“LIFESIZE” USER EXPERIENCE

Video-conferencing into the University Governance’s Virtual Meeting Room

SET-UP FOR “NEW” USERS

1. Click link (provided by host) to arrive at Guest setup portal. Add your full name for screen display purposes.
2. A guest profile has two icons: mute/unmute microphone and turn on/off video camera.
3. UNMUTE microphone and TURN ON video camera!! Otherwise you will be unable to interact in the meeting.
4. Once you join a virtual meeting room, you can easily toggle between “on/off” any time

JOINING THE VIRTUAL MEETING

- As meeting guests join, more “grey tiles” appear in the sidebar. If your camera is ON, then your profile will show your LIVE image. If OFF, the default image appears.
- Icons along bottom bar allow the guest to interact in the meeting: turn on/off mic and camera; disconnect from meeting; view list of meeting guests; share your computer screen (PPT, PDFs, URL, etc.) when presenting, and more for screen personalization.

GENERAL TIPS ON HOW TO PARTICIPATE IN A MEETING REMOTELY:

- By phone, call from a landline if possible (cellphones typically don't have the same quality audio);
- Try using a headset/earbuds for optimal audio, if you have them;
- Please mute your phone when you’re not speaking, to avoid static on the line;
- If a large volume of participants are in meeting room, turn video to OFF (to manage video/audio bandwidth)
- Ensure other Apps (ie. facetime, skype) are turned OFF or Do Not Disturb to avoid running interference
- Test our remote connection ahead of time (meeting room will be empty).

EXPERIENCING ISSUES BEFORE/DURING THE MEETING?

- If you have a question but don't want to interrupt the conversation;
- If you’re having having trouble connecting / need to leave early

Please text your GFC Committee Coordinator directly at cell number provided to members.