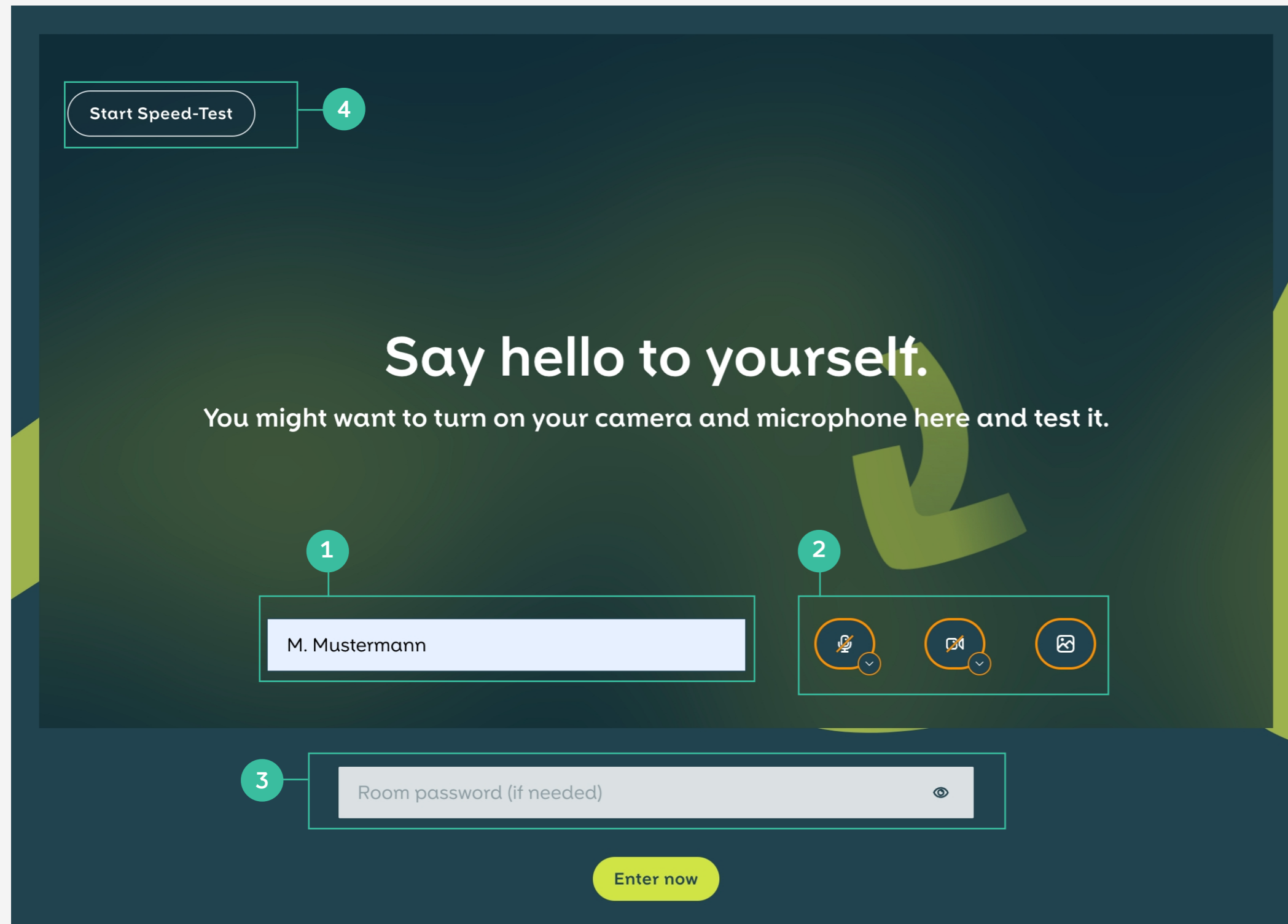


Quick guide to video conferences

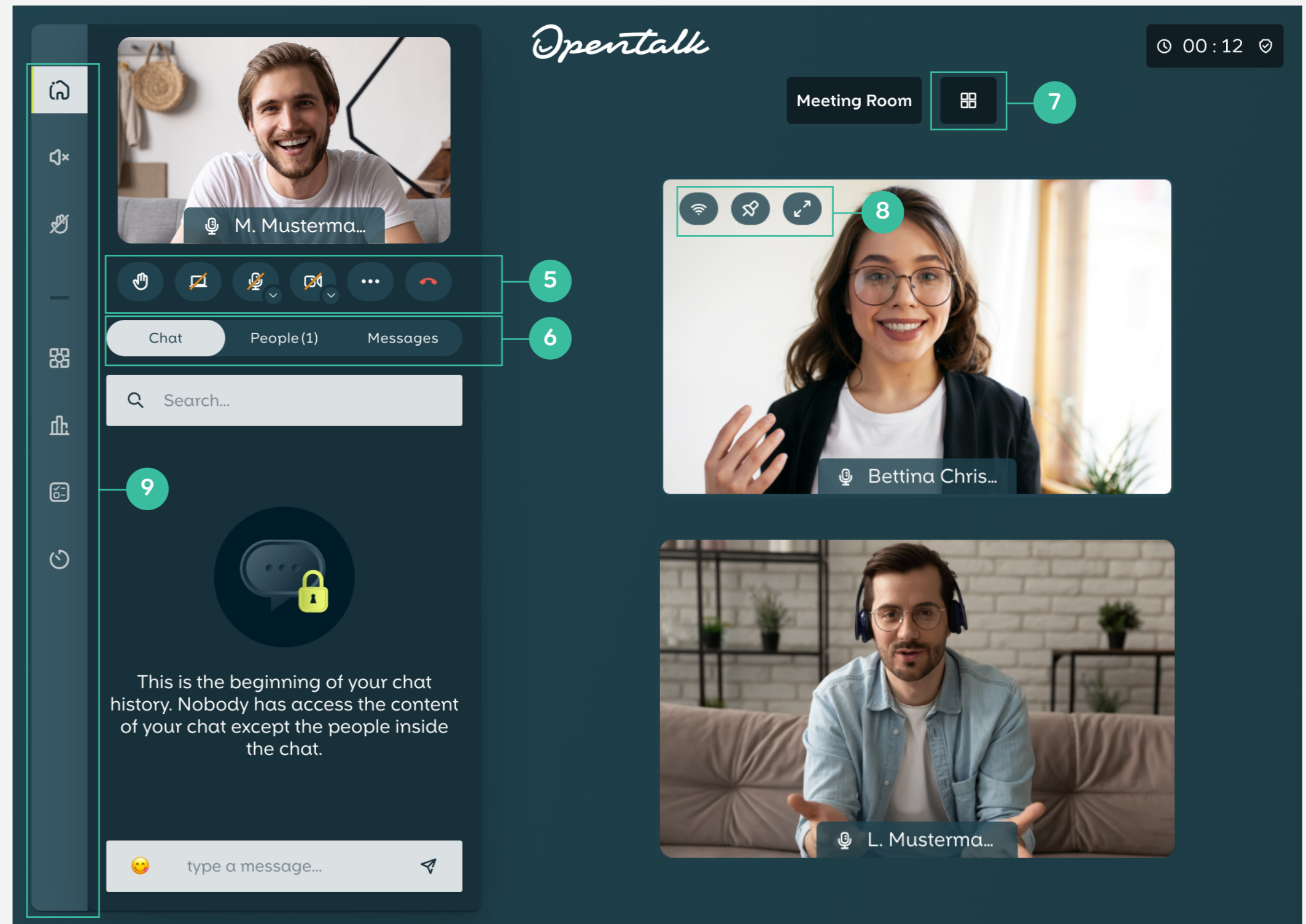
Lobby

Use the OpenTalk lobby to adjust any settings before a meeting. Confirm your camera and microphone are working fine, test your connection speed, and enable background blur, if desired.



Meeting room

Meet all participants in the OpenTalk meeting room. Depending on your role in the meeting, there may be additional features for participation or moderation available to you.



- 1 Your display name in the meeting, visible to all participants.
- 2 Enables or disables the microphone. Select an audio source by clicking on Enables or disables the camera. Select a video source by clicking on Enables or disables background blur.
- 3 Enter the access password for the room, if required.
- 4 Checks the speed of your network connection
- 5 Participant features:
 - Raise or lower hand.
 - Share your screen, a window, or a browser tab with other participants.

- Turn the microphone on or off, opens the audio settings.
- Turn the camera on or off, opens the video settings.
- Offers a selection of additional features or settings.
- Leave the meeting.
- 6 **Chat** enables chatting with the other participants.
People: View, search, and sort the list of people in the meeting.
Messages: Private exchange of messages with individual participants.
- 7 Click on **views** to change the presentation and enable video tiles view, speaker view,

- or full-screen mode. If a whiteboard, meeting log, or polls are in use during a session, then this menu will contain additional control options.
- 8 Move your mouse across a participant's video to see additional options:
 - Shows the connection quality of the selected participant.
 - Pins the window, e.g. in the speaker view.
 - The window is displayed in full-screen mode.
- 9 Moderation features (require a moderator role):
 - Mute all or individual participants.
 - Lower all raised hands.

- Open breakout rooms.
 - Create and run a poll.
 - Initiate formal voting.
 - Set a time limit for speakers.
 - Open a whiteboard*.
 - Start the meeting log*.
 - Return to the standard view.
- * only available in certain implementations

Keyboard shortcuts

Shortcut	Description
m	Microphone on/off
v	Video on/off
f	Full-screen mode
space	Push-to-Talk mode