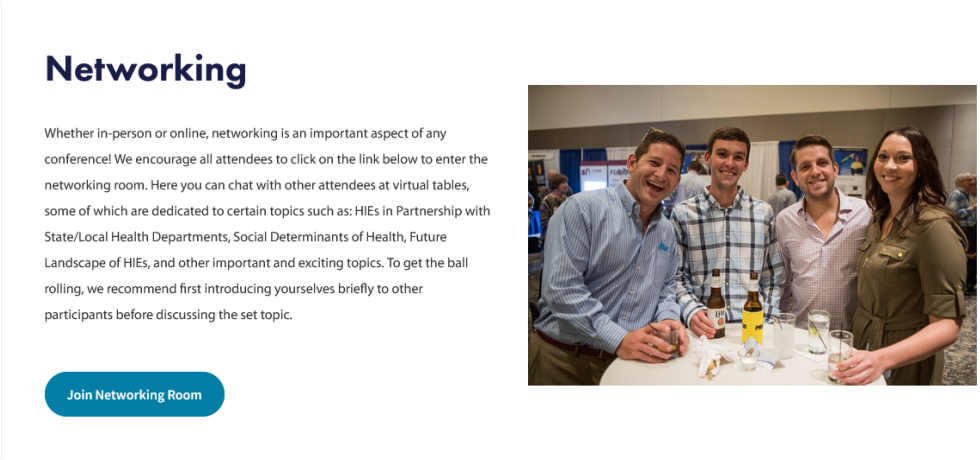
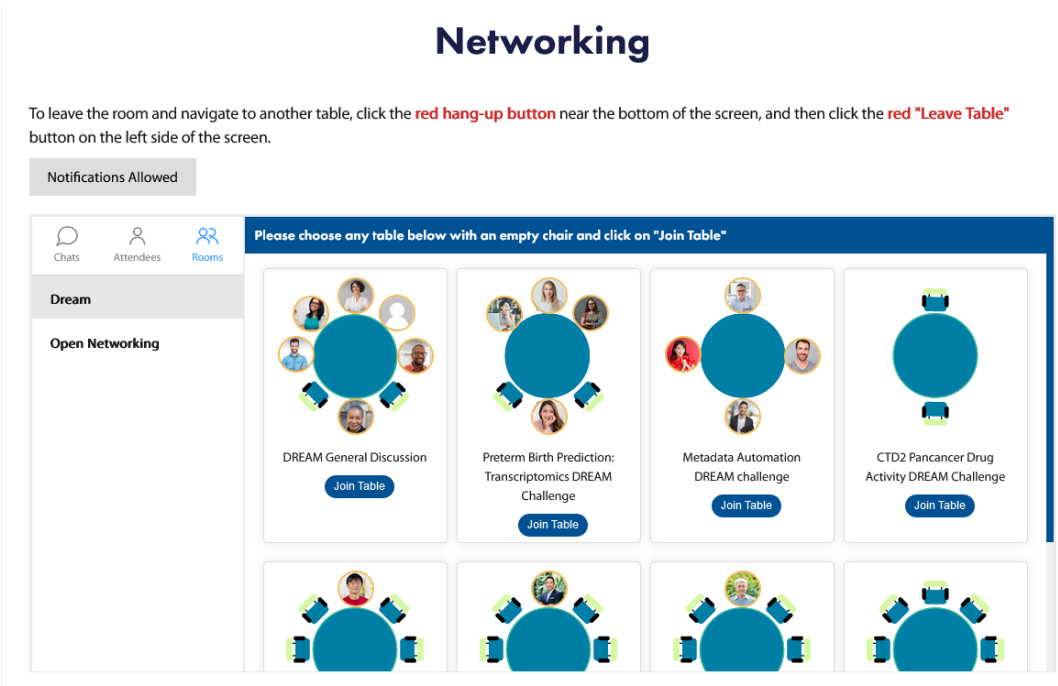
User Guide - Networking

1. On the Homepage, you can see the “Networking” tab in the Main Menu.

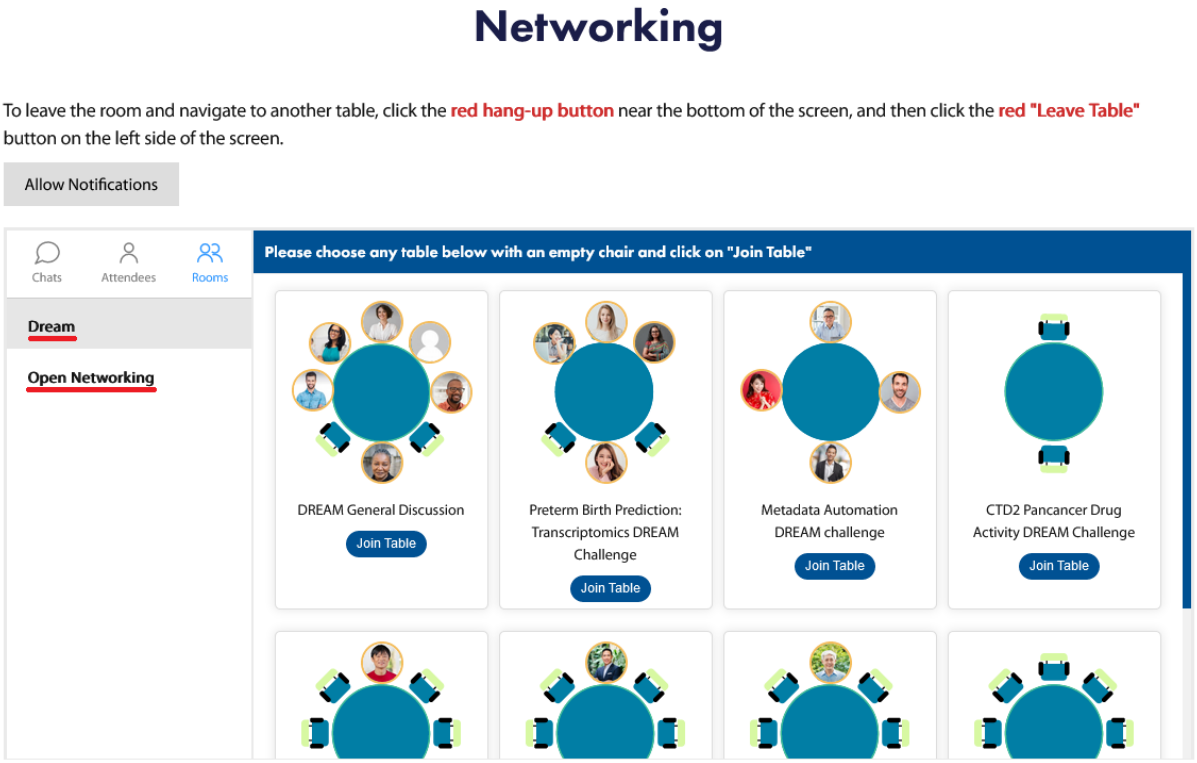
2. Clicking on the “Networking” tab will direct you to the Networking section. Click “**Join Networking Room**” on the lower left.



