



 Interactio
Viewer Guidelines



Before you begin

- **Network connection** - Connect to ethernet or to a stable Wi-Fi (if possible, make sure your device is the only one connected to your network).
- **Internet browser** - For the best experience, join the event using the latest Google Chrome web browser.
- **Troubleshooter** - You can use the Interactio troubleshooter to check your internet connection and audio/video devices before joining the event.

Please note: You cannot access the troubleshooter if you use a VPN, a Proxy server, or the like.

How to log in

1. Click the **meeting link** provided by the event organizer or shared in the event invitation email.
 - Alternatively, copy the link, open the browser and paste the link into the address bar (and hit **Enter**).
2. Enter the required details (for example, your name, email address, organization, or other) and click **Continue**.

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

ENTER YOUR DETAILS

Required info from you for this event

Email

Lastname

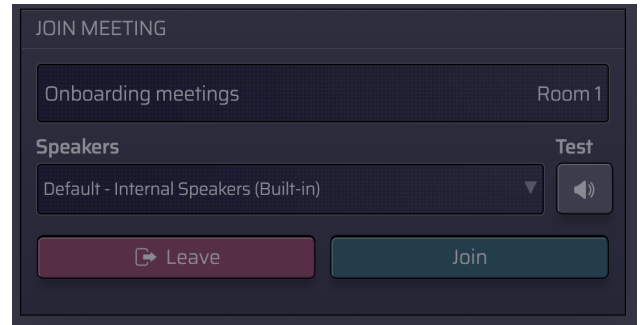
Firstname

Remember my details for future events

Continue



3. Check the incoming audio before joining the meeting.



Viewer Interface Features



- 1 Click **Settings** to select your audio/video devices and adjust the settings at any time during the event.
- 2 **Event name**
- 3 **Room name**
- 8 Switch between different **Video modes**:



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

9 Click the **Audio Channel Selector** button to access the list of available languages and select the one you want to listen to.

10 Click to enter **Fullscreen**.

11 Click **Logout** to leave the event (once it ends or whenever you want).

Depending on the meeting settings, you might have the additional functions:

4 Click **Users** to open the speakers' list (or close it if it's open). Here you can see the list of speakers and their presence status. At the bottom of the list, you can see the total number of speakers, viewers, and speakers with raised hands.

- You can send a private chat message to another speaker from the speakers' list by clicking their name and selecting the chat option.
- You can notify another participant of your direct message by mentioning them: enter '@' followed by the name of the participant

5 Click **Polls** to take part in a live poll or simply view previous poll results. When the poll is ready, it will appear on your dashboard.

6 Click **Chat** to communicate with the meeting moderator or other speakers.

Please note: you can also send a direct chat message to another speaker from the speakers' list: just click the **Users** button, select the speaker you want to text to, left-click and click **chat**.

- To notify another participant of your direct message: enter '@' followed by the name of the participant

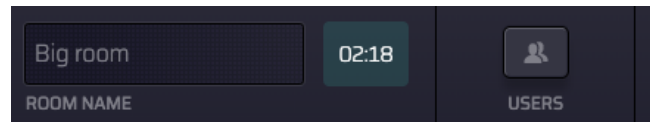
7 Click **Files** to download files shared by the meeting moderator or other speakers.

- Click **Upload file** to send your file to the meeting participants.



Additionally, you may also see a timer or a stopwatch next to the **Room name**:

Timer: the time counts down from the preset value



Stopwatch: the time counts up from 0



Technical support

If you require any technical support during the meeting, please contact the event organizer or the technical support team.