



Vidyo - Participant

Smart Device
(June 2020)

Step 1: Download the App



VidyoConnect
Business

★★★★☆ 27



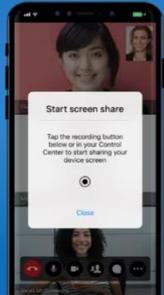
Best-in-class video quality anywhere, on any device



View and share content right from your device



Share your device screen into the meeting



VidyoConnect
Business

★★★★☆ 18



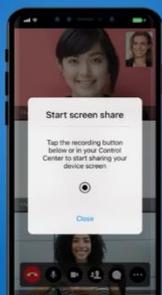
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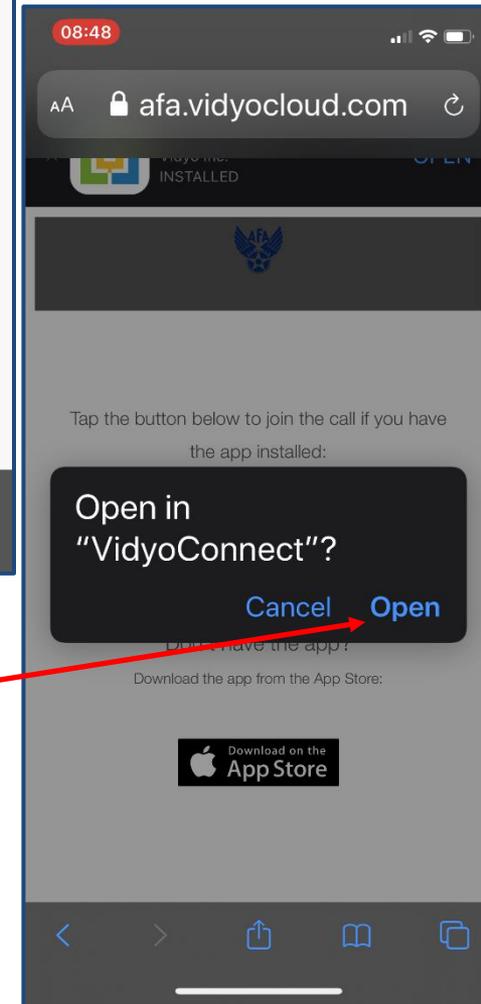
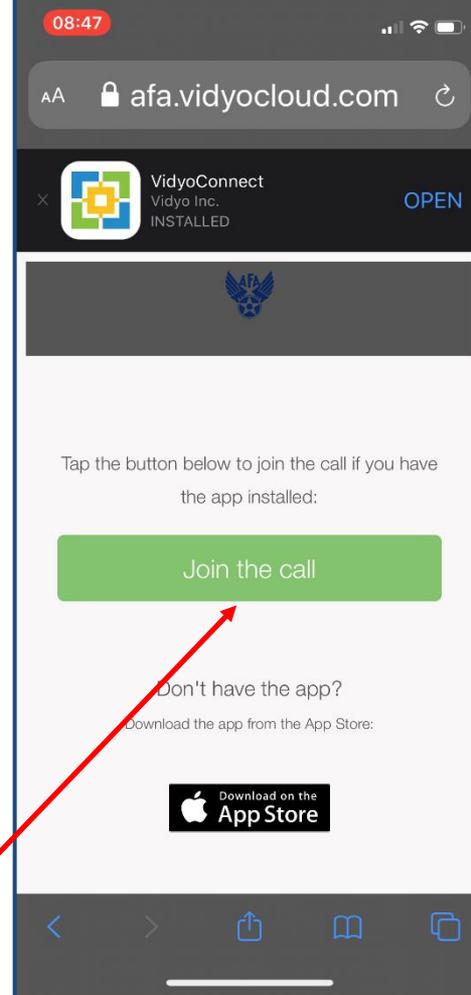


- Get on your smart device, head to your App Store, and **download** the VidyoConnect App.

- Once it is on your device, **don't open it!** The instructions are confusing and you don't need to open the file.

Step 2: Tap or Load the invitation URL

- You will be sent an invitation URL to join a meeting. It will look something like this: <https://afa.vidyocloud.com/join/iMcNJ6C0Cj>
- Each VidyoConnect virtual conference room has a different URL. The one above belongs to the Field Council Training Sub-Committee.
- When you are ready to join the meeting, either tap on your invitation URL (best option if you have the invitation on your device), or manually load the URL into your device's browser.
- When the vidyocloud.com page pops up, tap the green "Join the call" button.



- Tap "Open" ..if asked if you want to open the meeting with your VidyoConnect App.