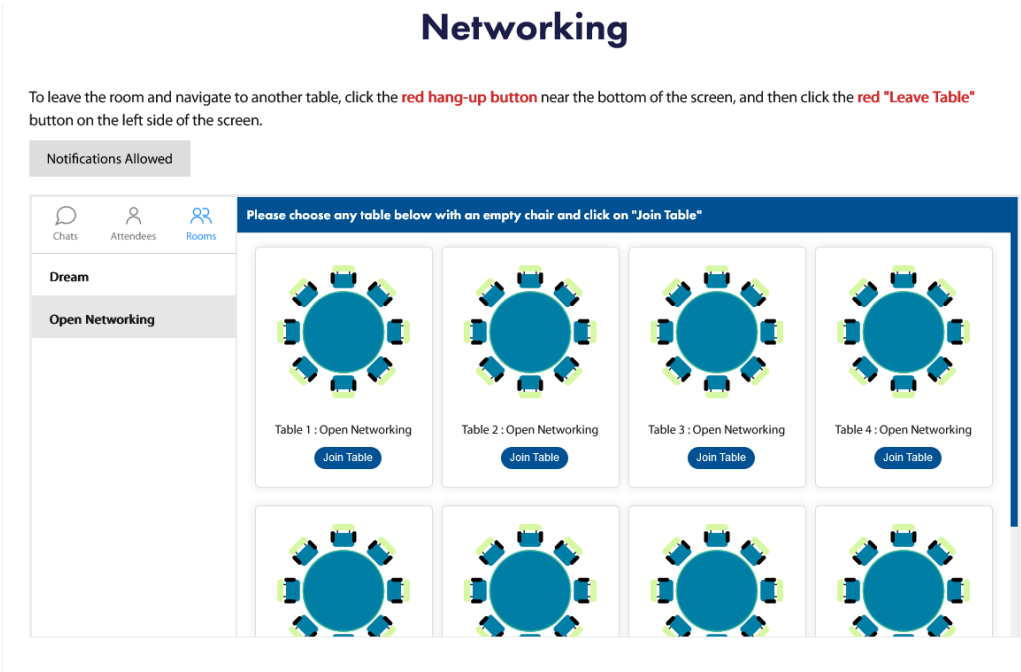
3. Clicking on “**Join Networking Room**” will redirect you to the Networking Page as shown below.



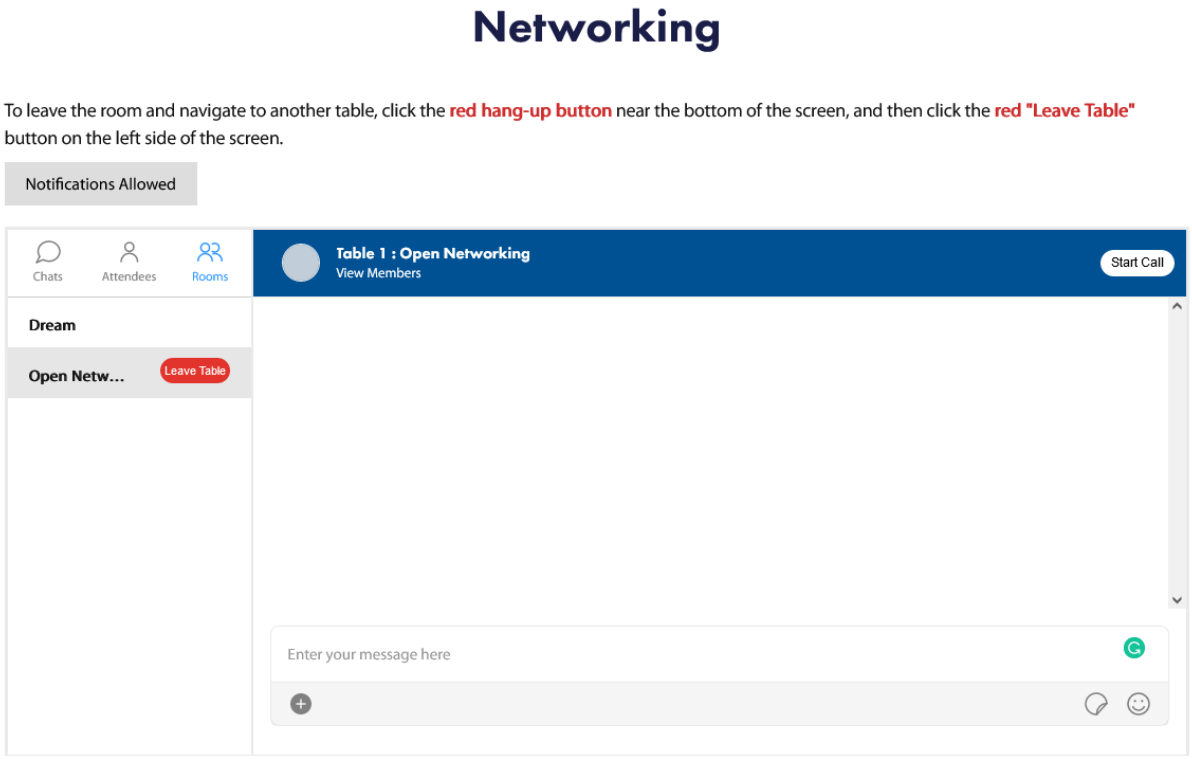
4. To Navigate between different rooms click on the names of the Rooms.



