Participate in a Kaltura meeting experience

Quick user guide for participants
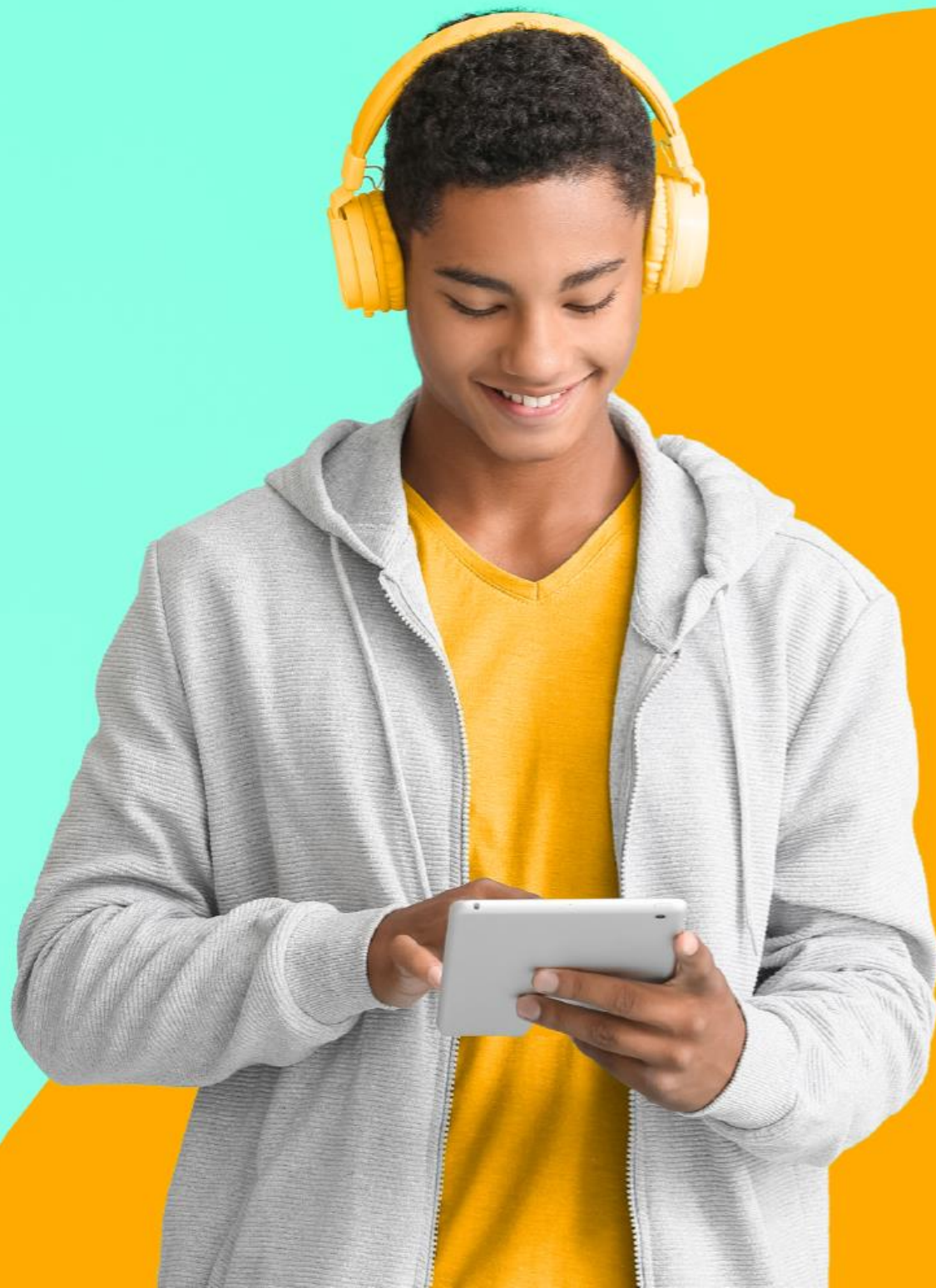
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Getting started

1 Set your devices
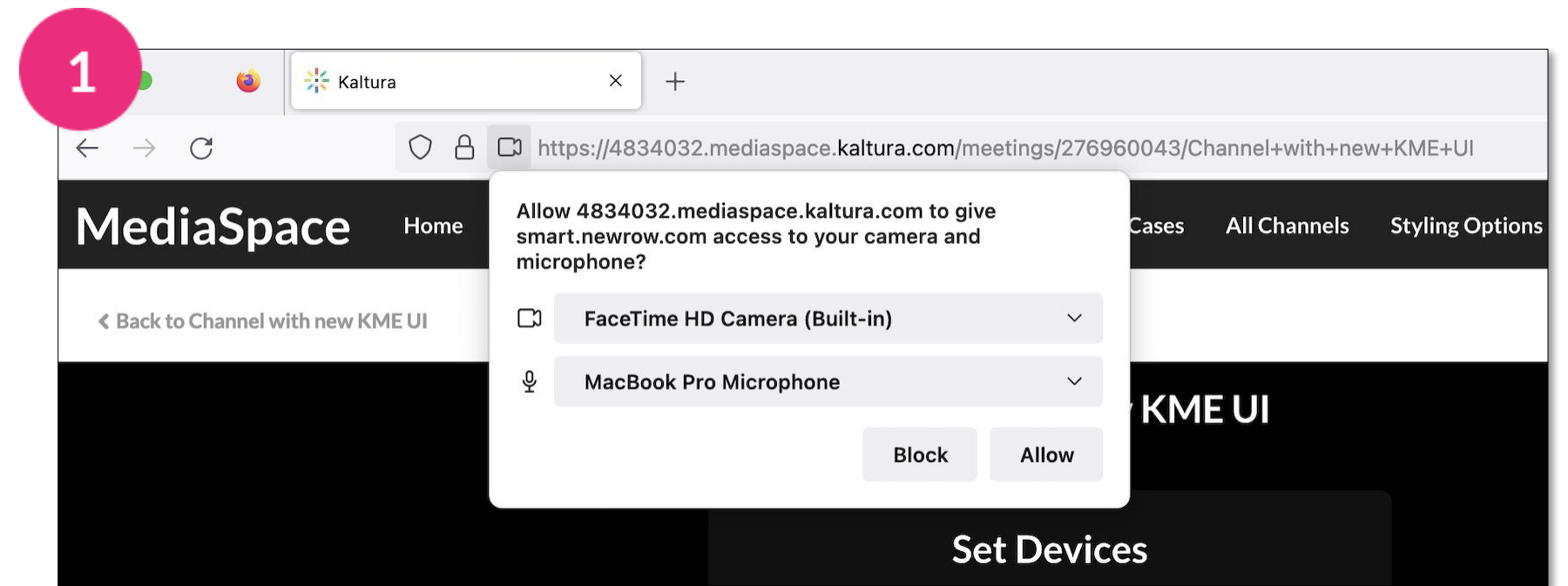
1 When you enter a room, you're prompted to set your devices. **Allow** your browser to access your devices.

2 Set your camera, microphone and speaker devices. You can blur your background too.

To do a quick test check, click here.

! By default, all microphones are disabled while a video plays in the room. Microphones are re-enabled automatically when the video stops.
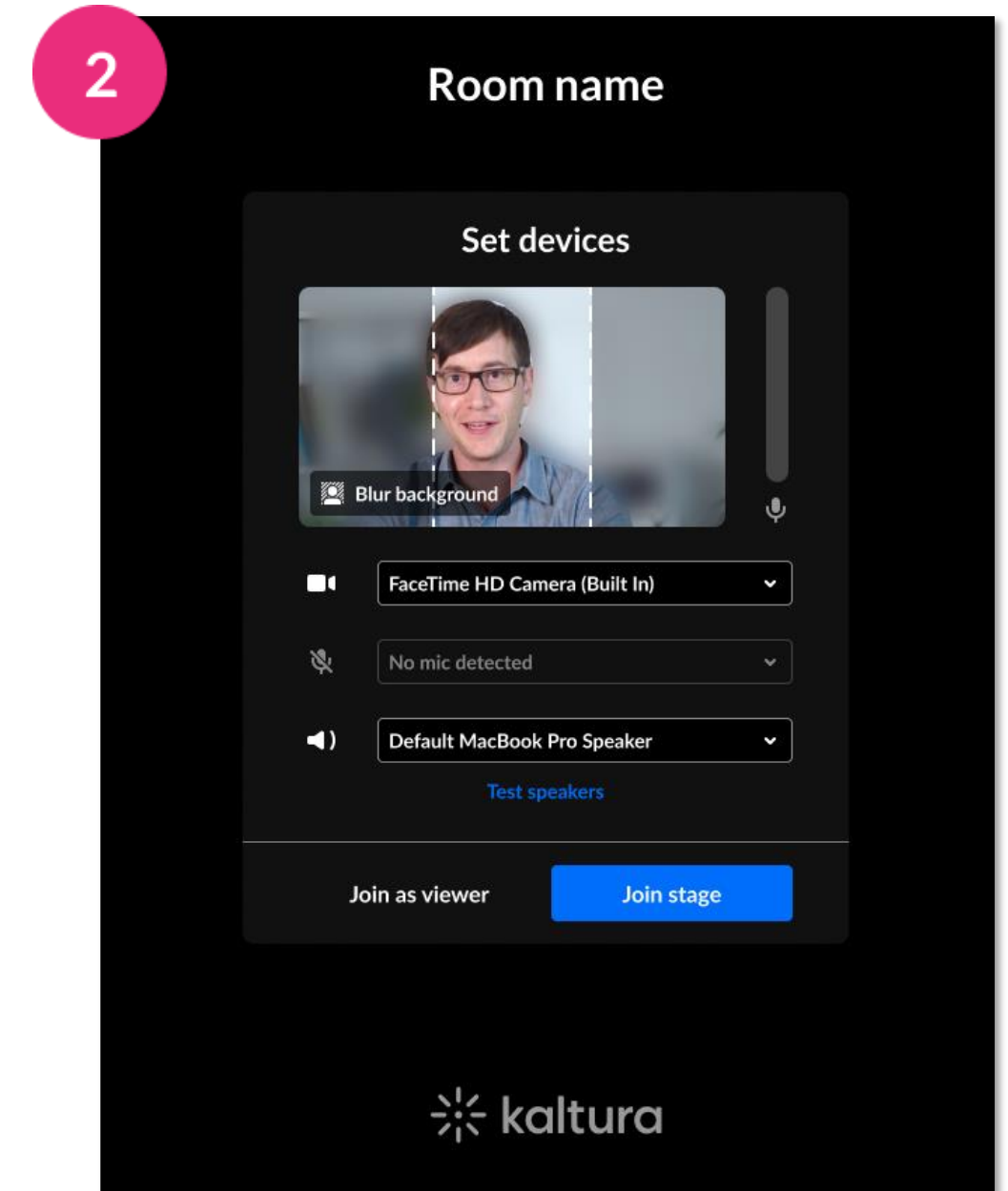
If you try to join a meeting room but it's locked, you'll be sent to a "virtual waiting room".

