# Vidyo - Participant
PCs and Laptops
(April 2020)

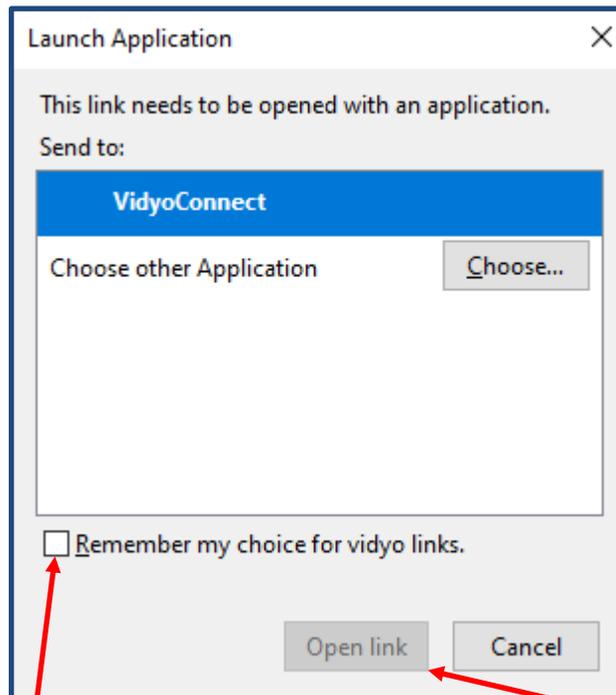## Step 1: Check your equipment and download Vidyo Connect

- Most Laptops have on-board cameras and microphones…this is not necessarily true for PCs and their monitors. If you need a webcam, get one…and then report back here.