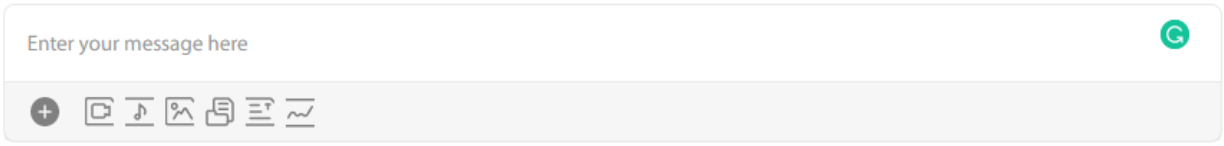
5. On the Networking page, you will see a few tables to join. Click on "Join Table" to participate in Networking.

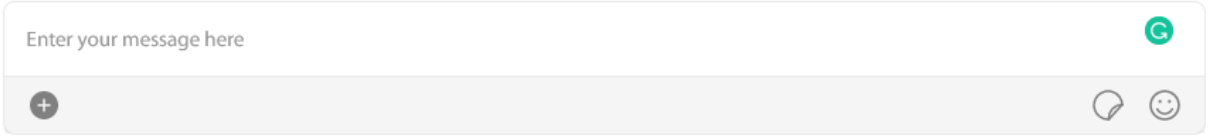


6. Once you join a table, you will be able to see the screen shown below, where you can chat with the other table guests.



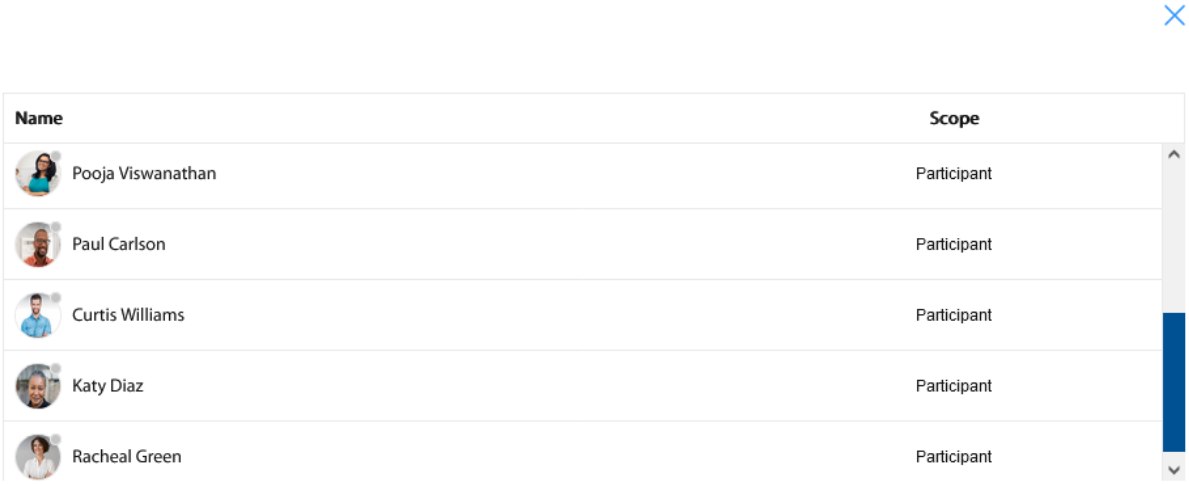
7. After Clicking “+” the following options will appear: you can Attach Video, Audio, Image, and File, as well as Collaborate using a Document or Whiteboard. Also you can send smilies or stickers using their respective icons.





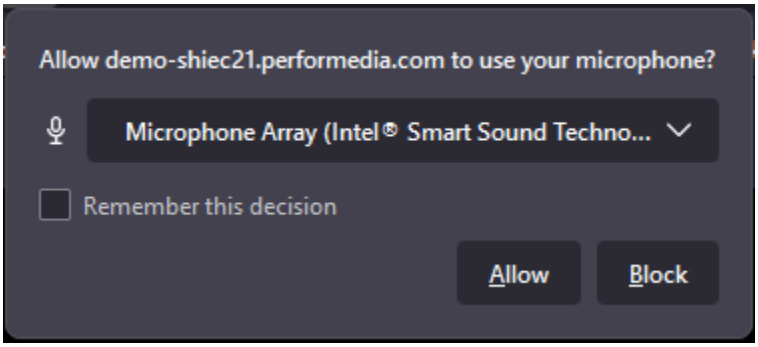
8. You can view the members sitting on the table by clicking on View Members.

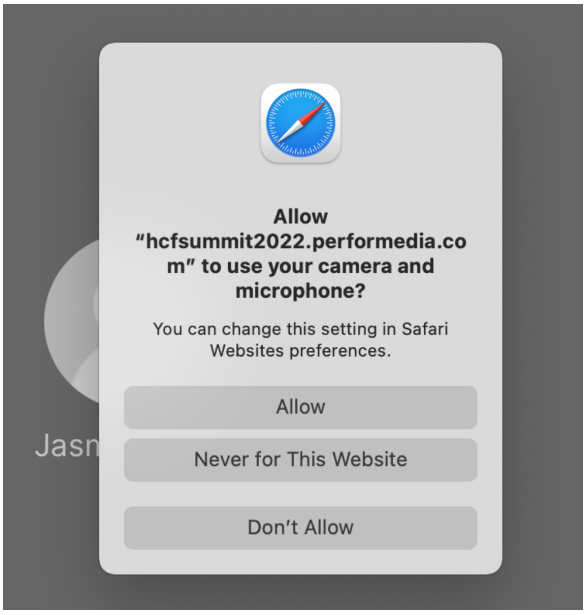
9. A Pop-up will appear with the list of attendees who have joined the table.



