



# Participant Guide

Please make sure you have all the necessary equipment working and ready to go

# 1

## Setting up your computer:

- ✓ Use this link: <https://troubleshooter.interactio.io/>\* to test if your computer is ready to use the Interactio system. That will help you check your internet connectivity and computer audio and video devices before starting the event.

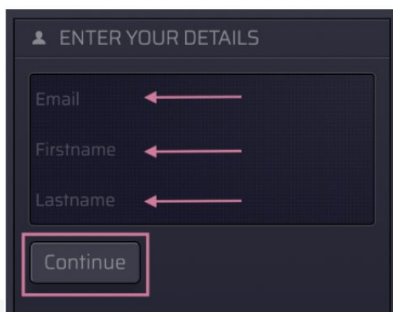
\*Troubleshooter.interactio.io will not work on restricted internet (VPN, Proxy, etc.).

- ✓ Make sure that you are connected to stable Wi-Fi (if possible, make sure your device is the only one connected to that network).
- ✓ Make sure that you are using a computer with the browser Google Chrome with an Incognito/private window. You can open Incognito mode on Chrome by pressing Ctrl+Shift+N (on Windows) or Command+Shift+N (on macOS).

# 2

## Joining the event

Visit the event's web link provided by the meeting organizer, enter your email address, first and last name, and press Continue. Allow your browser to access your Microphone and Camera **1** and press Join to enter the event.

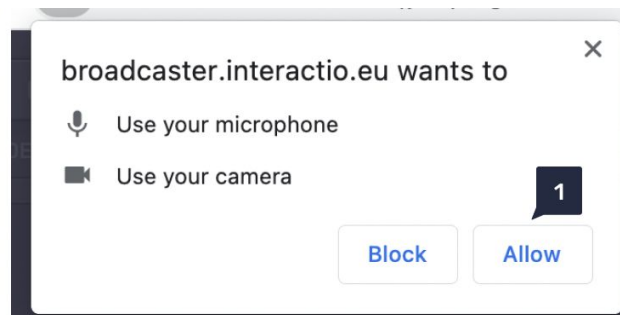


ENTER YOUR DETAILS

Email

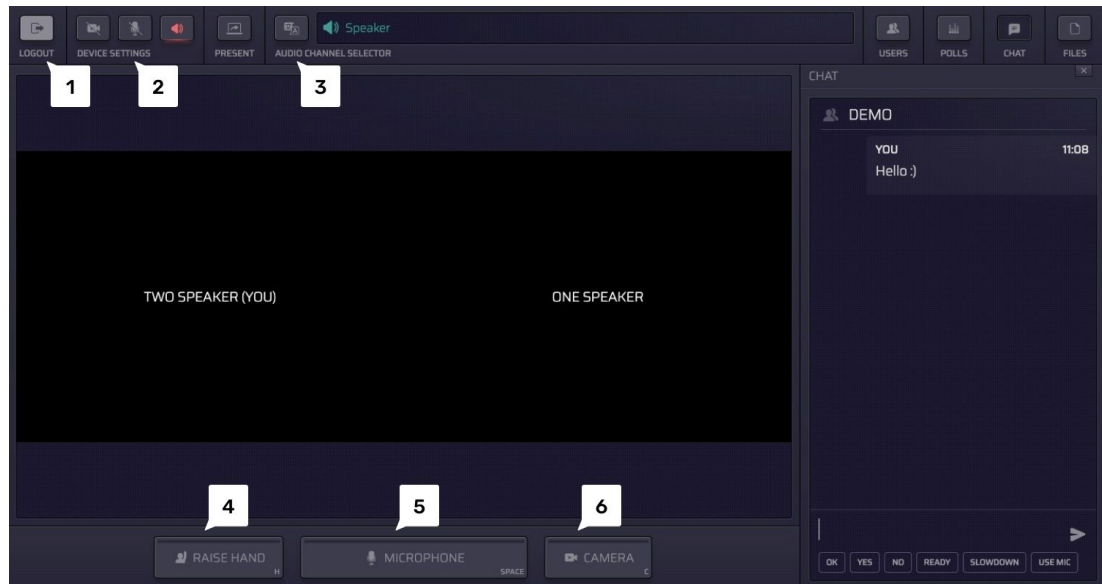
Firstname

Lastname



## 3

## Setting up the listener dashboard



Press number to learn more

1

### Logout

Press the logout button to leave the event.

2

### Device settings

Select and adjust your device settings at any time during the meeting:

- Select Camera
- Select Microphone
- Select Audio

3

### Language (audio) selection

Press the button to see what languages are available and select your preferred audio source.

4

### Raise Hand

Press this button to let the moderator know that you would like to speak.

### 5 Microphone

When the moderator gives you the right to speak, the Microphone button will start glowing in BLUE.

