

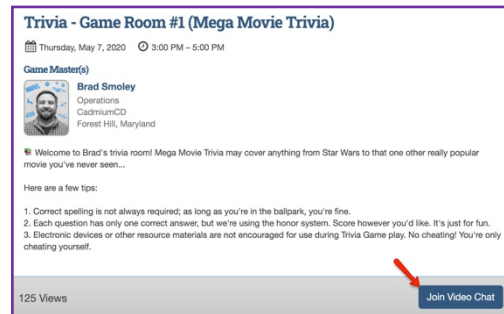
Participating in a Live Chat:

Logging in:

- Certain features or functionality on the website may only be accessible to users with an account. To log in, you can click in the upper right corner of the main screen, and enter your credentials.

Joining a Video Chat Room:

- From the schedule viewer, you can click the button to join a chat. If you plan to actively participate, please be sure either your webcam, microphone, or both, are on and functional.

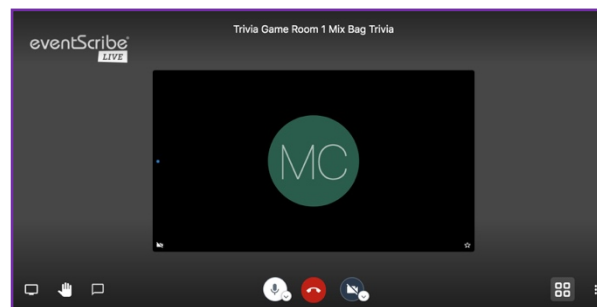


- If you are going to join a Video Chat Room using your mobile device, you will need to enter through the **eventScribe Live App**, available in the iTunes or Google Play Store. Just look for this logo:



Video Chat Controls

- Once you have launched the chat, take a moment to familiarize yourself with the tools and features available:



a) Bottom Left Corner:

- Computer Icon:** This will allow you to share your screen with other participants
- Hand Icon:** Allows you to digitally “raise your hand” and alert the chat that you have a question
- Speech Bubble:** You can send messages within the video chat to other participants

b) Bottom Center:

- Microphone Icon:** You can mute/unmute the microphone on your device
- Red Phone Icon:** Clicking this will “hang up” the chat, and users will see that you have left the room
- Camera Icon:** This will allow you to turn the camera on your device on/off

c) Bottom Right:

- Four Squares Icon:** You can click this to toggle the orientation of how the users appear in your window
- Three Vertical Dots Icon:** This will open up to a menu with additional options such as blurring your background, adjusting the resolution, and more.