- 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, click or tap on your invitation URL. If this is your first trip to VidyoConnect on your computer, your browser will display something like this:
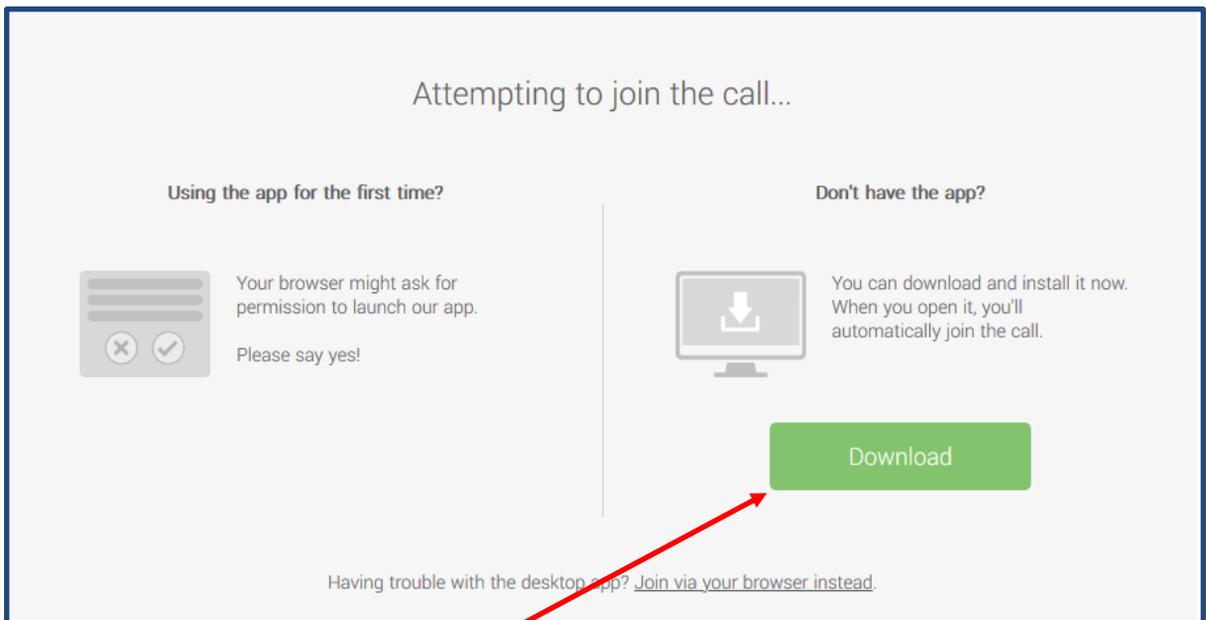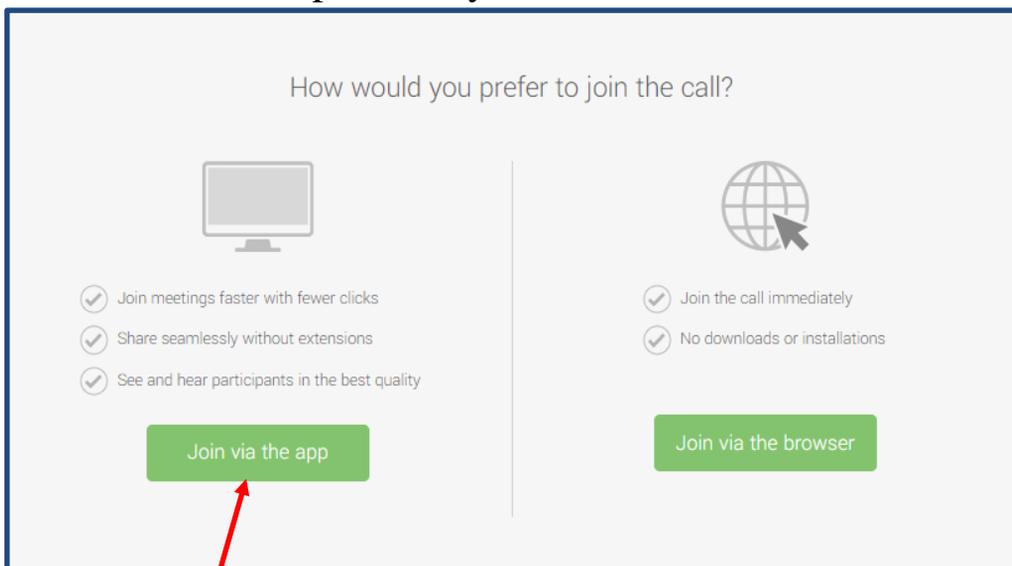

Click the green Download button and follow the instructions.

In the future, when you click on the invitation URL you might get a pop-up box that looks something like this.

Launch Application ✕

This link needs to be opened with an application.
Send to:

VidyoConnect

Choose other Application   [Choose...]

☐ Remember my choice for vidyo links.

[Open link]   [Cancel]

Check the "Remember my choice…" check-box and click "Open link."

Another possibility is this screen. If so…

How would you prefer to join the call?

✓ Join meetings faster with fewer clicks
✓ Share seamlessly without extensions
✓ See and hear participants in the best quality

[Join via the app]

✓ Join the call immediately
✓ No downloads or installations

[Join via the browser]

