



 Interactio

Viewer Guidelines



Before you begin

1. **Network connection** - Connect to ethernet or stable Wi-Fi (if possible, make sure your device is the only one connected to that network).
2. **Internet browser** - For the best experience, join the event using the latest Google Chrome web browser in an Incognito/private mode.¹
3. **Troubleshooter** - Use the Interactio troubleshooter to check your internet connectivity and computer audio/video devices before joining the event.²

How to log in

- Click on the event link provided by the event organizer or shared in the event invitation email
- Alternatively, copy the link, open the browser and enter the copied link
- Enter requested details (e.g., your name, email address, organization, or other) and press **Continue**

ENTER YOUR DETAILS

Required info from you for this event

Email

Lastname

Firstname

Remember my details for future events

Continue

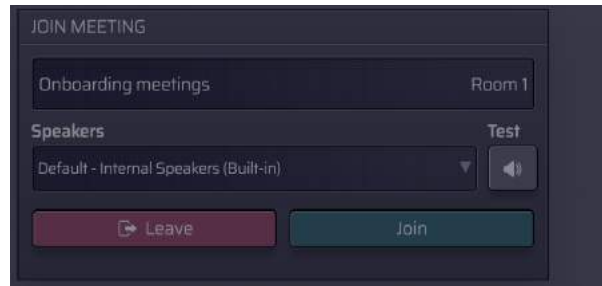
Note: If you are trying to connect to our platform for the first time, we will ask you to agree with our Privacy Notice.

¹ You can open Incognito mode on Chrome by pressing Ctrl+Shift+N (on Windows) or Command+Shift+N (on macOS).

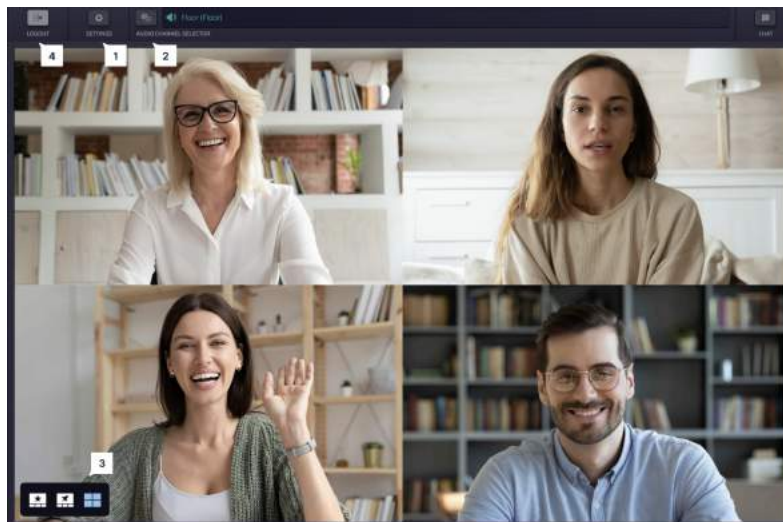
² Troubleshooter.interactio.io will not work on restricted internet (VPN, Proxy, etc.).



- Check your incoming audio before joining the event.



Viewer Interface Features



- 1 Press **Device Settings** to select your incoming audio device and adjust the settings at any time during the event.
- 2 See what **Languages** are available and select your preferred one.
- 3 Switch between different **Video modes**:
 - Active speaker (Star view)
 - Pinned
 - Gallery
 - Presentation (available when someone is sharing their screen)
- 4 **Logout** once the event ends.



Depending on the event settings, you might have the possibility to chat with other participants, download/upload files, and participate in polls.

- Use **Chat** to communicate with the meeting moderator or other speakers:
 - You can also send a direct chat message to the selected speaker in the speaker list: click the “Users” button, choose the speaker, click the left mouse button and click CHAT
 - Use '@' to mention a specific user, so they get notified about your message
- Download **Files** sent to you by the meeting moderator or other speakers. Press “Upload file” on the bottom of the page to send your file to the meeting participants
- Participate in the live **Poll** or simply view all previous poll results. When the poll is ready, it will appear on your dashboard

Technical support

If you require any technical support during the meeting, click on the support chat icon to send a direct message to the technical support team or send an email to tech@interactio.io.