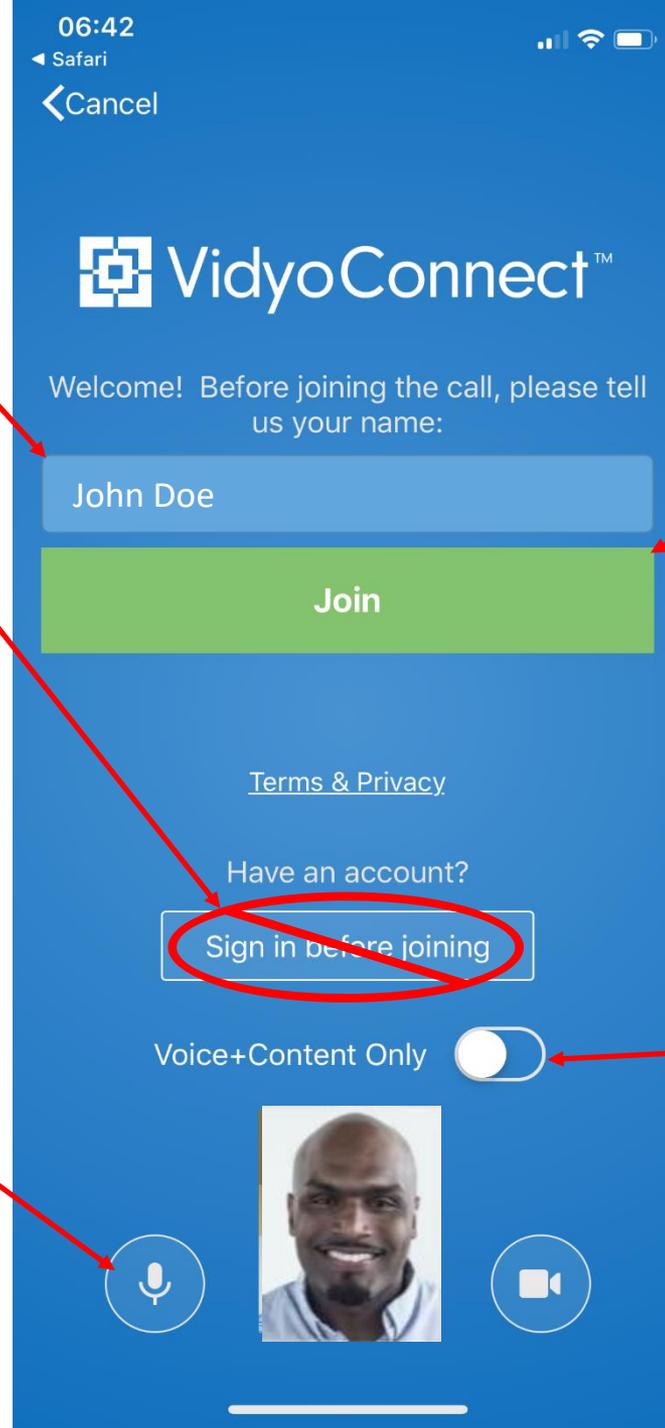
Step 3: Join the Call

A. Type your name in above the green “Join” button.

B. Do Not tap the “Sign in before joining” button. That is for the meeting room administrator only.

C. Anytime the program asks if it can use your camera or microphone, the answer is “Yes”

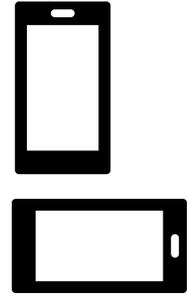
D. Before joining, tap the microphone icon to mute your microphone...this will help prevent audio feedback and disruption of the meeting, if already in progress.



E. Now you're all set to tap the green “Join” button, and you are off and running.

F. If you have trouble staying connected, enabling “Voice + Content Only” when you rejoin, will decrease your bandwidth requirement.

- Note: You will most likely join the conference with your phone held in the portrait (up-down) orientation.
- Once you have joined, rotate your phone to the landscape orientation. This gives the participants a better view of you, and allows you to better view any documents that are being shared.
- Additionally, use a phone stand if you have one.

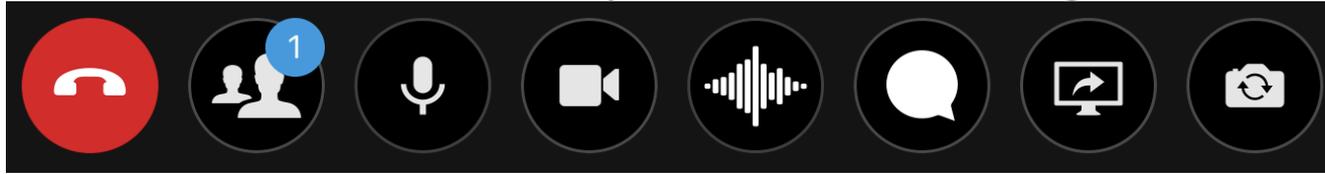


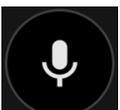
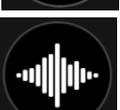
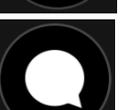
- When you need to speak, you may need to tap the screen to bring up the meeting tools so you can unmute your device to talk, and re-mute when you are finished!



- When the meeting is finished, tap on the screen to bring up the meeting tools and tap on the red hang-up button.

Smart Device Vidyo Conferencing Tools



-  - Disconnects you from the conference
-  - Allows you to see the list of who is attending the conference
-  - Mutes and unmutes your microphone
-  - Activates and deactivates your camera
-  - Voice only mode (no video, and cannot share documents).
-  - Chat with Conference Members
-  - Share a document
-  - Reverse your camera



Video Conferencing Etiquette

- **DO NOT** join a conference while you are driving!
- **Make sure your device is fully charged or plugged in prior to joining the conference.**
- **Mute before you join the conference and when you are finished speaking.**
- **Don't interrupt when someone is speaking. Wait for a natural break.**
- **Speak clearly. Don't yell.**
- **Don't be distracting. If you have to temporarily leave, move your smart device or pay attention to something off-screen, mute your microphone and deactivate your camera.**
- **Drinks are OK. Try to avoid eating while on-camera.**



Video Conferencing Etiquette (Cont.)

- **Watch your backdrop. Don't let what is behind you distract the conference.**
 - Close any doors behind you.
 - Watch out for shiny/reflective surfaces. (lights, pictures, mirrors, windows)
 - No moving art, blowing trees or bushes, active TVs or video monitors.
 - Avoid non-obvious items that cut across the screen behind your head.
- **Center yourself in frame. The conference is not interested in the top of your head or the inside of your nostrils.**
- **Try to look towards the camera, particularly when you are speaking.**
- **Minimize background noise (fans, TVs, music, pets, grandkids, computer, landlines).**
- **Dress appropriately.**
- **Be yourself, have fun, but don't be disruptive.**



Survey

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