When you press the Microphone button again, the button will turn RED, indicating that you are currently live and streaming

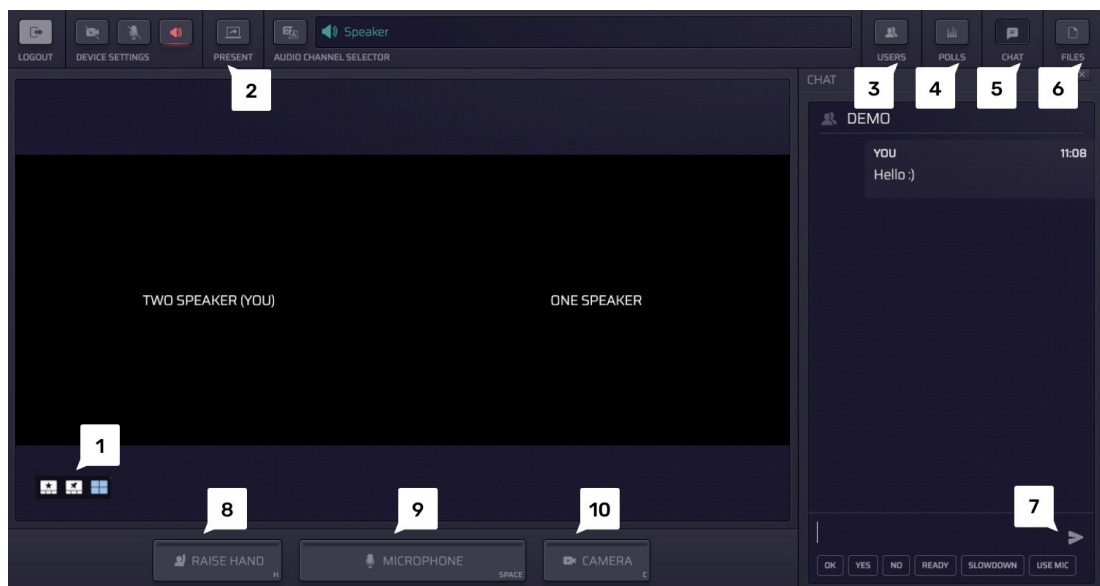
### 6 Camera

If you want to speak with a video on, press the CAMERA button.\*

\* In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone.

## 4

## Features/What can you do as a speaker



Press number to learn more

### 1 Video component

You can select different viewing modes:

- Active speaker (start)
- Pinned
- Gallery
- Presentation (only when someone is presenting)

## 2 Present

Share your screen with the rest of the participants. You can do that only when you are speaking (status: live).

## 3 Users

Open or hide the Participant list. Here you can view the list of speakers and their statuses. At the bottom of the list, you can view the total number of speakers, viewers, and speakers with raised hands. You can send a direct chat message by clicking on the speaker and selecting the chat option.

## 4 Polls

Participate in the live poll or simply view all previous polls' results

## 5 Chat

Here you can see all your communication with the meeting moderator or other speakers. You can also send a direct chat message to the selected speaker in the speaker list.

## 6 Files

Download files sent to you by the meeting moderator or other speakers. Press "Upload file" on the bottom of the page if you would like to send a file to the meeting participants.

## 7 Send a message

Enter your message here, and press Enter to send.

## 8 Raise Hand

Press this button to let the moderator know that you would like to speak.

## 9 Microphone

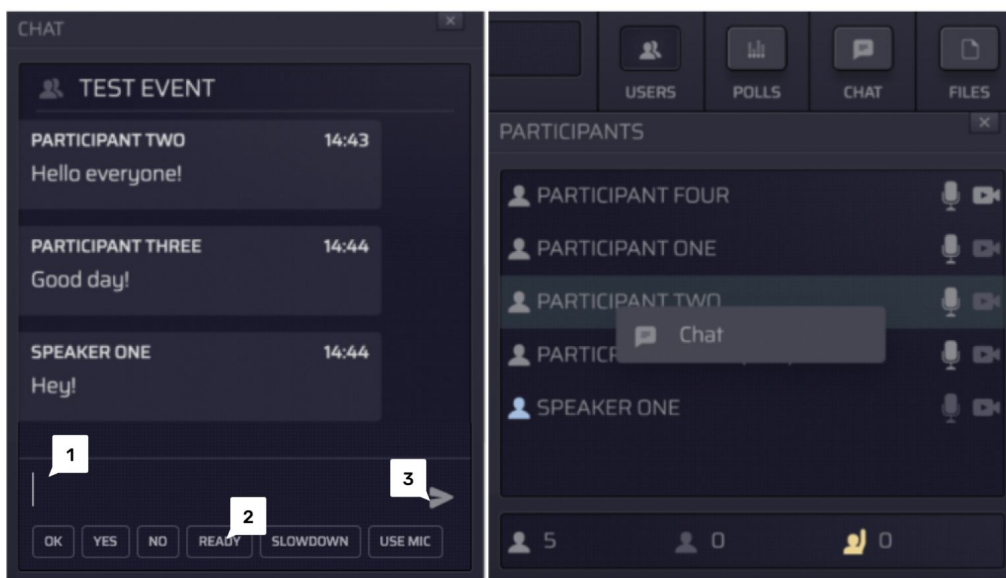
Turn your microphone on or off\*.