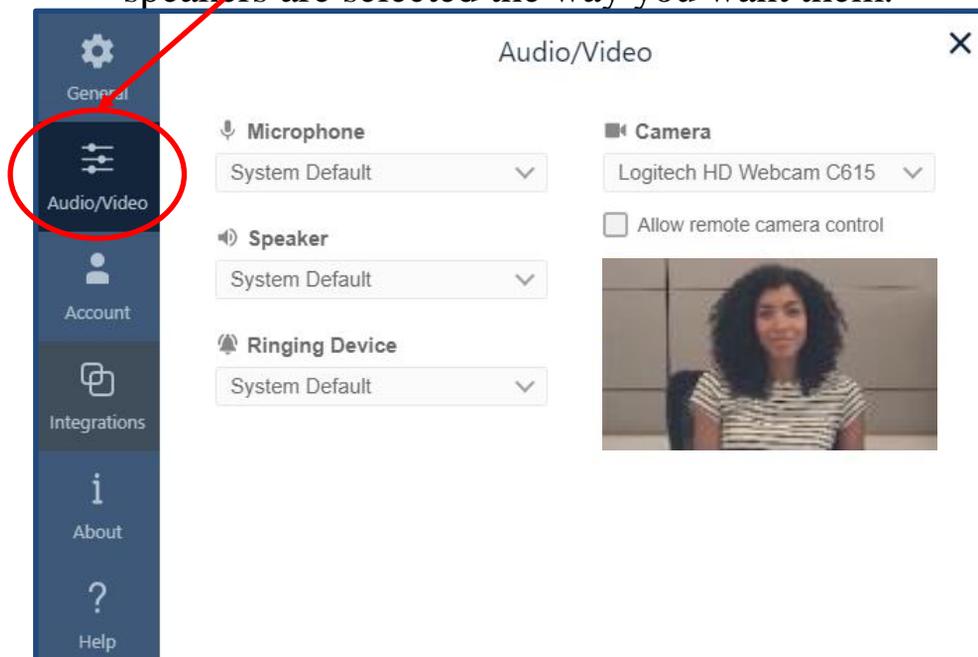Select, "Join via the app". It gives you the best quality presentation.

Step 2: Get Ready to connect

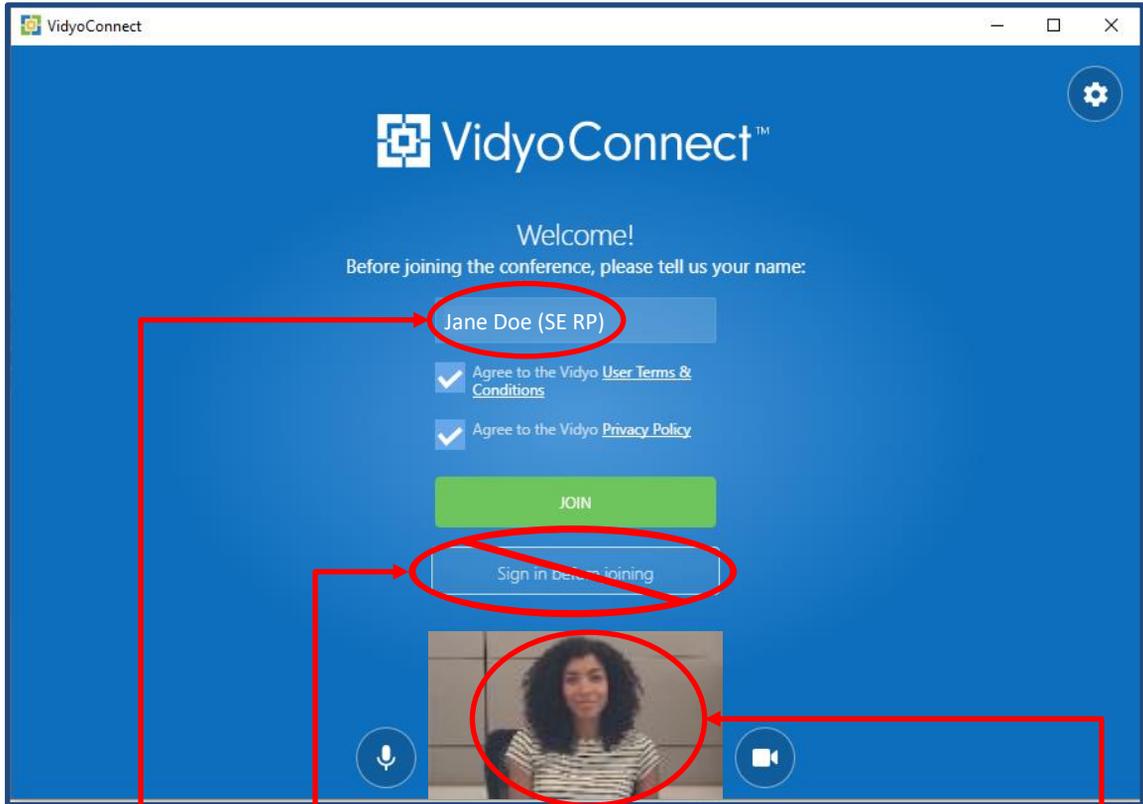Vidyo will load and present a screen that looks like this.