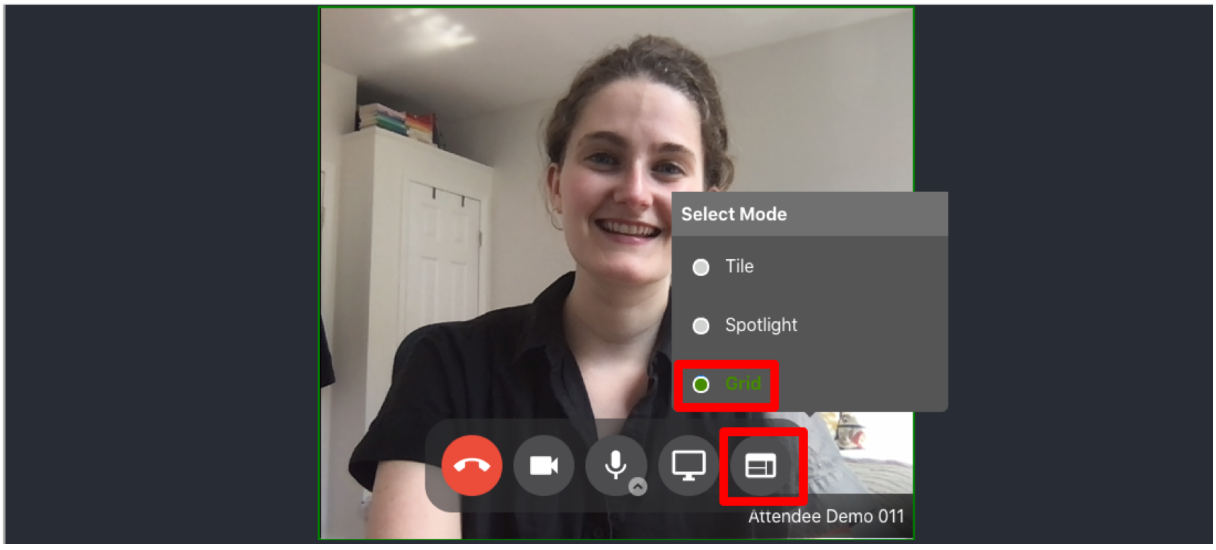
10. Click on Start Call or Join Call button at the top-right corner for video calls.

11. You need to enable camera and microphone permissions to start or join a video call. If you don't see a prompt in the upper left corner, click the lock icon next to the site URL and enable your camera and microphone.