## 10 Camera

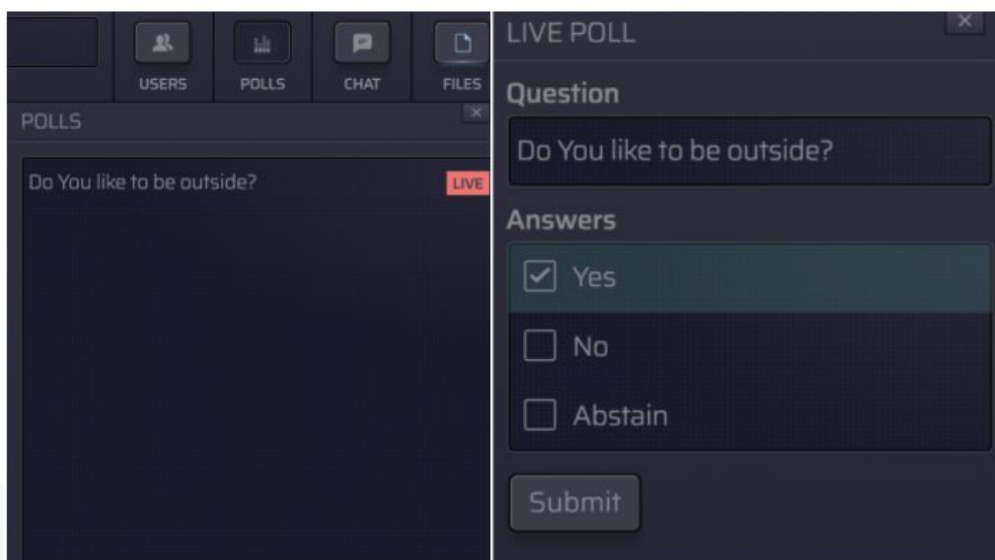
Turn your camera on or off\*.

\* In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone.

Click the CHAT button and communicate with the meeting moderator or other speakers. Type your text **1** or choose from the predefined responses **2** and click send **3**. You can also send a direct chat message to a selected speaker: click the USERS button, choose the speaker, click the left mouse button and click CHAT.

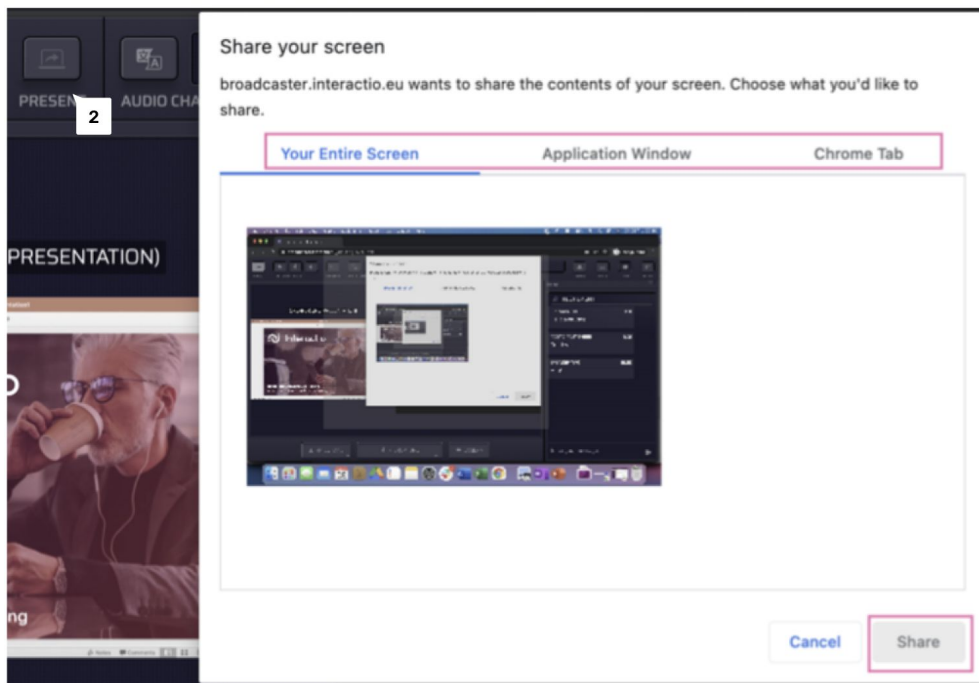


You can participate in the live POLL or simply view all previous POLL results and statuses. When the POLL is ready, it will appear on your dashboard.





Share your screen with the rest of the speakers. Press PRESENT <sup>2</sup>, choose the window you would like to share, and click share. The PRESENT button works only when you are speaking (status: live).



Download FILES shared by the meeting moderator or other speakers. Click UPLOAD on the bottom of the page if you would like to share a file with other participants.