If this is your first time on Vidyo, you might check the settings icon…

…and check the Audio/Video settings to be sure that your camera, mic and speakers are selected the way you want them.

- Type in your name (not everyone knows you by your good looks). A title may also be helpful, depending on the meeting type & attendees.

- Do Not select the "Sign in Before Joining" button. That is for the meeting administrator only!

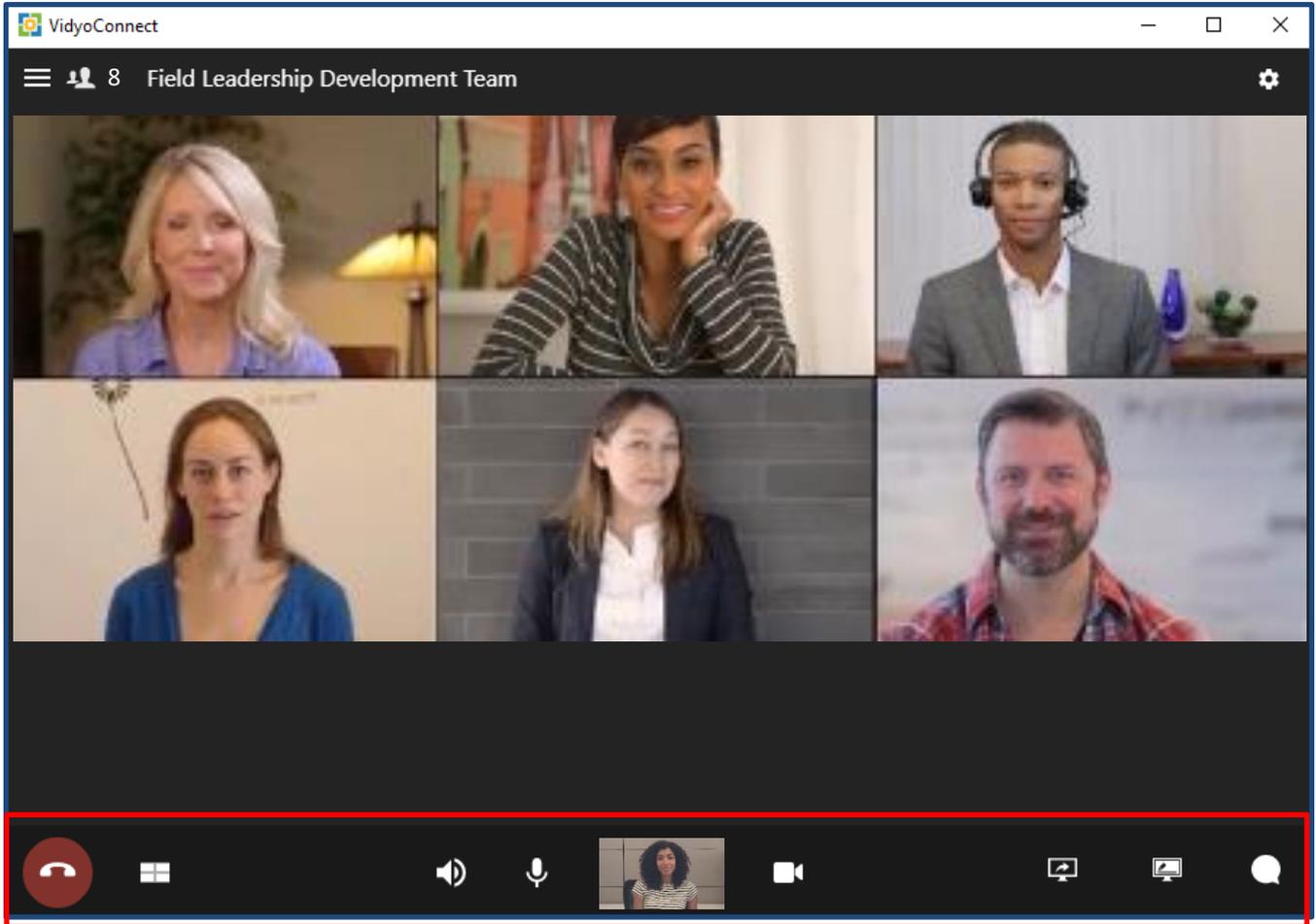- Make sure you are centered up in the frame using your selfie view.