The moderator will receive a notification that you're in the waiting room and will admit you to the room (or decline your request to enter*).

*Users who are declined are redirected to the webpage they entered the meeting from.

PLEASE WAIT
Meeting Room: Room Name

A request to join was sent to the Host.
Please wait for their confirmation.

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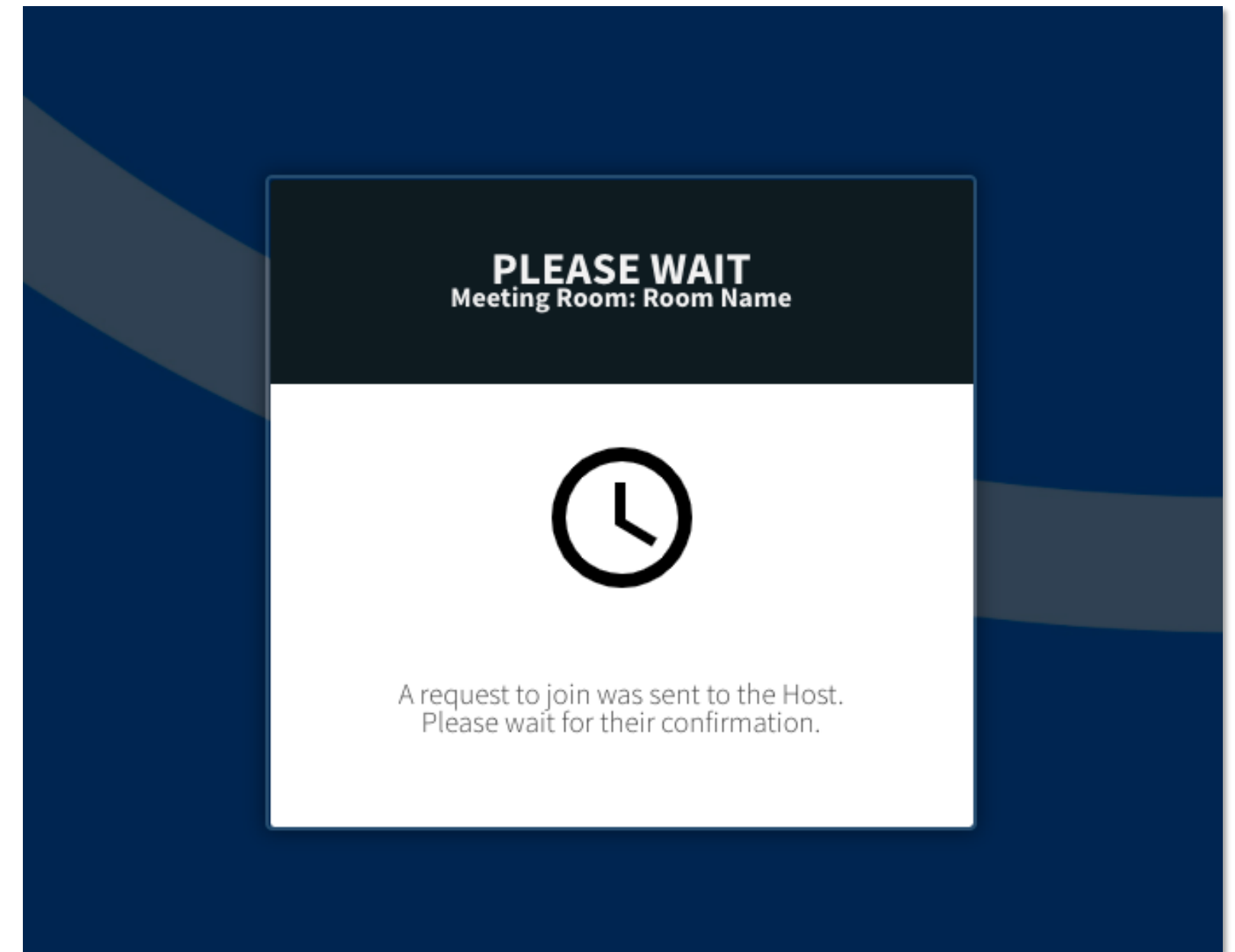
You can join the room either as a **viewer** or **on stage**, depending on the pre-set room mode.

① **Join as a viewer**
- You can view presentations on stage (with mic and camera disabled).
- You'll appear on the Participants list.
- You can interact by raising your hand or writing in the chat.
- Depending on your permissions, you can present content.
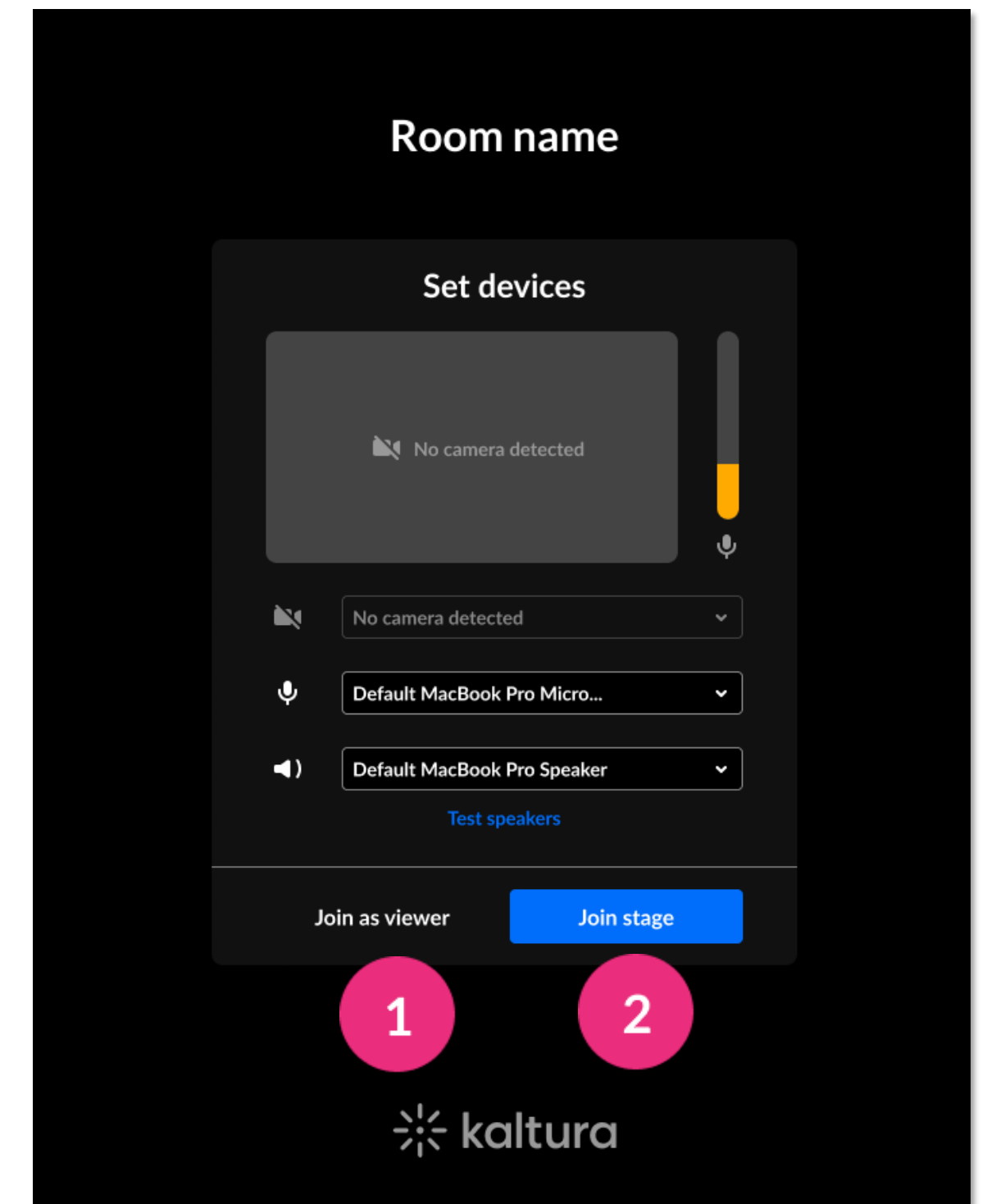- You can join the stage if a host invites you.

② **Join on stage**
In addition to all the viewer capabilities above, you can also:
- enable your camera and mic.
- present to the others in the room.

! If the moderator switches modes during a session, you'll be notified, and if you're on stage at that time, you will remain on stage.

4   Participants list

1 Click the **user icon** on the bottom toolbar to open the Participants list. The list has the three sections: **Raised hands**, **On stage**, and **Viewers**. Each section shows the number of participants and their names.

