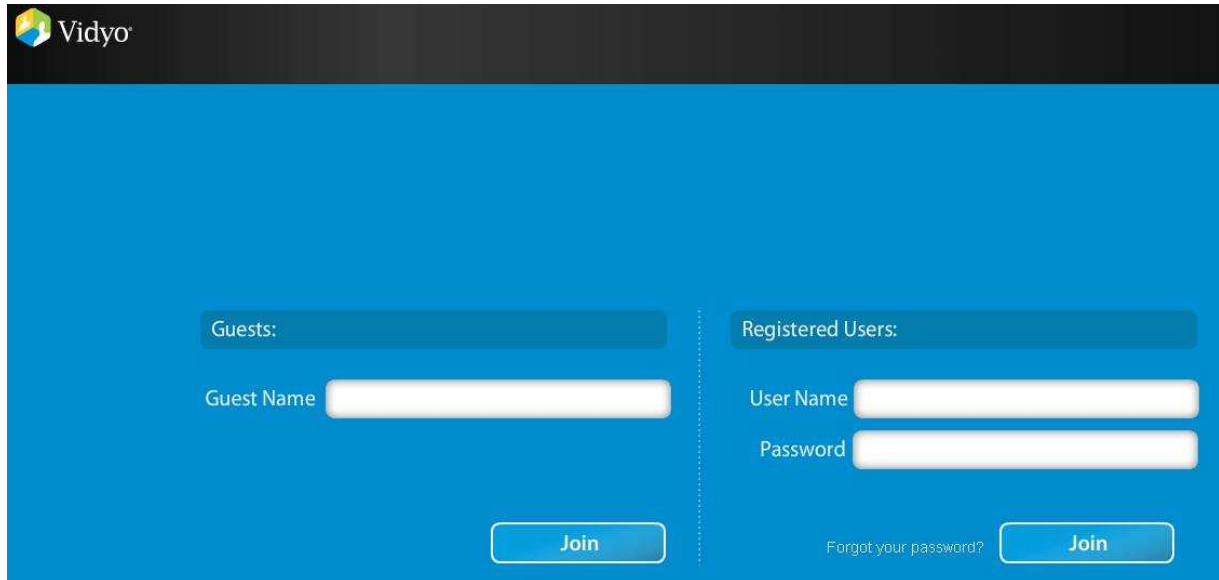


Vidyo Guest User Quickguide

- 1.) [Initial Login](#)
- 2.) [Meeting Setup](#)

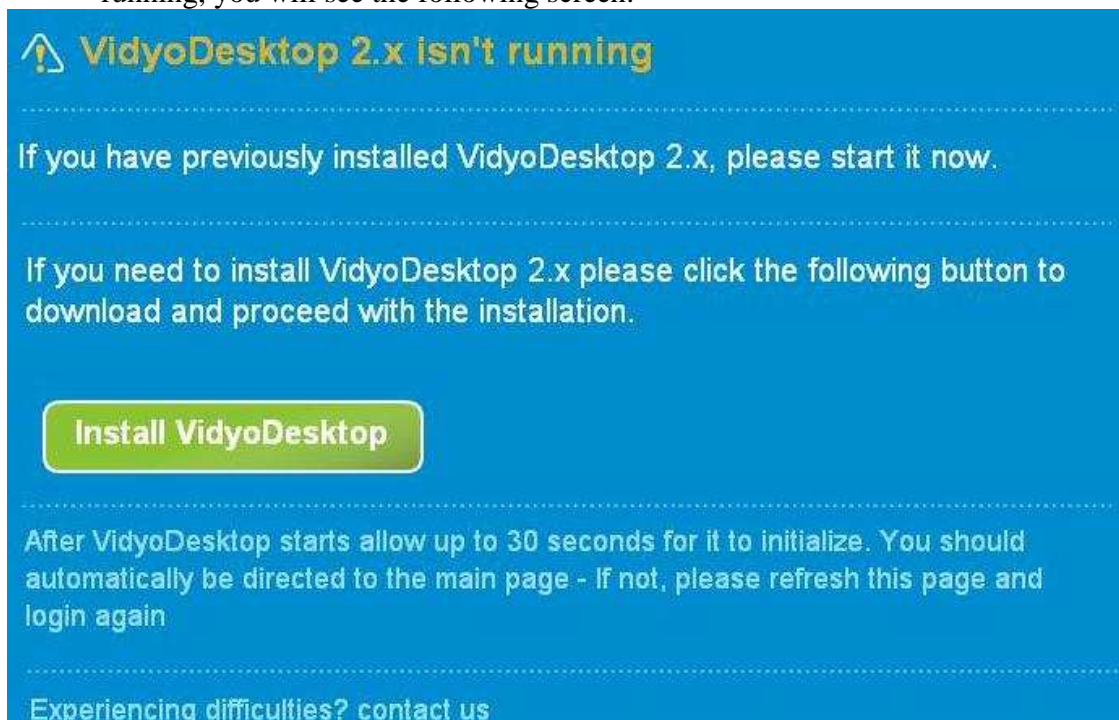
1.) Initial login

After clicking on the link that has been emailed, you will be sent to this page. IF you have a Vidyo account on this tenant, you may enter it here; otherwise, login using your name in the 'Guest Name' field. This name will be displayed at the bottom of your window for other participants to see.