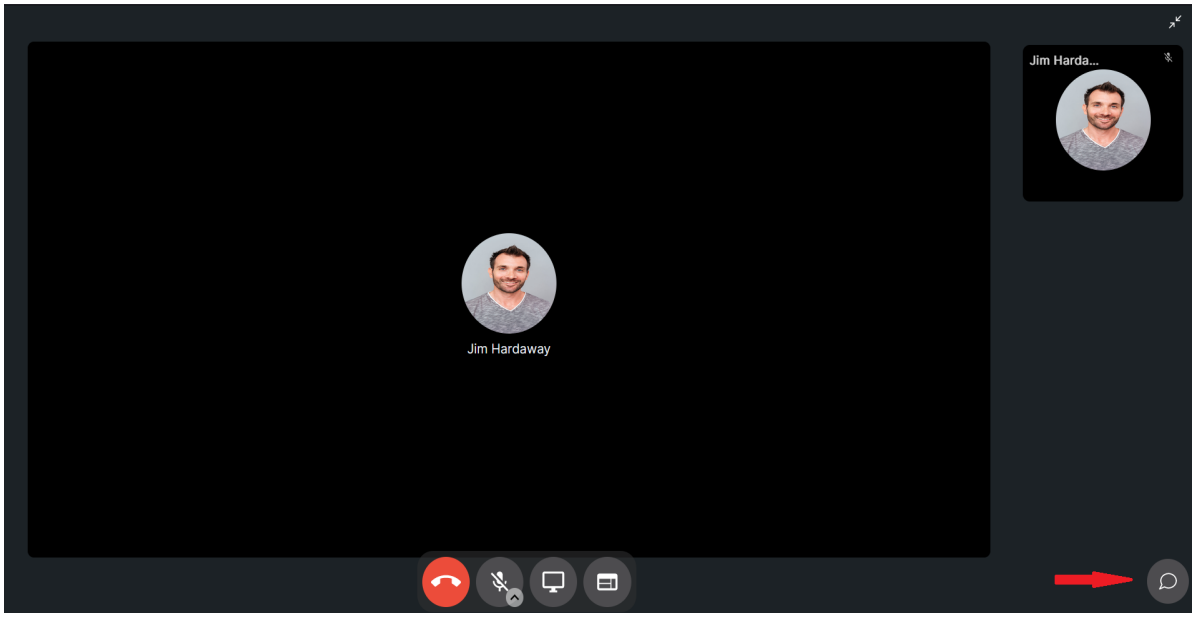




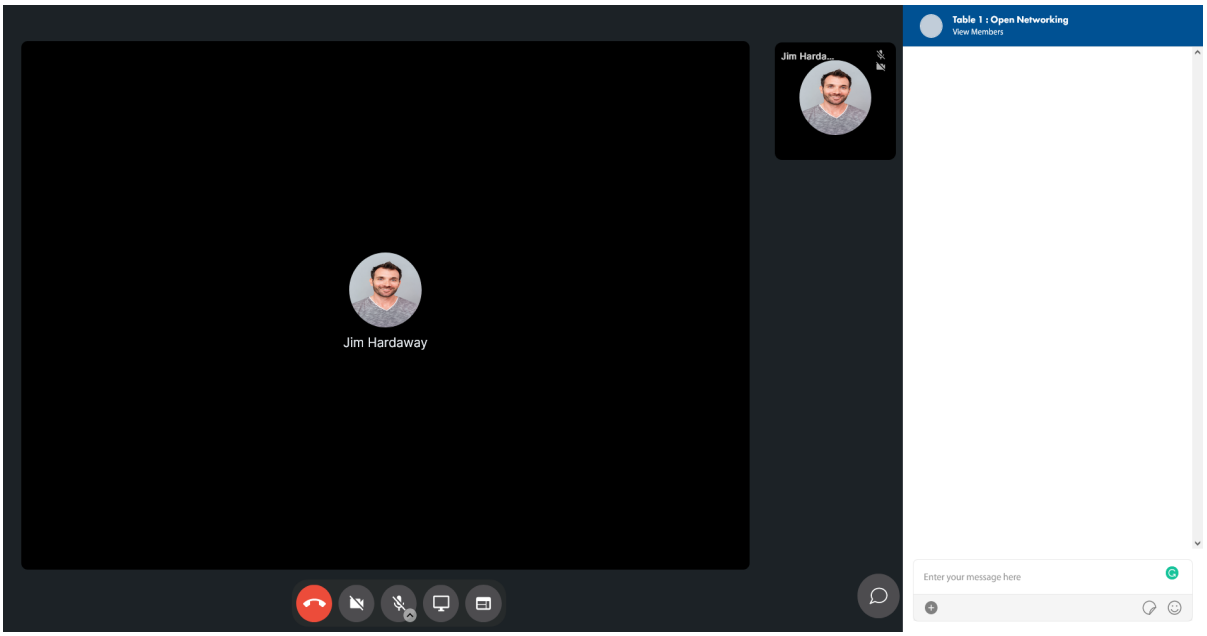
12. You will see a video of yourself along with your other table guests.
    - Click on the red "Hang Up" button to exit out of the video call.
    - Click the video camera button to toggle your webcam on and off.
    - Click the microphone button to toggle your audio on or off. You can also select which microphone you want picking up your audio by clicking the arrow to the microphone button's lower right.
    - Click the monitor button to share a screen.
    - Click the far-right grid button (outlined in red) and click the "grid" option to view your tablemates in grid, or "gallery" mode.



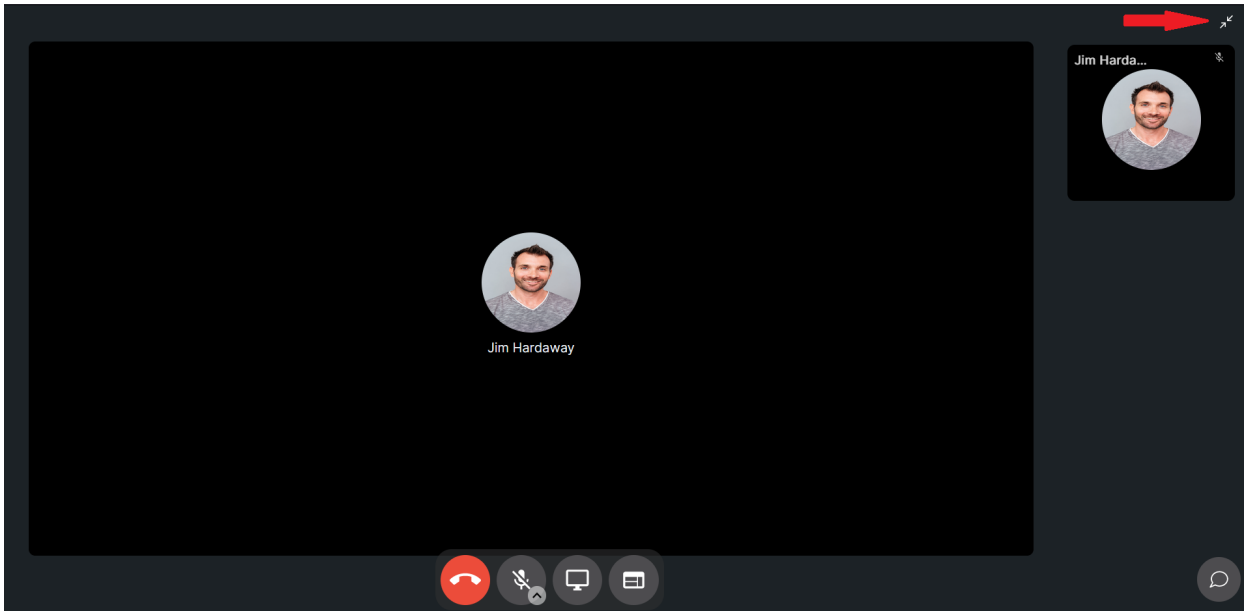
13. You can chat during the call by clicking the Chat button on the bottom right of the screen.



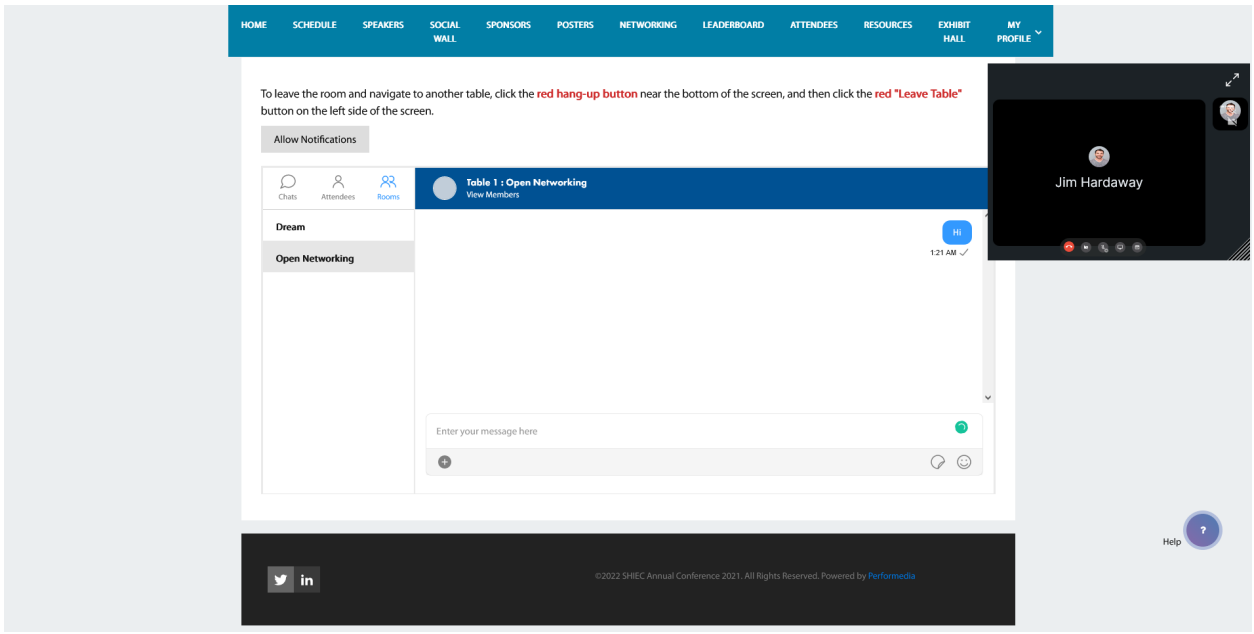
14. The Chat window will open as shown below. To close the Chat window just click on the chat icon again.