2 Icons for raised hand and mic are displayed to the right of each name when relevant.

3 Use the **search** bar to find users.
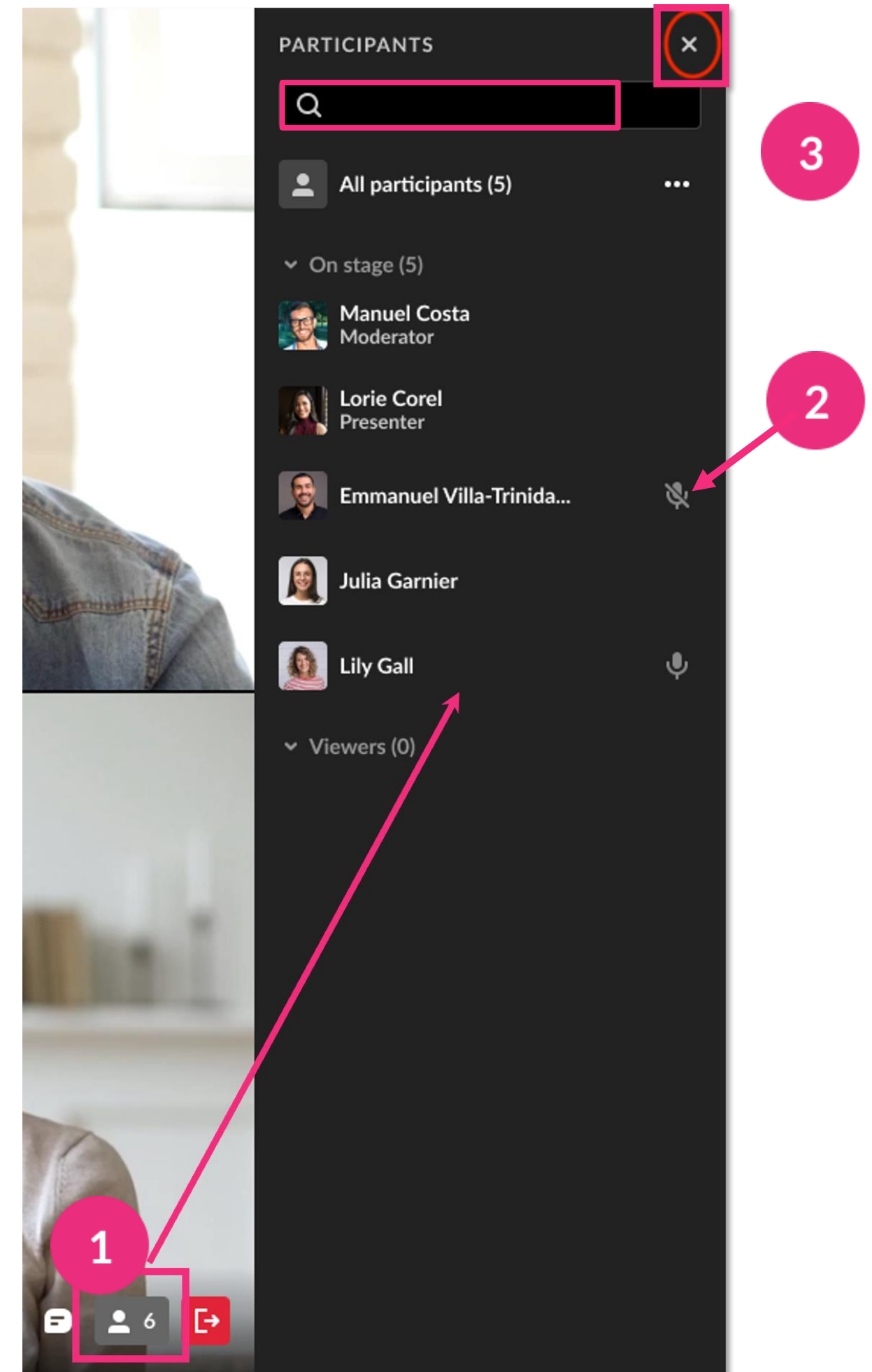
1 The stage is the main viewing pane and consists of webcam "tiles" per user or content.
You can hover over a tile and click the:

- **Expand button** to highlight a tile as the main camera (all other tiles align above it). Click the button again to undo the highlight.
- **3 dots menu** to fit to frame a particular tile. This adjusts the display to fit entirely into the tile size.

2 When content is presented, it's shown as a highlighted tile on stage.

Click to expand tile.
Click again to minimize.   3 dots menu
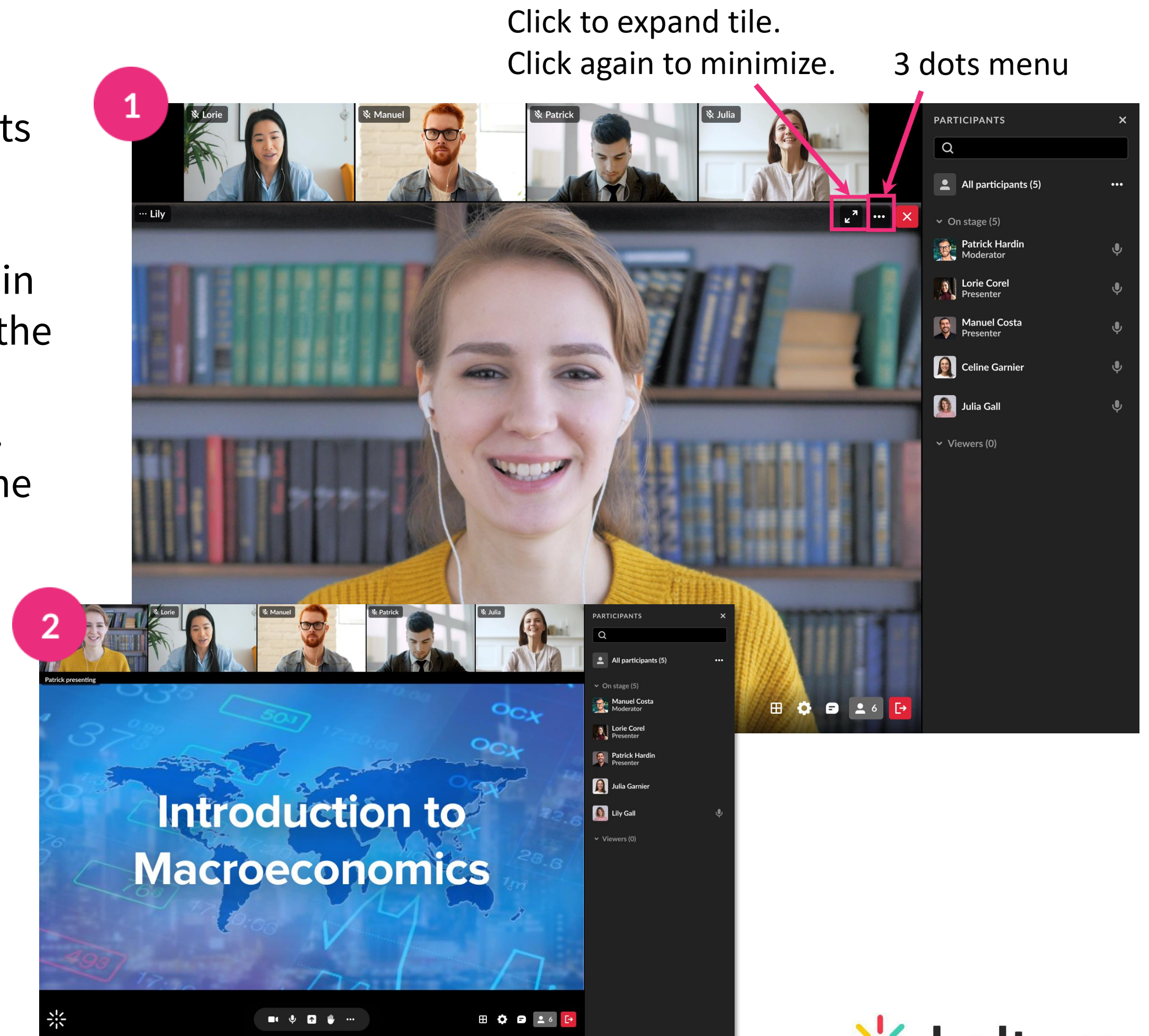
During the session

6 | Raise your hand

(1) To raise your hand, click the **Raise Hand icon** on the bottom toolbar. When you raise your hand, the icon will change to yellow, and a notification will display for the moderator.