4

Step 3: Join the conference.
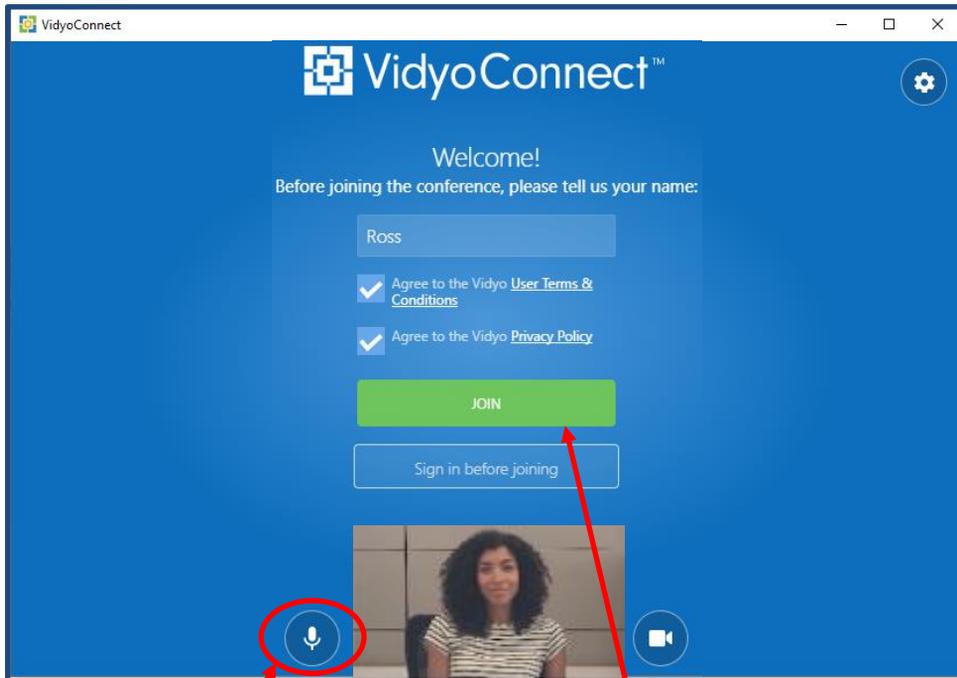
- Click or tap on the microphone icon to mute it before joining.
- Now you can click or tap on the green "Join" Button.

