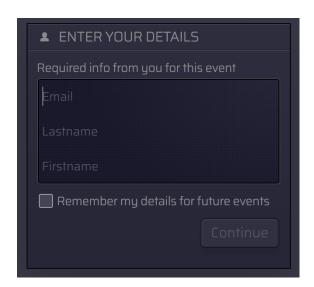**Interactio**

Speaker Guidelines

Before you begin:

1. **Network connection** - Connect to ethernet or stable Wi-Fi (if possible, make sure your device is the only one connected to that network).

2. **Internet browser** - For the best experience, join the event using the latest Google Chrome web browser in an Incognito/private mode. [1]

3. **Troubleshooter** - Use the Interactio troubleshooter to check your internet connectivity and computer audio/video devices before joining the event. [2]
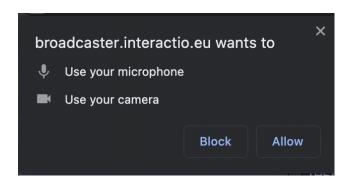
How to log in

- Click on the event link provided by the event organizer or shared in the event invitation email
- Alternatively, copy the link, open the browser and enter the copied link
- Enter requested details (e.g., your name, email address, organization, or other) and press **Continue**

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[1] You can open Incognito mode on Chrome by pressing Ctrl+Shift+N (on Windows) or Command+Shift+N (on macOS).
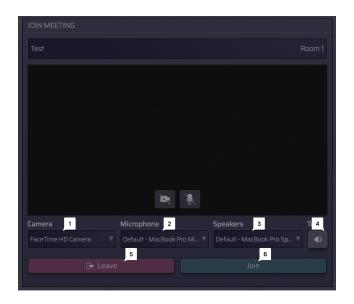
[2] Troubleshooter.interactio.io will not work on restricted internet (VPN, Proxy, etc.).

- **Allow** your browser to access your Microphone and Camera

Note: If you are trying to connect to our platform for the first time, we will ask you to agree with our Privacy Notice

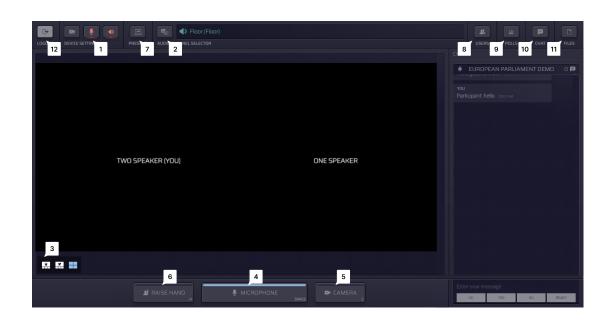## Select devices on the self-preview step

Select your:

1	Camera
2	Microphone (outgoing audio device)
3	Speakers (incoming audio device)

Press to:

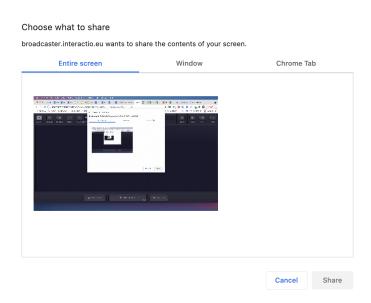| 4 | Test your devices |
| 5 | Leave the meeting |
| 6 | Join the meeting |

Speaker Interface Features:

1 Press **Settings** to select your audio/video devices and adjust the settings at any time during the event.

2 See what **Languages** are available and select your preferred one.

3 Switch between different **Video modes**:

- Active speaker (Star view)
- Pinned
- Gallery
- Presentation (available when someone is sharing their screen)

4 Press the **Microphone** button to speak:

- If you are given the right to speak, the Microphone button will turn BLUE.
- Press the Microphone button to start speaking (the button will turn RED, indicating that you are currently live)
- Press the Microphone button again to mute yourself (the button will turn GREY, indicating that you are muted)

5 Press the **Camera** button to activate your camera [3]

6 Press the **Raise Hand** button to inform the moderator that you would like to speak.

Once the moderator allows you to speak, your microphone will turn BLUE, and you'll need to press the Microphone button to start speaking.

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

How to share your screen as a participant:

1. Make sure that the moderator has opened your microphone. If not, raise your hand
2. When the microphone is open (the button will turn RED), click on the **Present** button on the top left-hand corner
3. Select if you want to share the entire screen, Application window, or the Internet Browser tab
4. Click on the image and click **Share**

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[3] In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone

8 Press **Users** to open or hide the speaker list.

Here you can see 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.

- Send a direct chat message by clicking on the speaker and selecting the chat option
- Use '@' to mention a specific user, so they get notified about your message

9 Participate in the live **Poll** or simply view all previous poll results. When the poll is ready, it will appear on your dashboard.

10 Use **Chat** to communicate with the meeting moderator or other speakers.

You can also send a direct chat message to the selected speaker in the speaker list: click the "Users" button, choose the speaker, click the left mouse button and click CHAT. Use '@' to mention a specific user, so they get notified about your message.

11 Download **Files** sent to you by the meeting moderator or other speakers.

Press 'Upload file' on the bottom of the page to send your file to the meeting participants.

12 **Logout** once the event ends

Technical support

If you require any technical support during the meeting, click on the support chat icon to send a direct message to the technical support team or send an email to tech@interactio.io.