(2) To lower your hand, click the hand icon again. Moderators can also lower your hand for you.
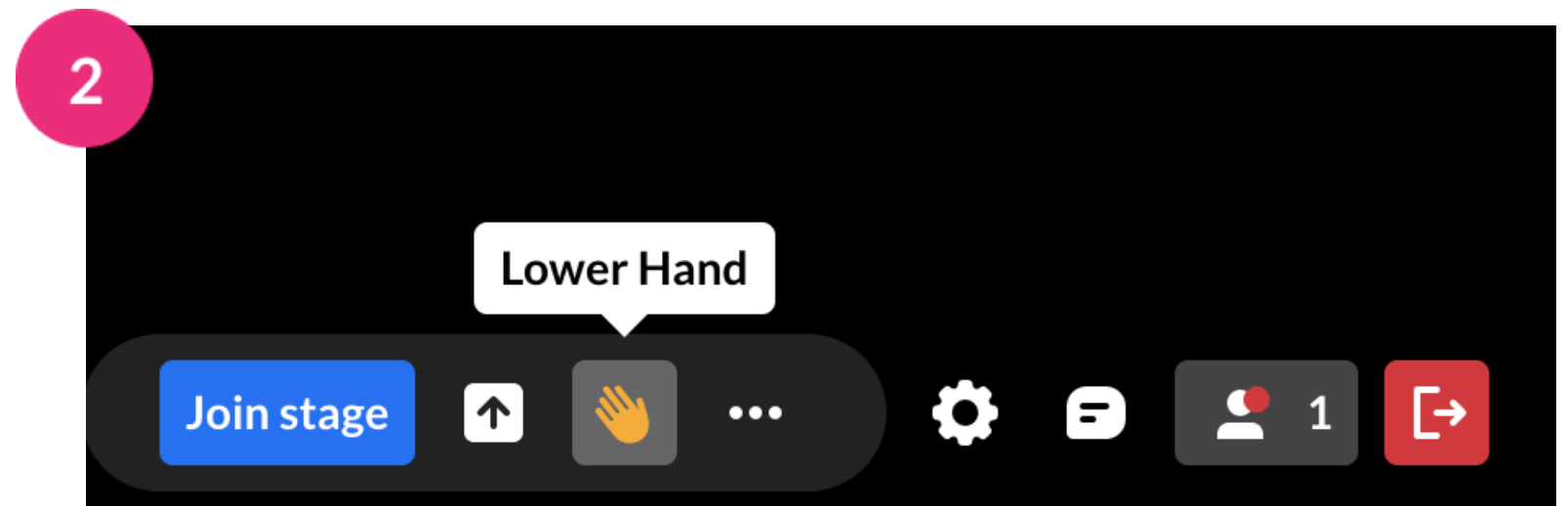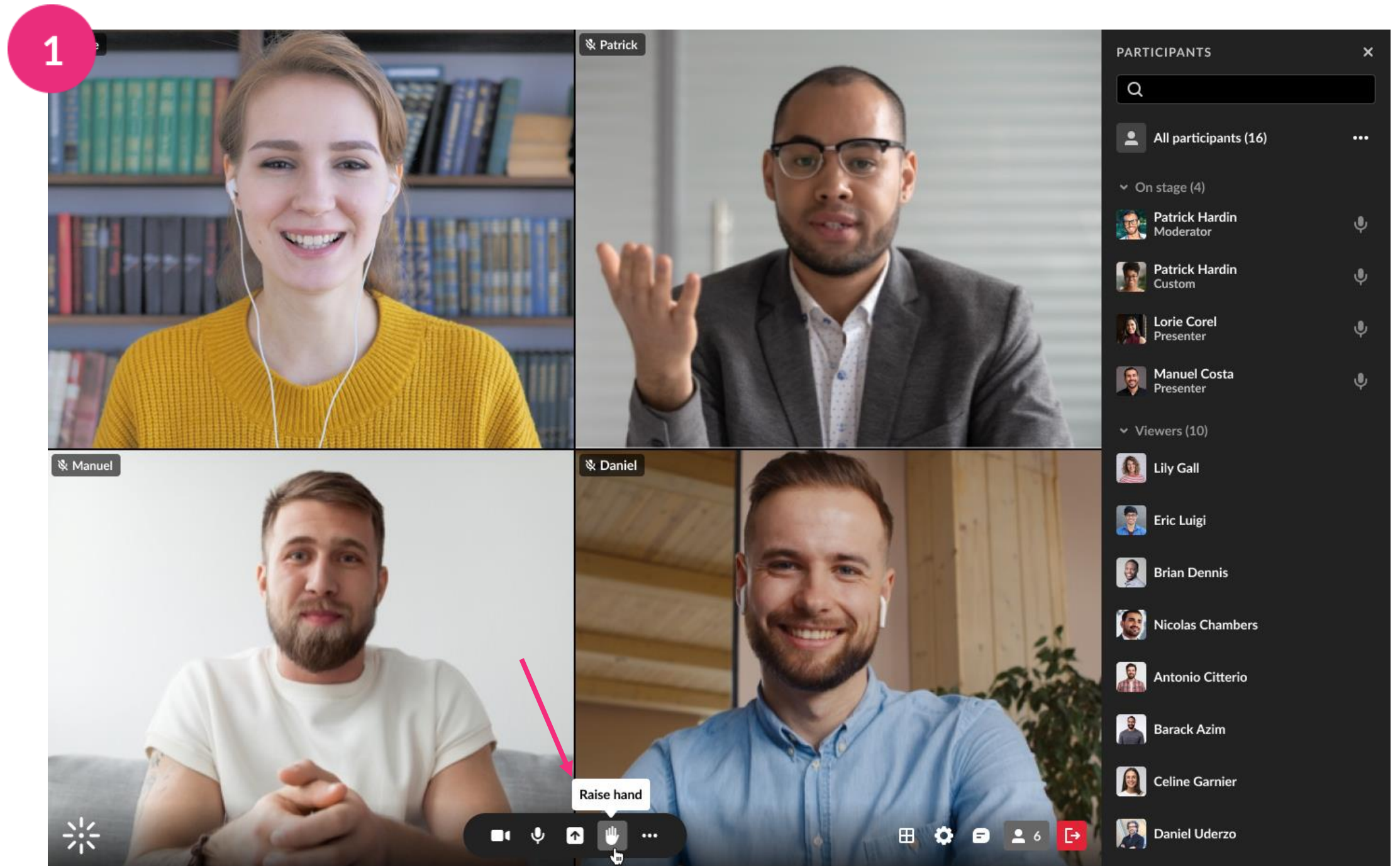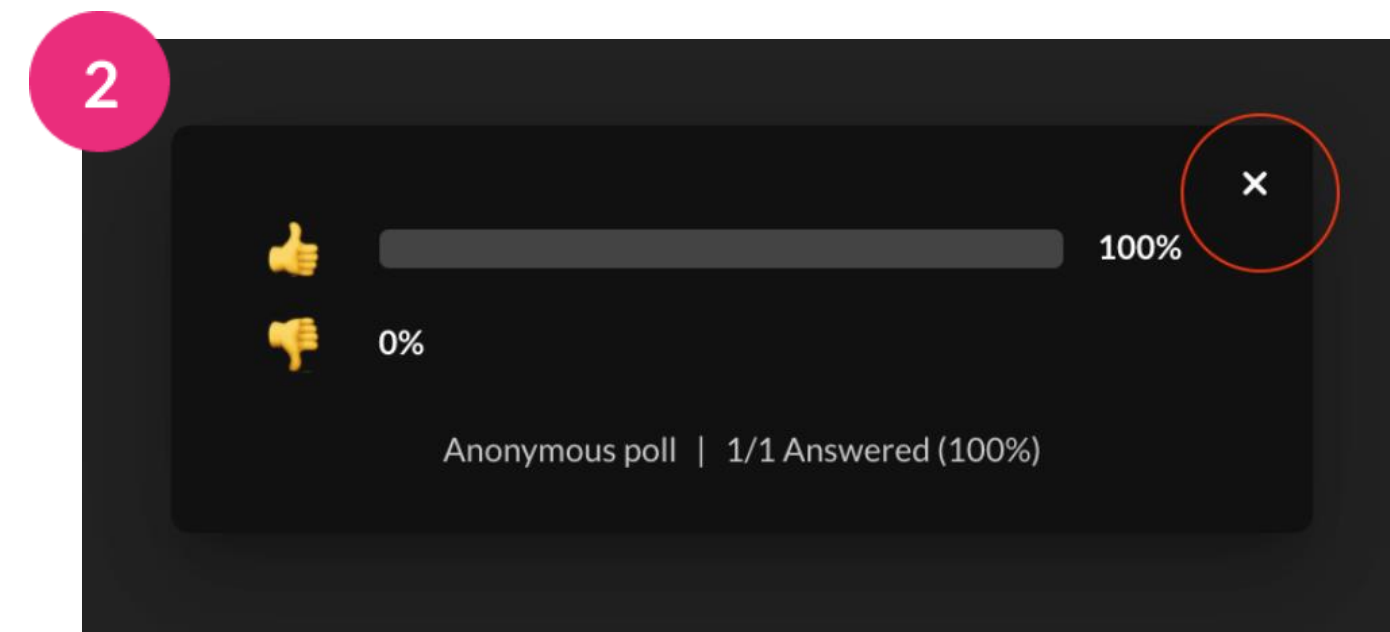
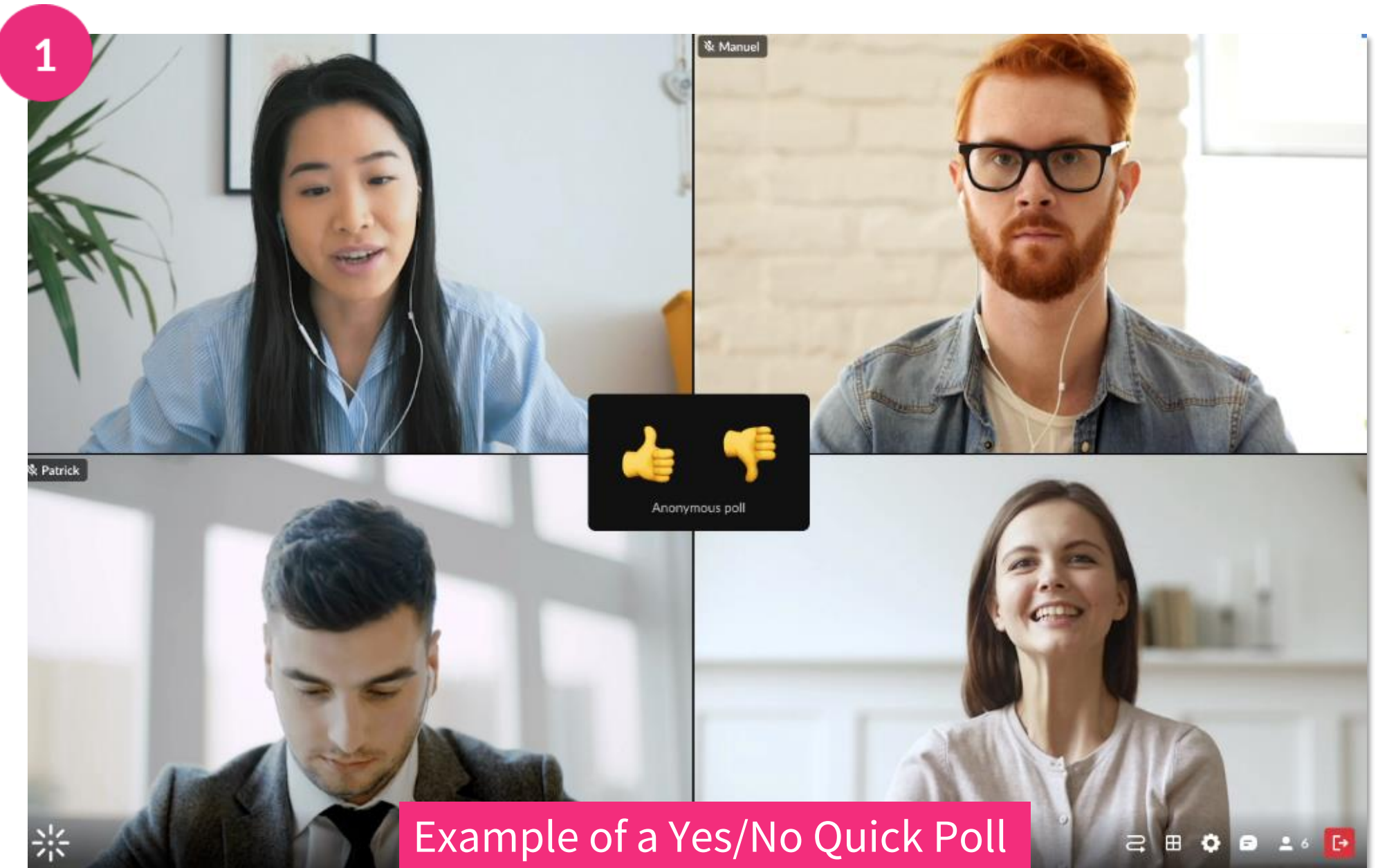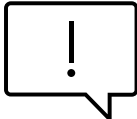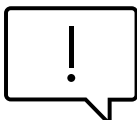**1**   **Respond to polls** - When a poll is initiated, you'll see a pop-up on your screen with answer options. Click the option that best reflects your answer.