- Here is your Vidyo environment…let's take a closer look!
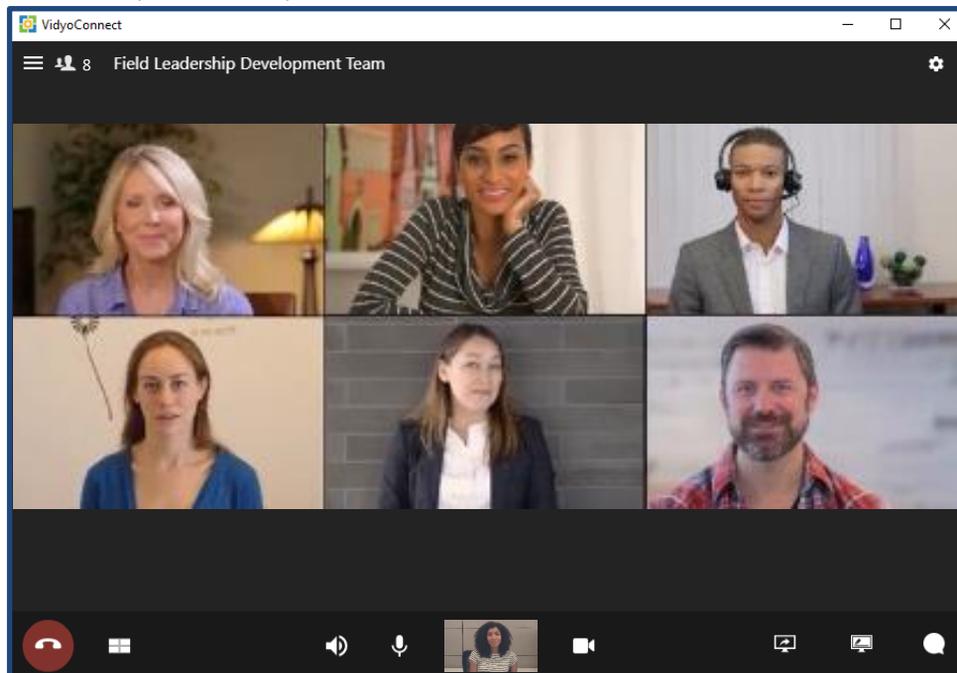
Step 4: Participate!

Here is a review of your participant tools from Left to Right:

- Disconnects you from the conference (hangs you up).
- Changes the way the participants are displayed.   vs.
- Mutes your speakers. **Caution:** you won't be able to hear anyone!
- Lets you mute or unmute your microphone.
- Scroll over your selfie to make it larger. Tap/click to keep it that way.
- Activates and deactivates your camera.
- Allows you to share a document.
- Allows you to share the conference whiteboard.
- Opens right-side chat window w/attendees. Re-tap balloon to exit chat.
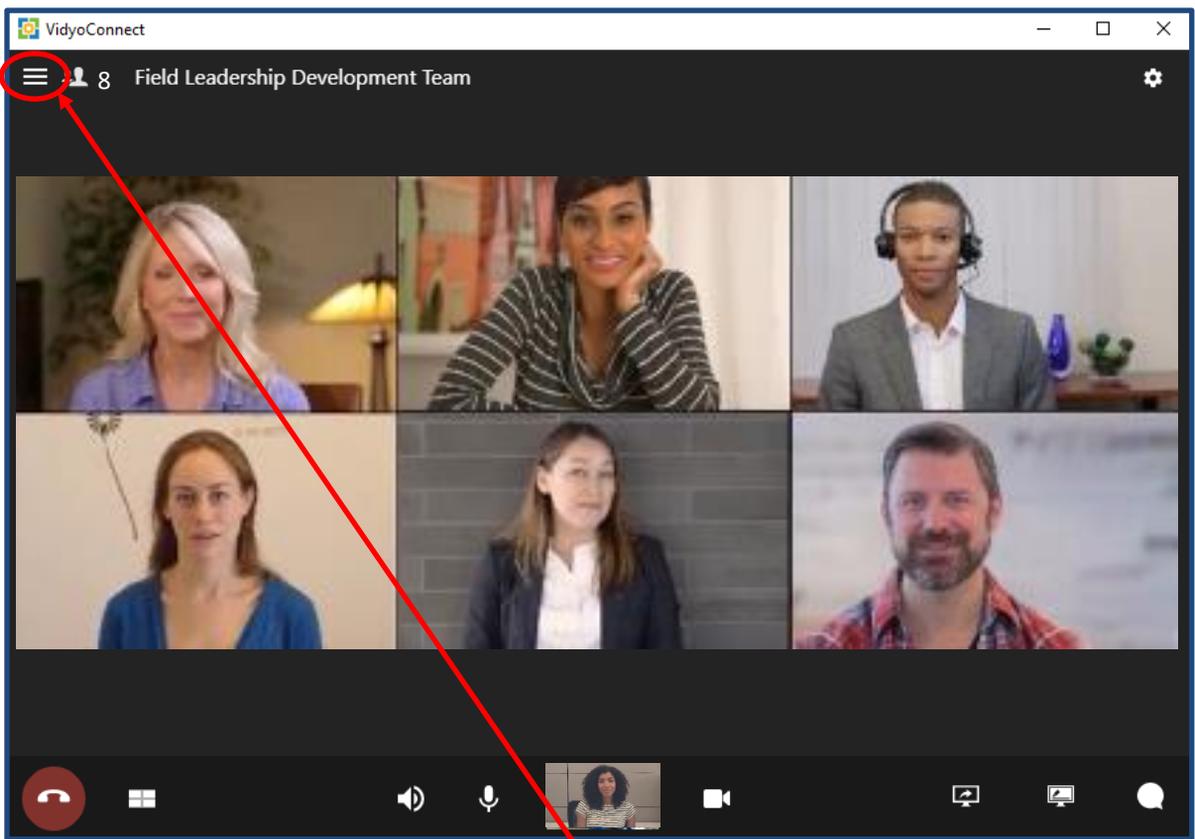
One other icon is important: the "hamburger" at the top left corner. When tapped, a list of the participants will appear on the left side of the screen. Tap or click "X" to return to the full conference.
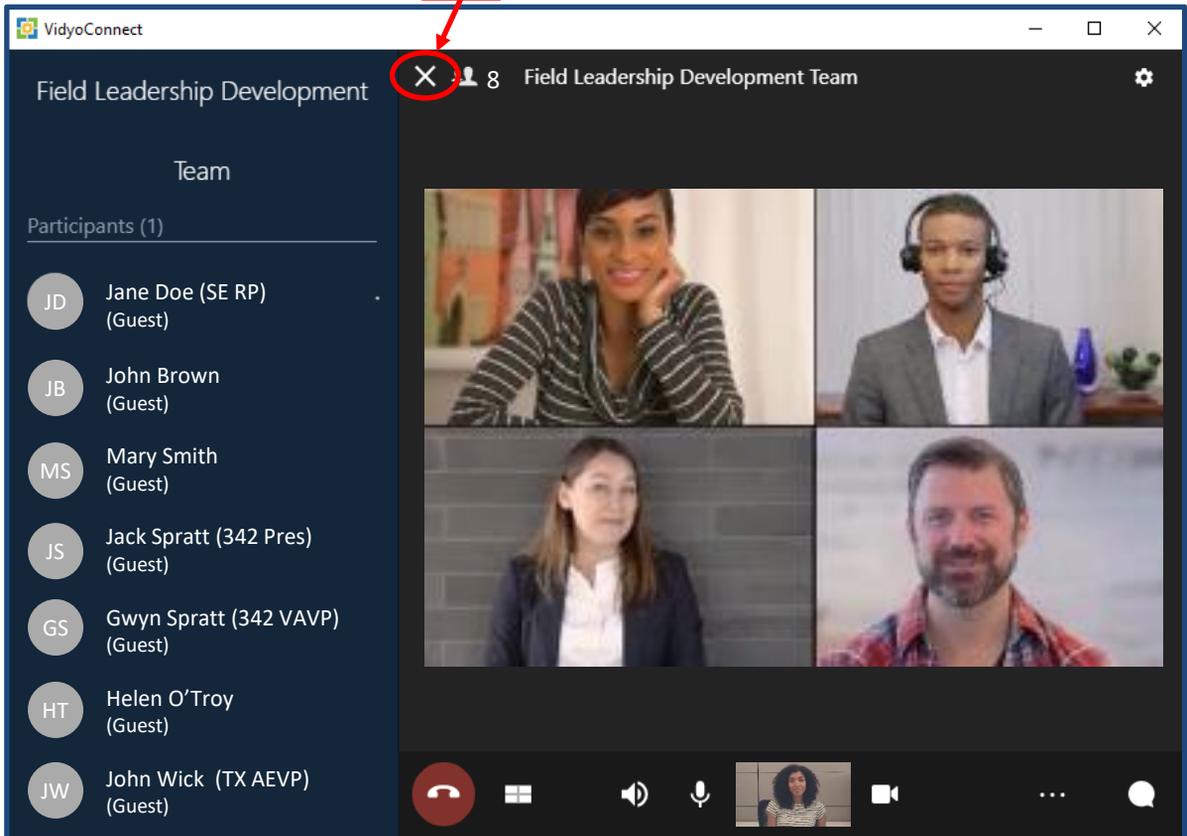
Video Conferencing Etiquette