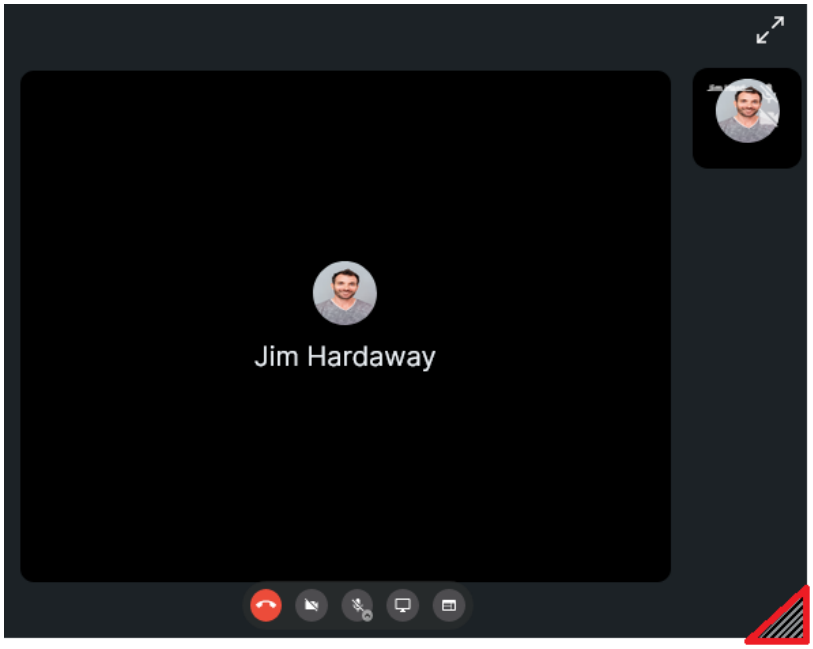
16. Attendees can also minimize the call screen by clicking the “Minimize” button on top right corner of the screen.



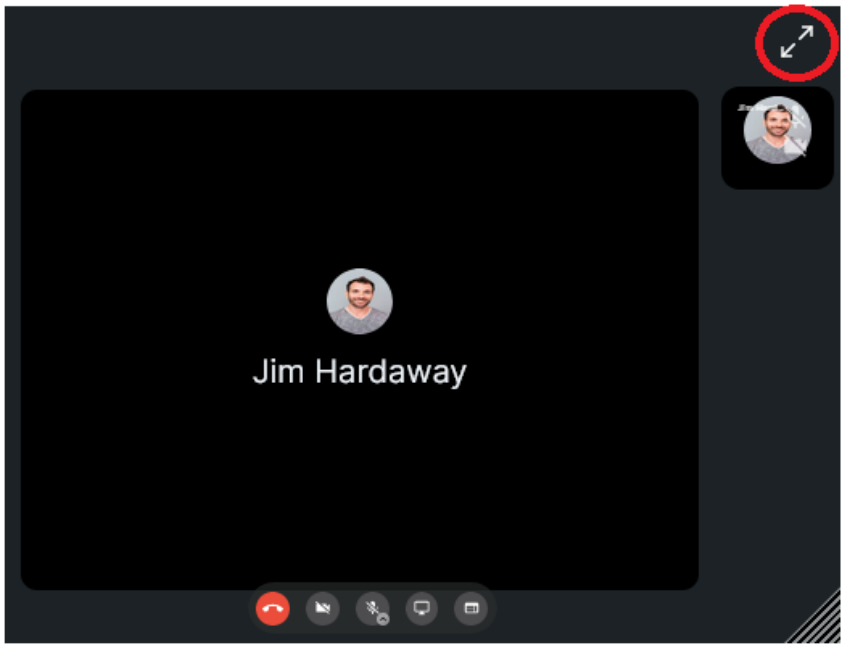
17. Click and drag on the top portion of the call screen to move the minimized screen window.



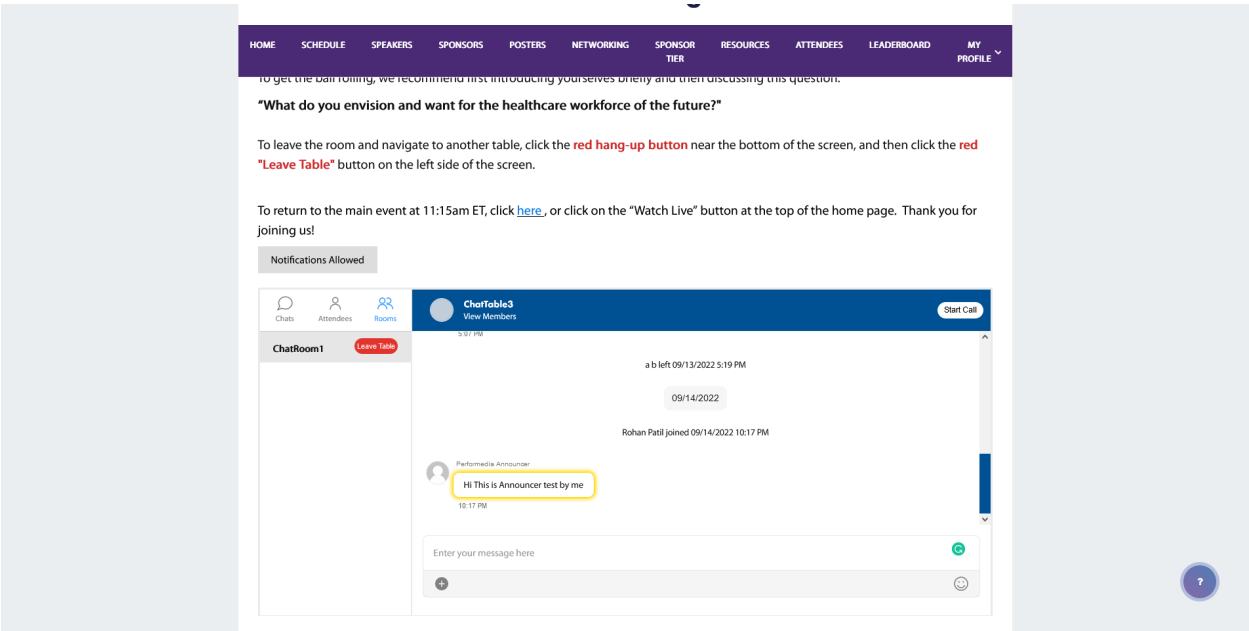
18. The minimized call screen size can be easily altered by clicking and dragging the striped and shaded portion on the bottom right corner of the call screen.