2   **See results** - If the host presents the results, you'll see a pop-up with the aggregate results and ratio of participants who responded.

You can close the pop-up by clicking **X**.

Example of a Yes/No Quick Poll

8	Go on stage

1 If you have a blue **Join stage** button on your screen, it means any participant can click it and join the stage.

2 If you have an **Ask to join stage** button, clicking it sends a request to join the stage. If your request is approved, you can join the stage; if declined, you'll receive a notification informing you.

! You can also withdraw your request by clicking **Cancel request**.

3 The moderator can send an invitation to join the stage. If you receive an invitation, just click **Join stage** or **Decline invitation**.

! Once you're on stage, you can't voluntarily exit the stage; this needs to be done by the host. However, you can disable your mic and camera.

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Mic enabled

Speaking

Mic muted

Camera disabled
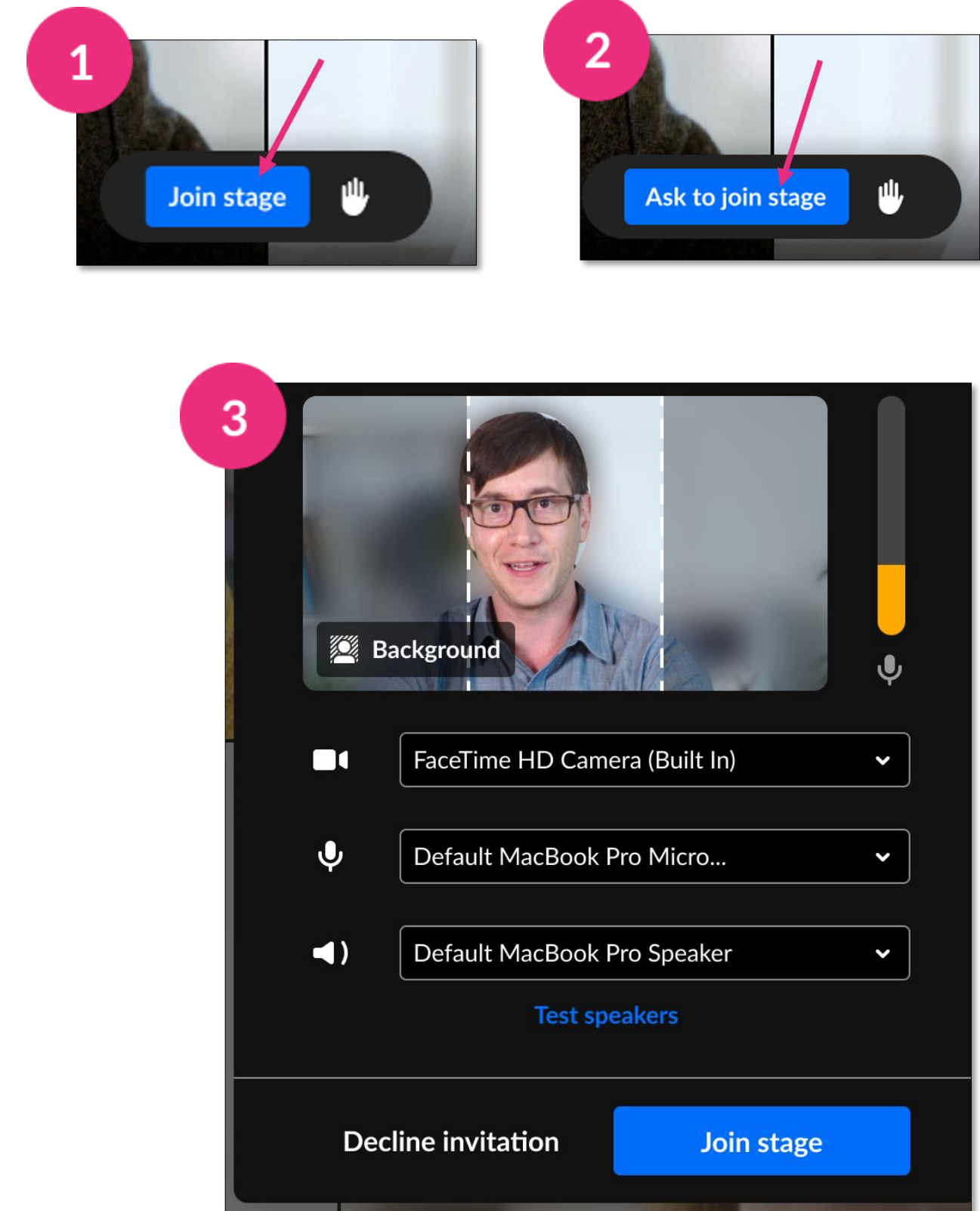
Each box is a 'tile' for someone on stage. Up to 25 tiles can be shown at a time. Each tile has a name and mic indicator.

PARTICIPANTS ✕

All Participants (8) ...

On Stage (6)

Patrick Hardin
Moderator

Julia Luigi
Custom

Lorie Corel
Presenter

Manuel Costa
Presenter

Daniel Uderzo

Lily Gall

Viewers (2)

Celine Garnier

Daniel Uderzo

Lorie

Patrick

Dona

HC

Manuel

Daniel

Julia

Camera (click to disable)

Mic (click to disable)

Share screen (click to share content)

Hand icon (click to raise your hand)

3 dots menu

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10 Chat

1 To open the chat bar, click the **chat icon** at the bottom of your screen. To hide the chat, click the **X** at the top or click the **chat icon** again. An unread message will be highlighted in red.

2 Types of chat for participants:

✓ **Room** - To speak to everyone in the room. Open the chat, choose Room, type your message (where *Type a message* is displayed), press Enter.

✓ **Private** – To write to a participant privately. Choose Private, search their name in the search bar, and click on it. A new chat with that person will appear.

✓ **Q&A** – To submit questions to the hosts privately. This chat also has filters for All messages, Answered only, or Unanswered only.
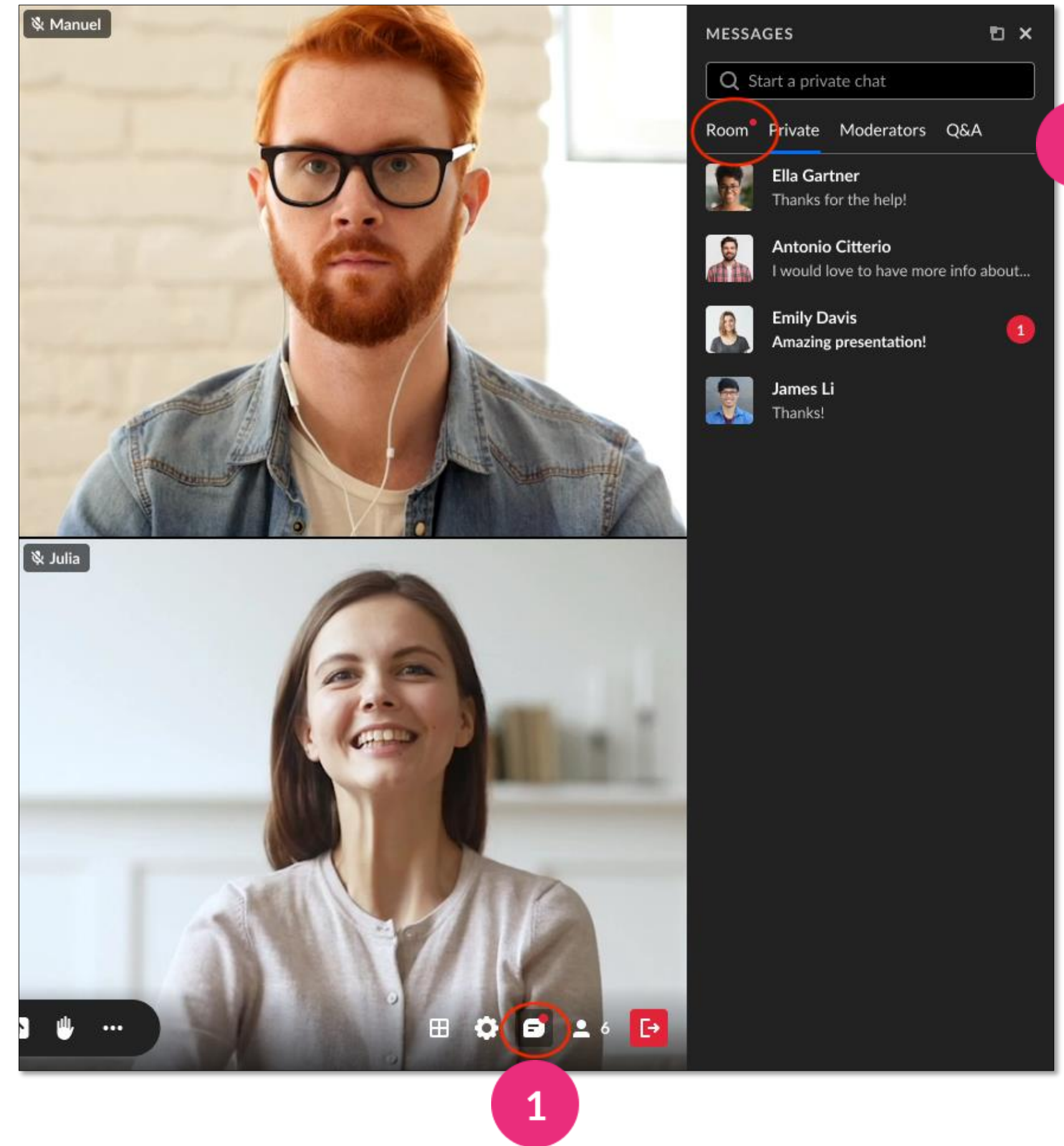
More privileges