- **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 or pay attention to something off-screen, mute your microphone and deactivate your camera.**

- **Drinks are OK. Try to avoid eating while on-camera.**

- **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 (use the selfie view). The conference is not interested in the top of your head.**

- **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.**

If, at any time, your connection drops, you'll see a screen that looks like this. Click the green button to rejoin the call.
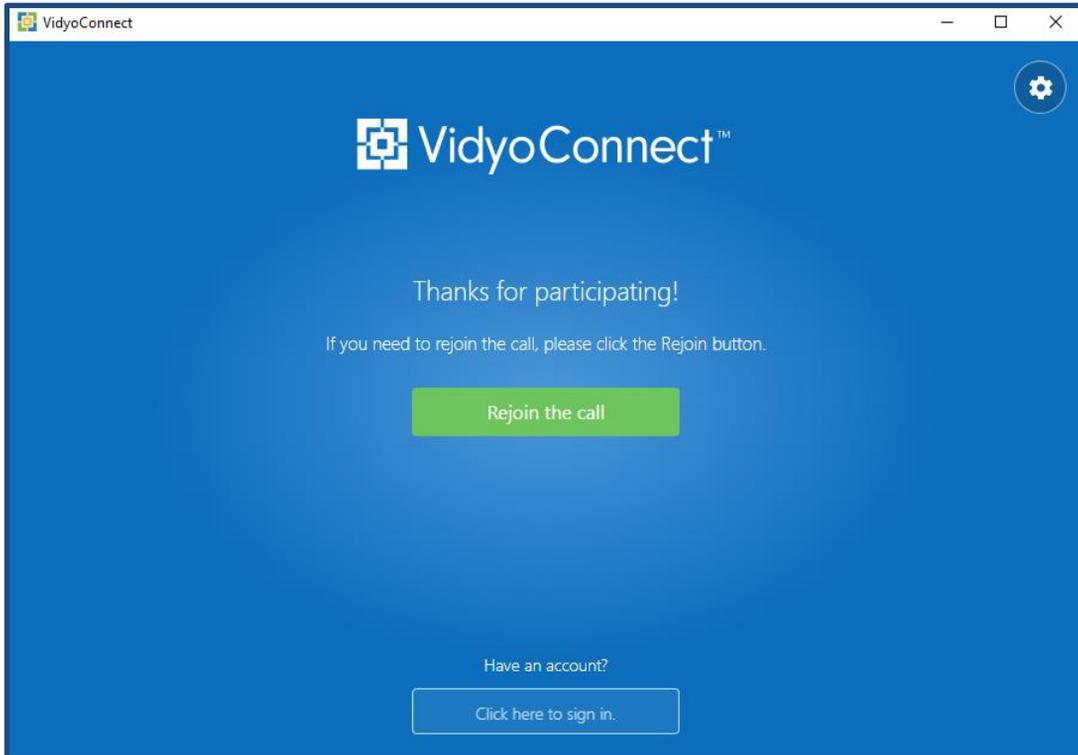
Survey

Was this instruction helpful?
Can we make it better?

Please tap or click here to take the post-instruction survey