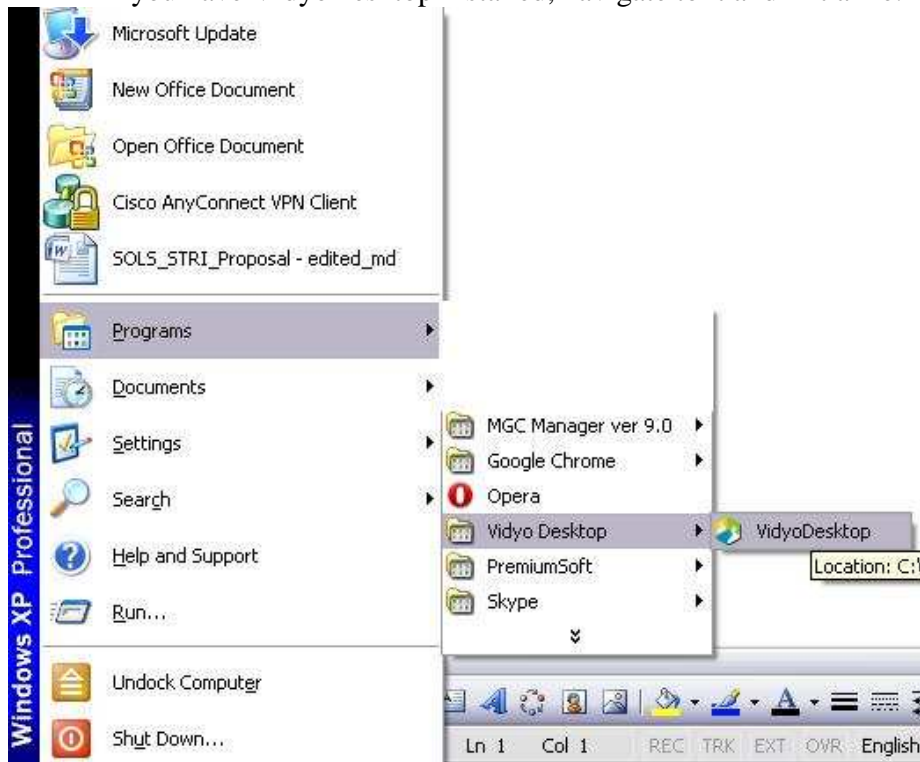
The image shows the Vidyo login interface. At the top left is the Vidyo logo. The page is divided into two sections: 'Guests' and 'Registered Users'. The 'Guests' section has a 'Guest Name' input field and a 'Join' button. The 'Registered Users' section has 'User Name' and 'Password' input fields, a 'Forgot your password?' link, and a 'Join' button.

If you have not installed Vidyo on this computer before OR if VidyoDesktop is not running, you will see the following screen:



The image shows an error screen for VidyoDesktop 2.x. The title is 'VidyoDesktop 2.x isn't running'. The text says: 'If you have previously installed VidyoDesktop 2.x, please start it now.' and 'If you need to install VidyoDesktop 2.x please click the following button to download and proceed with the installation.' There is a green button labeled 'Install VidyoDesktop'. Below the button, it says: 'After VidyoDesktop starts allow up to 30 seconds for it to initialize. You should automatically be directed to the main page - If not, please refresh this page and login again'. At the bottom, it says: 'Experiencing difficulties? contact us'.

If you have VidyoDesktop installed, navigate to it and initialize:





Otherwise, download and run the VidyoDesktop Client.


2.) Meeting Setup


The gray bar along the top of your Vidyo window allows you to control your meeting experience as you see fit.




 **Change screen layout** - clicking on the drop down arrow allows you to select how many participants you see at once. Clicking on the icon itself allows you to toggle between equal window space for all and one 'main speaker' with smaller windows for everyone else

 **Full Screen Mode** – hit 'esc' to return to windowed mode

 **Share an application** - clicking on the drop down arrow allows you to choose which application you would like to share. Clicking this icon whilst sharing will stop sharing the application.

 **Toggle between shared windows** - clicking the drop down arrow allows you to choose which shared window you want to view

 **Self view** - toggle between on/off/picture-in-picture

 **Speaker volume** - clicking the drop down arrow pulls up a slide bar allowing you to adjust the volume. Clicking the icon will turn it red and mute your speakers so you do not hear the other participants.



Microphone volume - clicking the drop down arrow pulls up a slide bar allowing you to adjust your microphone's level. Clicking the icon will turn it red and mute your microphone so that others in the meeting do not hear you.



Camera mute - clicking the icon will turn it red and your camera off so other participants do not see you. You will continue to see and hear other participants.



Dialpad - for calls to legacy and voice (telephone) endpoints – not enabled



Far End Camera Control (FECC) - allows you to control a remote camera if the camera's setup allows it



Configuration