11 Moderator privileges

Room hosts / moderators can give you 'moderator privileges', which will enable you to do extra activities such as:

- share screen
- play files
- draw on whiteboard
- access files
- upload videos
- write notes
- manage participants

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| 12 | Share your screen |

(1) Click the **screen share** icon on the bottom toolbar and choose what to share from the following options:

- **Entire Screen** – This shows everything on your screen. (If you have multiple screens, choose which screen to share.)
- **Window** - Choose which window you'd like to share. Once shared, it can't be hidden or minimized.
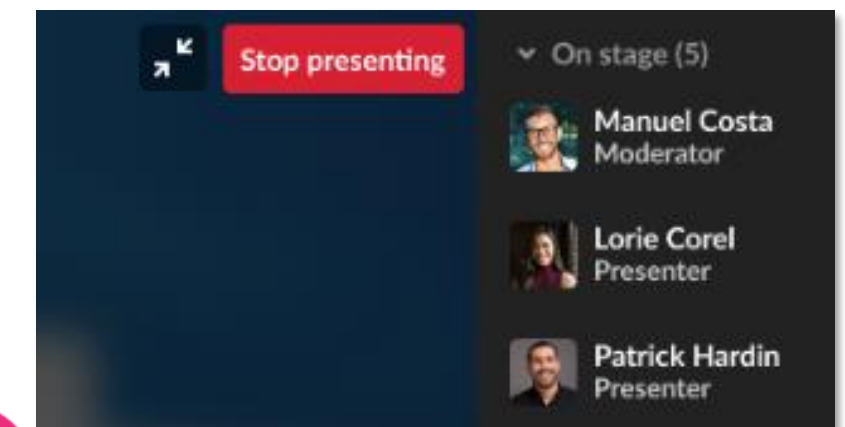- **Chrome tab** - Choose a specific browser tab.

Click **Share**.

(2) **Stop sharing** - Click the blue **X** on the bottom toolbar or the blue **Stop** button in the extension bar, or **Stop Presenting** on the top right of the stage
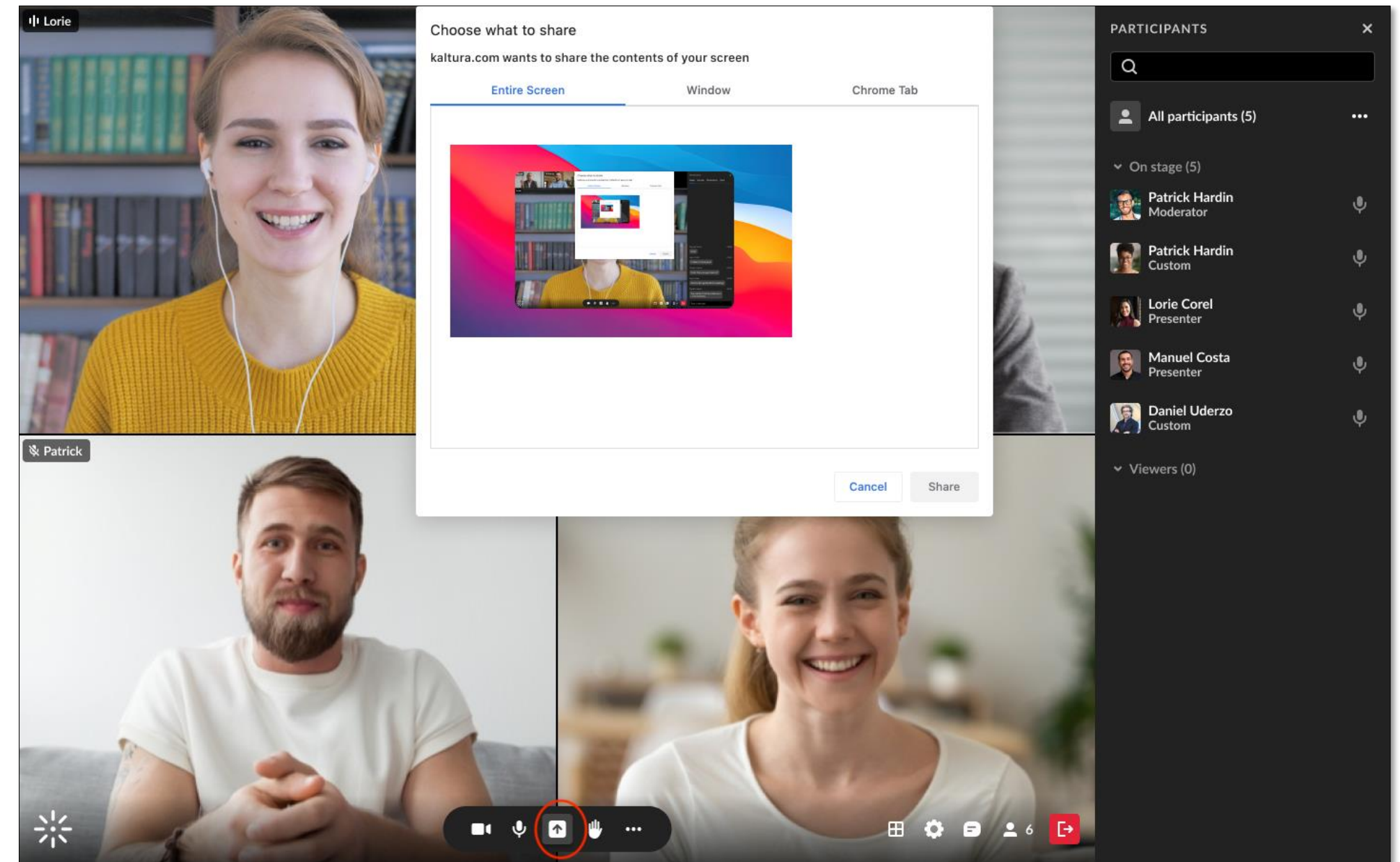
13 | Present material

1 **Present videos** - Click the video to play it. It will be framed in blue in the storyboard. You can play / pause, scroll forward and back, and adjust the volume.

2 **Present documents or slides** – Use the arrows on the bottom to navigate through the pages or slides. Hover on the stage to display a button to open an annotations bar and a zoom button.

3 **Stop presenting** - To end your presentation, click the red **Stop Presenting** button on the stage or on the storyboard.
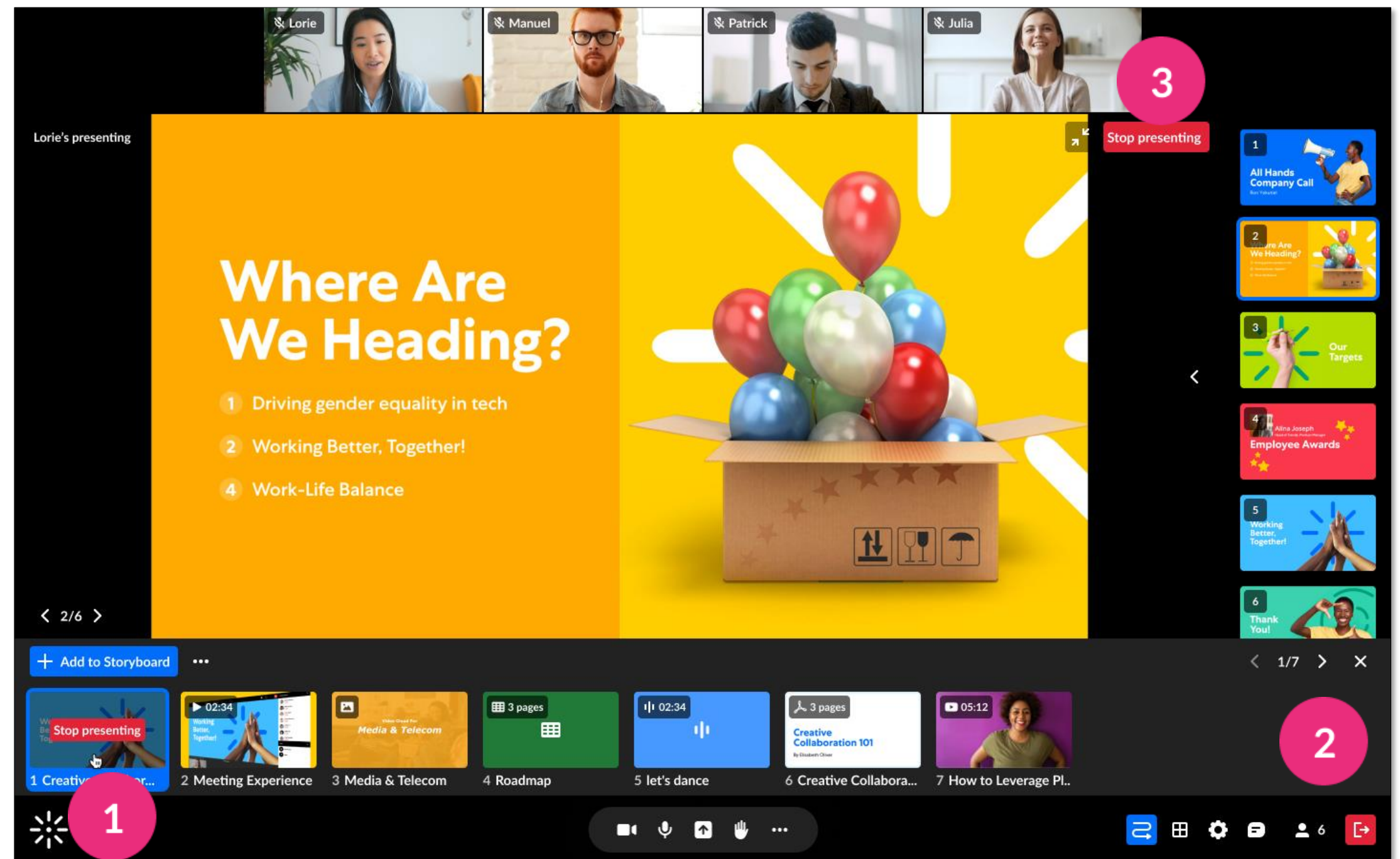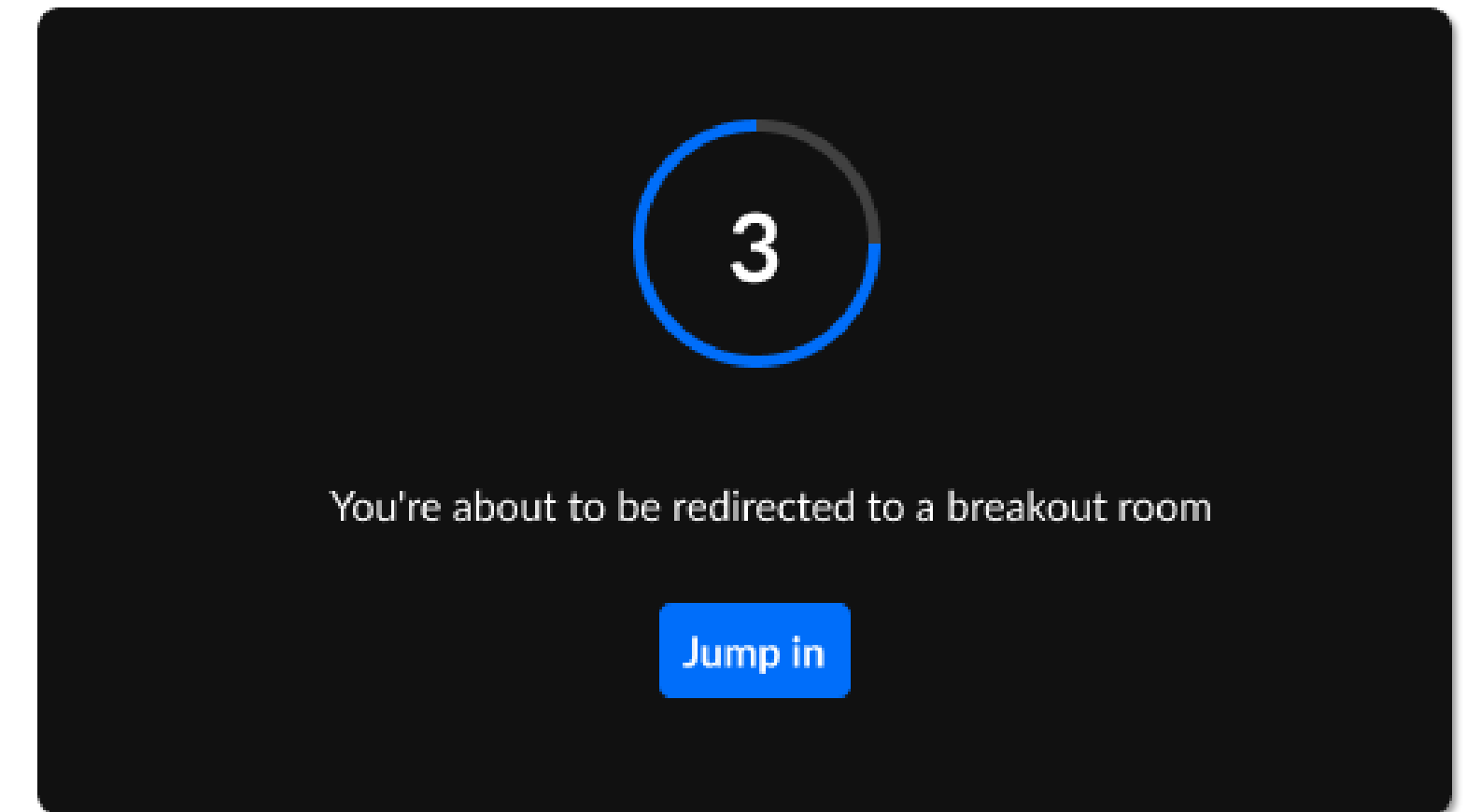
Breakout rooms

