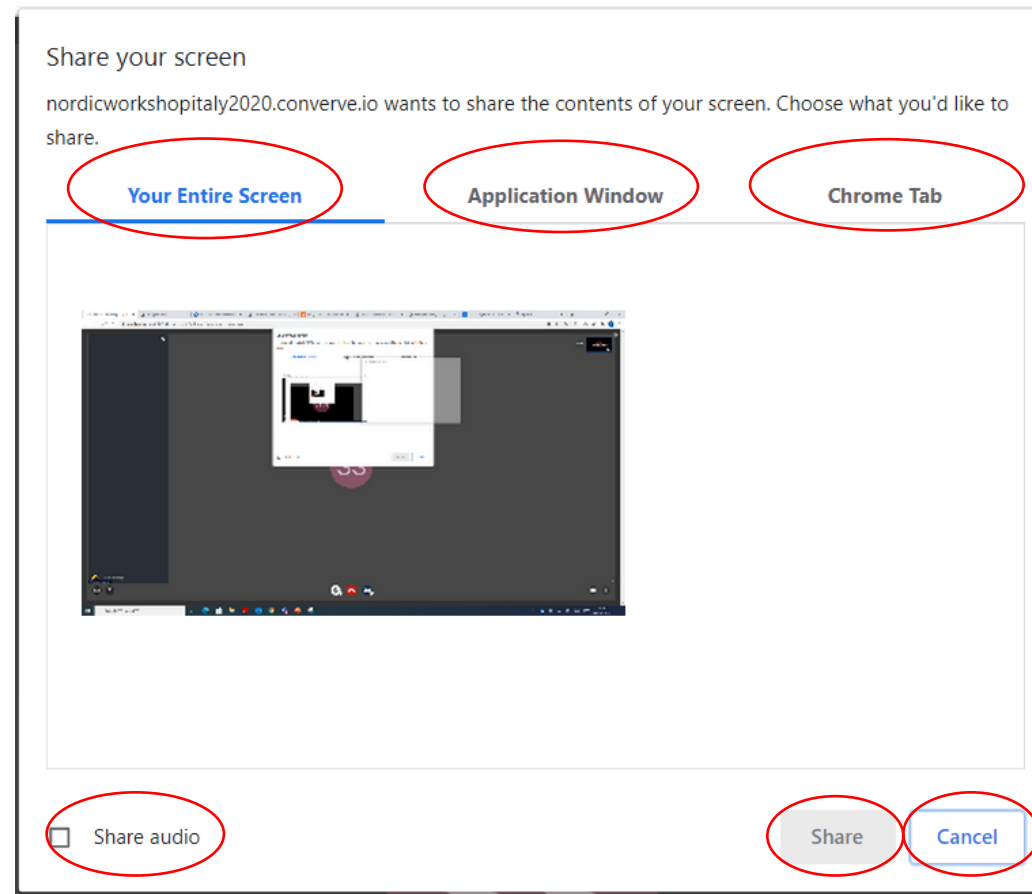**Share a document**
Select one of the documents that you have opened (word/excel/power point/videofile/pictures etc.)

Share an internet page
Select the internet page that you have opened and that you wish to show.

Share your screen

nordicworkshopitaly2020.converve.io wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen   Application Window   Chrome Tab

Share audio   Share   Cancel

Share your sound. For example if you are sharing a video.

Click here to start sharing.

Click here to interrupt the sharing.

05) Share files

Once you share, your camera will automatically be turned off. By **clicking on the camera icon**, you will be able to see yourself and the other person will also see you while you share.
You will always see the other person, <u>unless you share in *full screen*</u>.

You can still send messages 💬 while sharing.

You can also click on **Settings** ⋮ and select *view full screen*

To stop sharing, click on the **Sharing** icon. ⬆