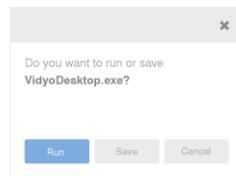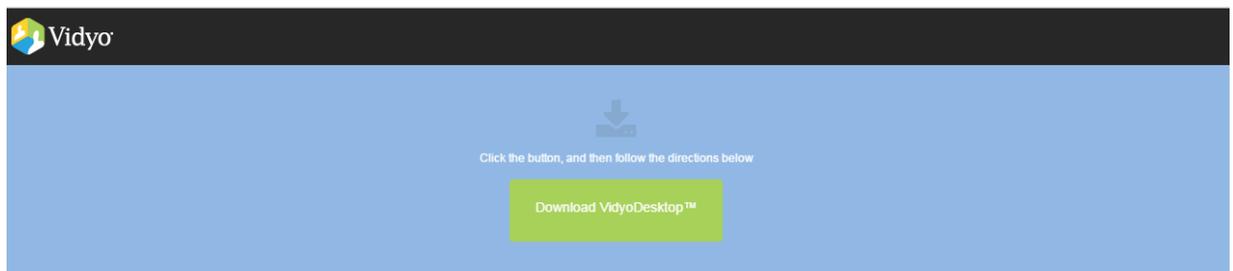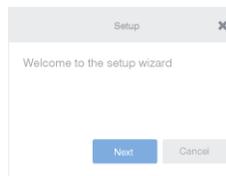# VidyoDesktop Participant Quick Guide

Be sure to have a web camera and microphone connected to your computer before joining a meeting room. Some computers have internal cameras and microphones. Some external web cameras are equipped with a microphone.
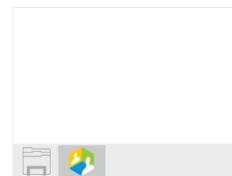
1. How to Participate in a Class or Meeting

   a.) Click on the meeting link that was e-mailed to you or posted in Online Campus

   b.) Follow the instructions for downloading the VidyoDesktop if you don't already have VidyoDesktop installed. The "Join Box" will appear if already installed.

   c.) Type your name in the "Join Box"

   d.) Click the Join button to join the class or meeting

2. Tool Bar

   a.) The VidyoDesktop tool bar is used to operate various functions

   b.) The toolbar is accessed by placing your mouse pointer over the lower portion of the screen; it will also pop up when a chat session is started by any participant

   c.) Click on **In-Call Tool Bar** to watch a video which explains the tool bar

3. Device Settings

   a.) The device settings feature, briefly explained in the **In-Call Tool Bar** video, is used to select the camera, microphone, and speaker you want to use

   b.) Click on **Pre-Call Settings** to watch a video that explains device settings. Please note there is more than one way to access this feature; either through the tool bar or the home screen

4. Group Chat

   a.) Group chat may be used for a variety of reasons. One example is when an instructor or meeting facilitator has silenced all microphones to cut down on background noise. Group chat can then be used to interact with everyone in the conference. EVERYONE will see your communication in a group chat.

   b.) Click on **In-Call Tool Bar** to watch a video which explains the tool bar that includes an explanation of how to use the chat feature.

5. Additional Information

   a.) Additional topical videos and printed documentation on other features of the VidyoDesktop may be accessed on Vidyo's **Knowledge Center web page**.