If your hosts wants to divide participants into smaller groups, they can use **Breakout rooms**.

When your host launches a breakout room, you'll see a countdown for the session to start. You can wait for the countdown to end, or you can click **Jump in** to immediately enter your assigned room.
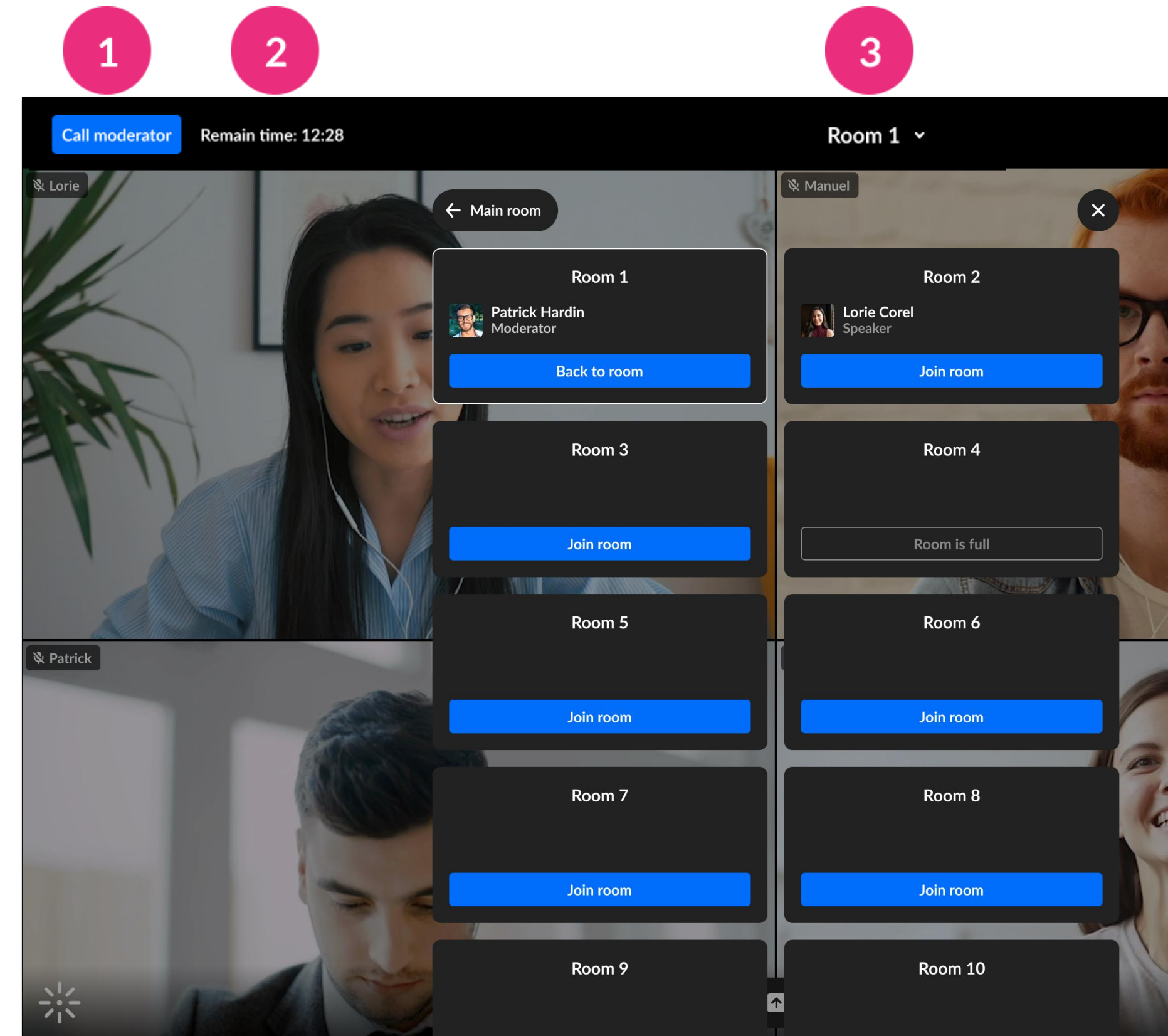
! To benefit the most from a breakout room session, you're encouraged to enable your microphone and camera when entering a breakout room.