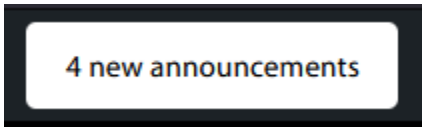
19. To maximize the size of the call screen and bring it back to full screen, click the top right corner of the screen again.



20. All admin announcements are highlighted in yellow in the chat.

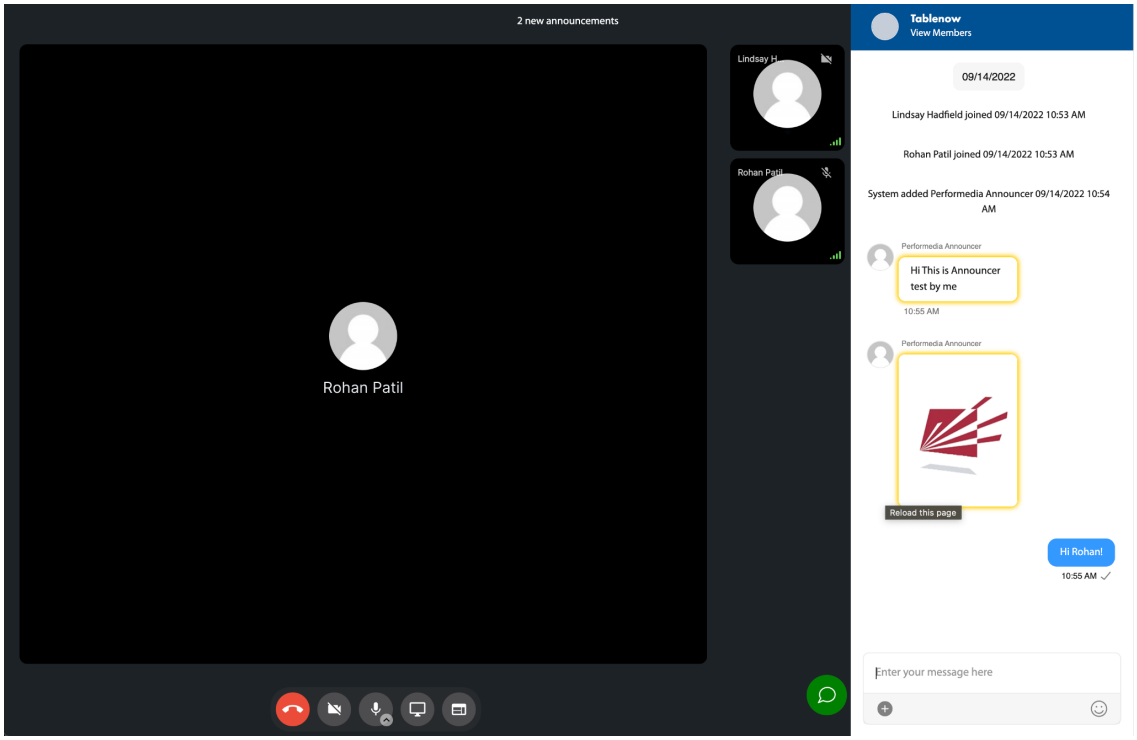


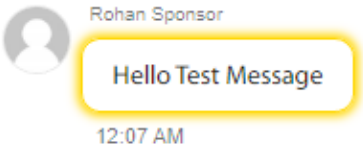
21. The text announcement (highlighted in yellow) shows at the top of the video call window. Once an attendee joins a call, an announcement will appear at the top of the screen with a text notification - 'new announcement'.



22. Click on the chat icon on the right corner to open the chat and read the announcement. Continue chatting with other table members in the open chat.

23. Once you open the chat, the chat will appear on the right as shown in the below image. The announcement will be highlighted in a yellow text box. You can open or close the chat window at any time by clicking the green chat button.





Text announcement

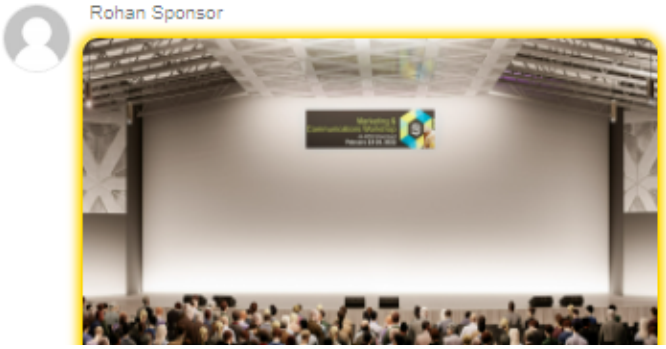
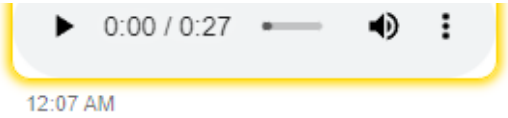
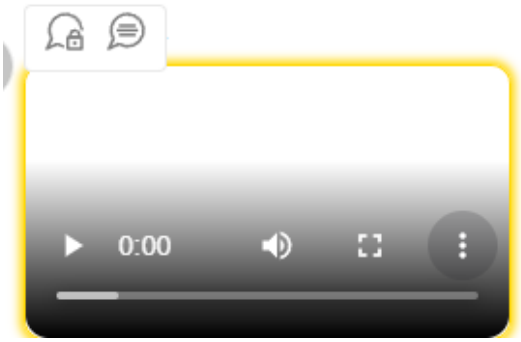