3

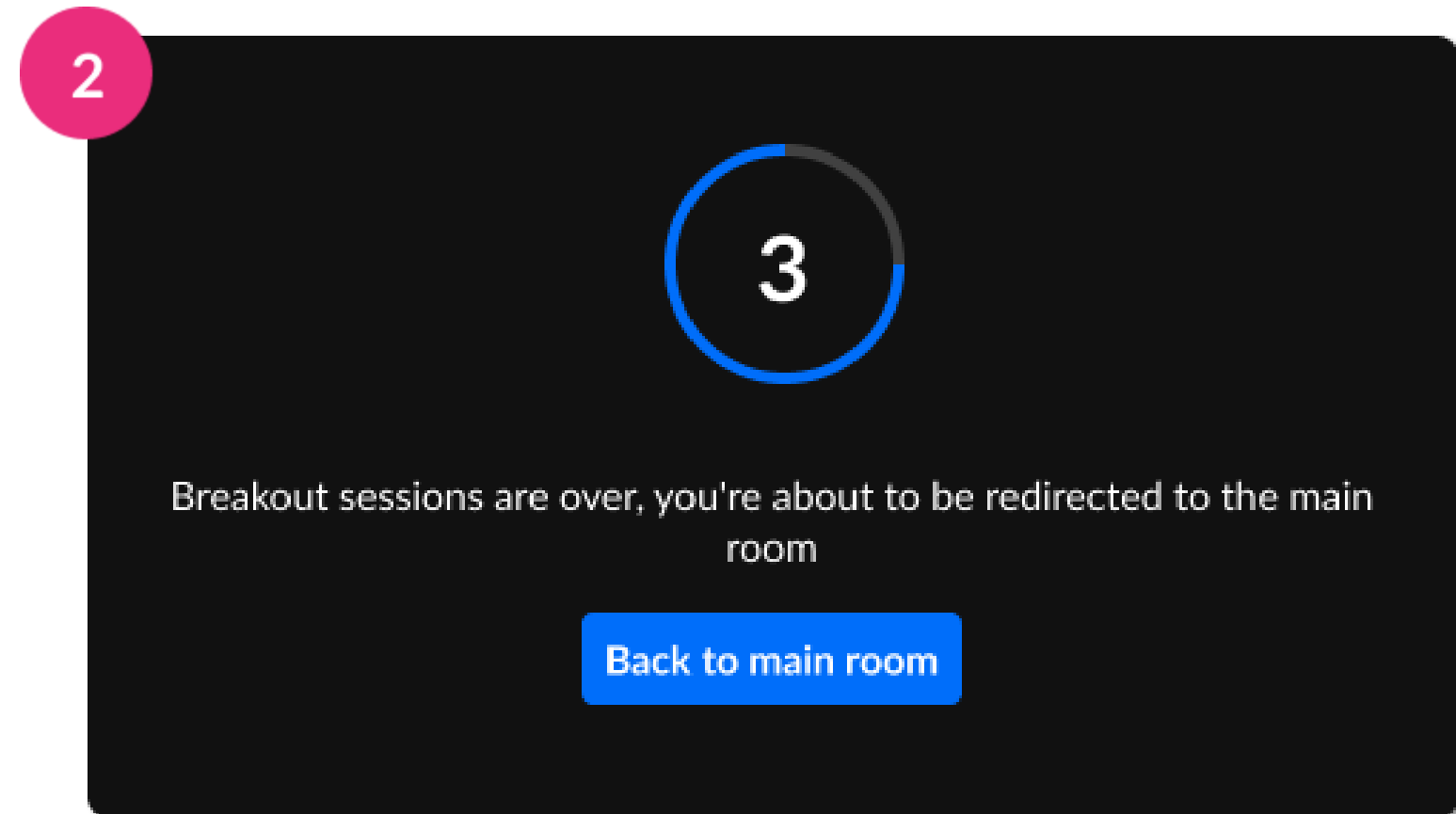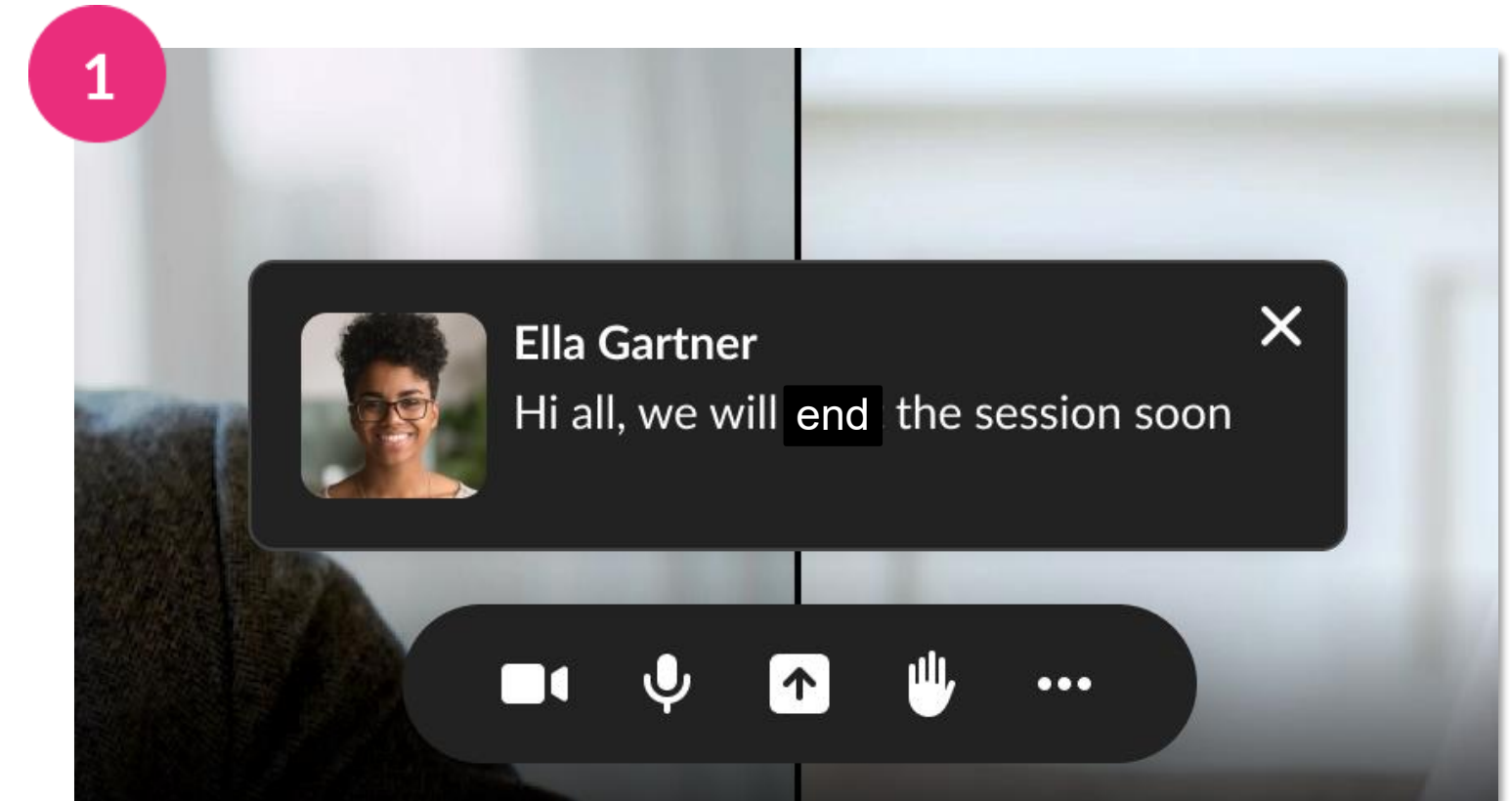You're about to be redirected to a breakout room

Jump in

15 Control bar

At the top of the breakout room screen, you'll have a control bar with three functions:

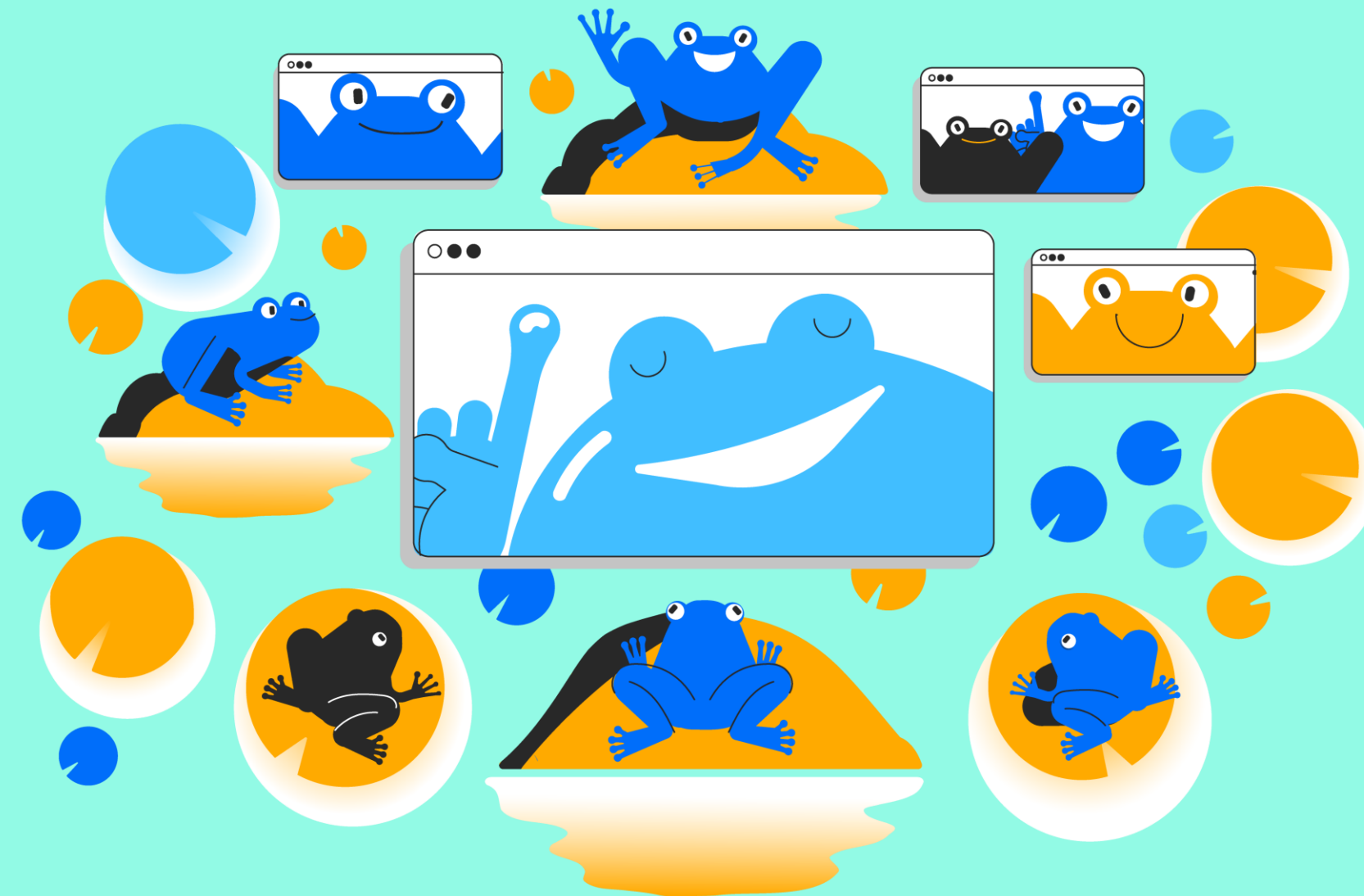**1 Call moderator** - Need help? Click Call moderator. Once clicked, the button changes to Cancel call, which you can click at any time.

2 Remaining time - If the moderator has set a timer for the session, you'll see the time here. Moderators can also adjust the remaining time, so keep an eye on it!

3 Switch rooms - Click your room name in the bar to show the other rooms, then click **Join room**. Return to your own room by clicking **Back to room** or click **Main room** to go there. You can also see which room the moderator is currently in.

① **Broadcasted message** - The moderator can send out a message to all breakout rooms, for example, announcing when the session will end. This broadcasted message will display as a notification on your screen.

② **End countdown** - When the moderator ends the session, you'll see the countdown again and you'll be returned to the main room.

Ella Gartner
Hi all, we will end the session soon

3

Breakout sessions are over, you're about to be redirected to the main room

Back to main room

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