Image announcement

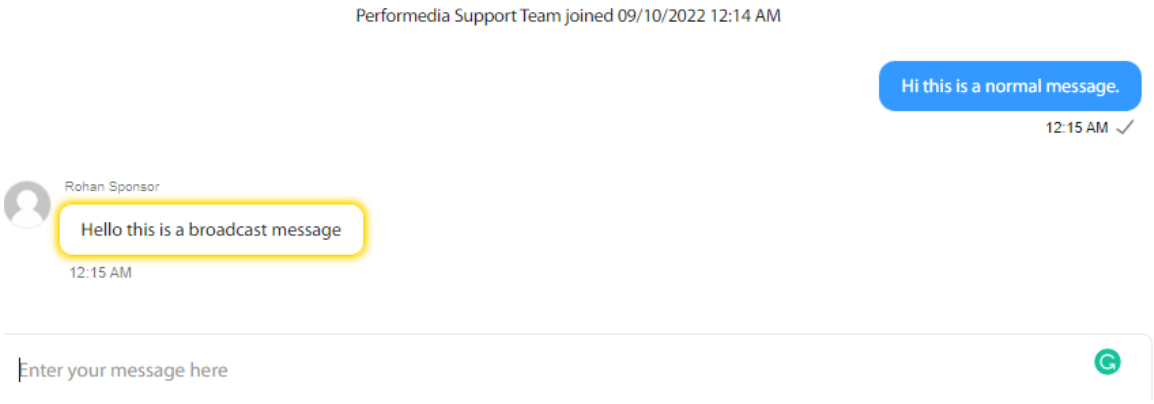


Audio announcement

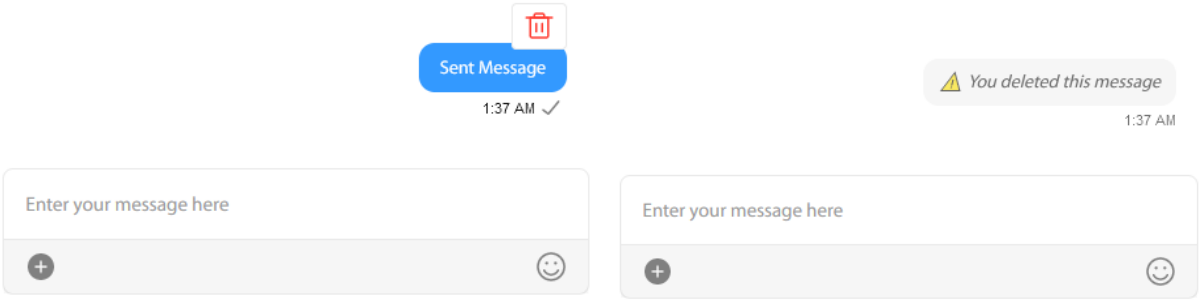


Video announcement

24. The images show how text announcements are displayed. You can see the difference between a regular message and an announcement message in the last image.



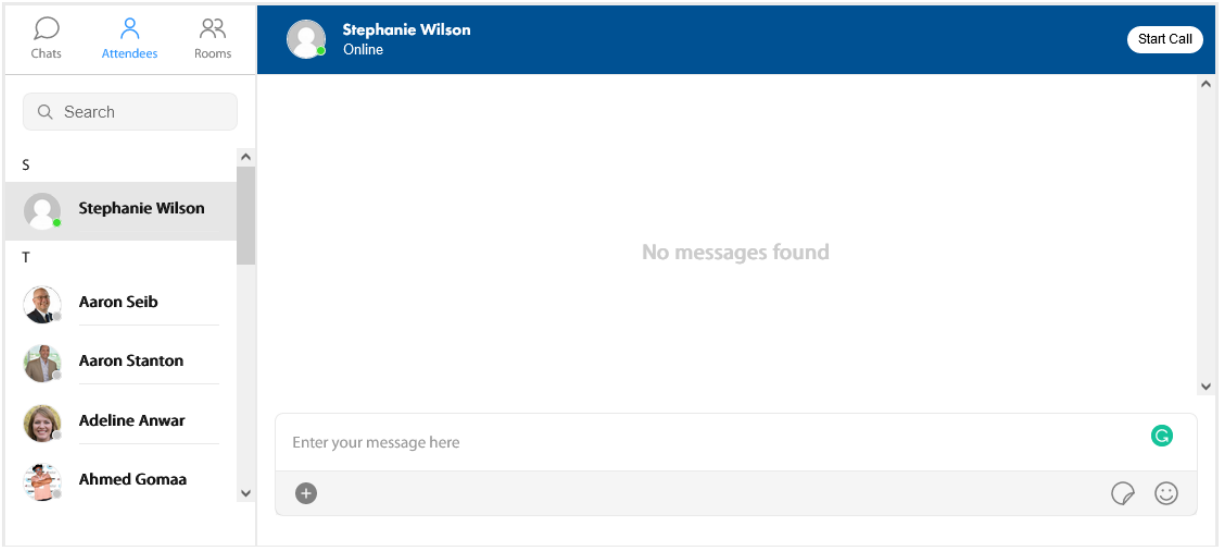
25. Click on the Delete icon over your message to delete it.



26. To end the video call, click the red hang up button on the bottom task bar.

27. The chat window is available outside the video calls and updates in real time. To leave the table, click the red Leave Table button on the left side of the chat window.

28. To use attendee to attendee private chat, click on the Attendees Tab besides Room tab and the list of attendees will appear.



29. Click on the attendee name with whom you would like to chat with. You can also start a video call with them using the Start Call button.

30. You can check the status whether the attendee is online or offline by checking the green dot 🟢 for online or ⚪ gray dot for offline just below the profile picture of the attendee.

31. To access recent chats just click on Chats Tab and the list of attendees to whom you have recently messaged will appear.