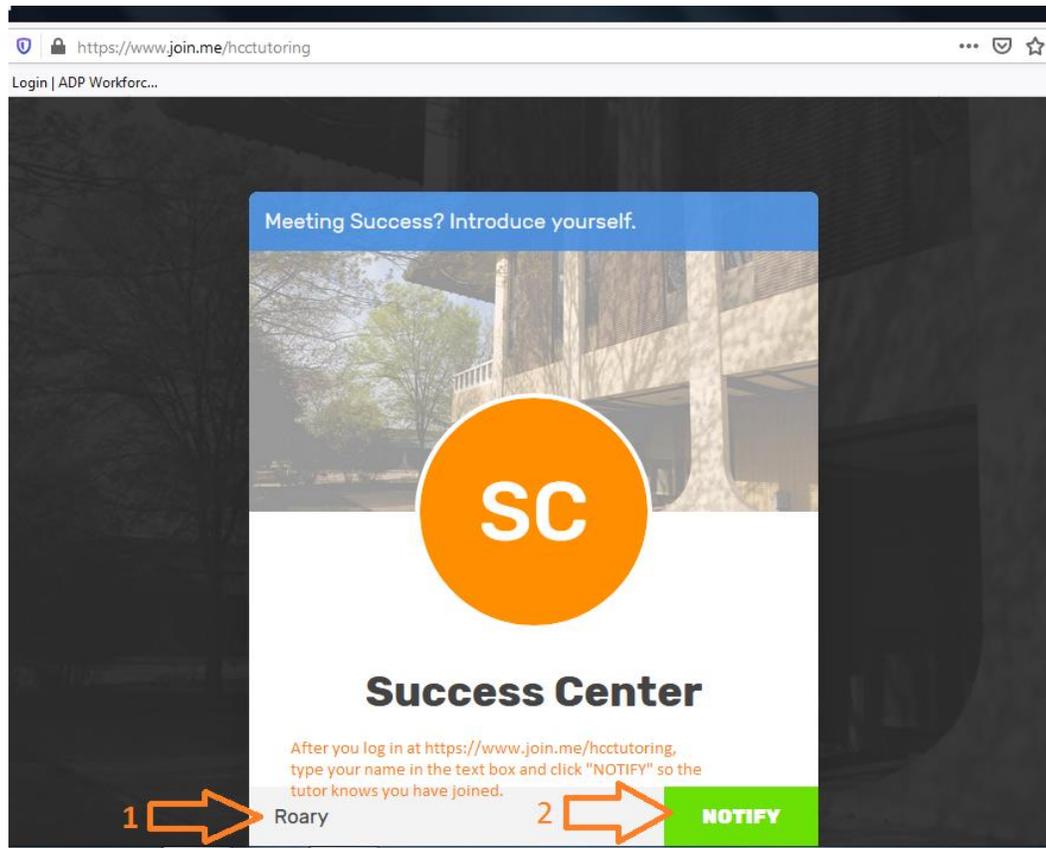


Brief Join Me User's Manual

Joining a Meeting:

Click on the URL on the walk in schedule or copy and paste the URL into a browser. Add your name and click "Notify." This alerts the tutor that you would like to join the session.



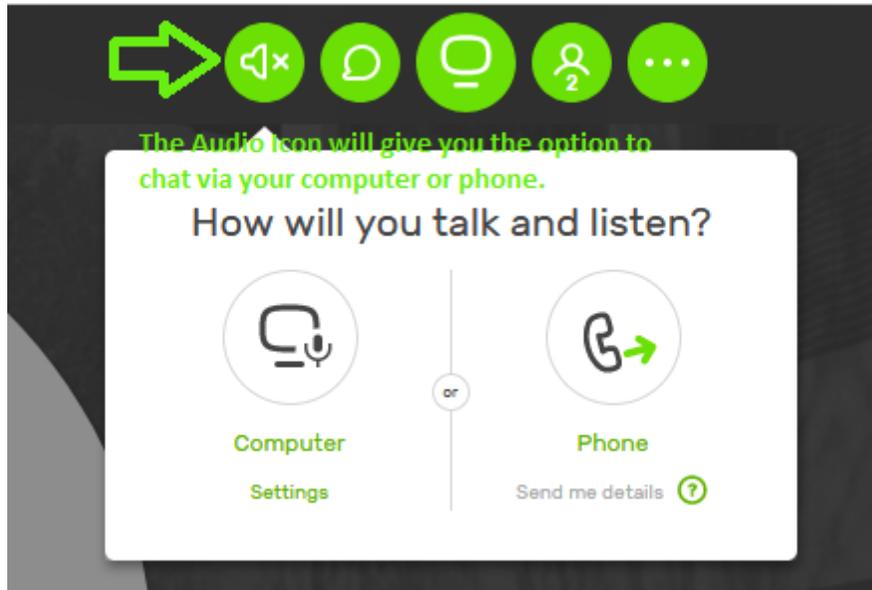
Home Screen:

Once the tutor has allowed access to a meeting, you can choose how to interact in the session, including changing your photo or name. There are five icons giving you additional options.

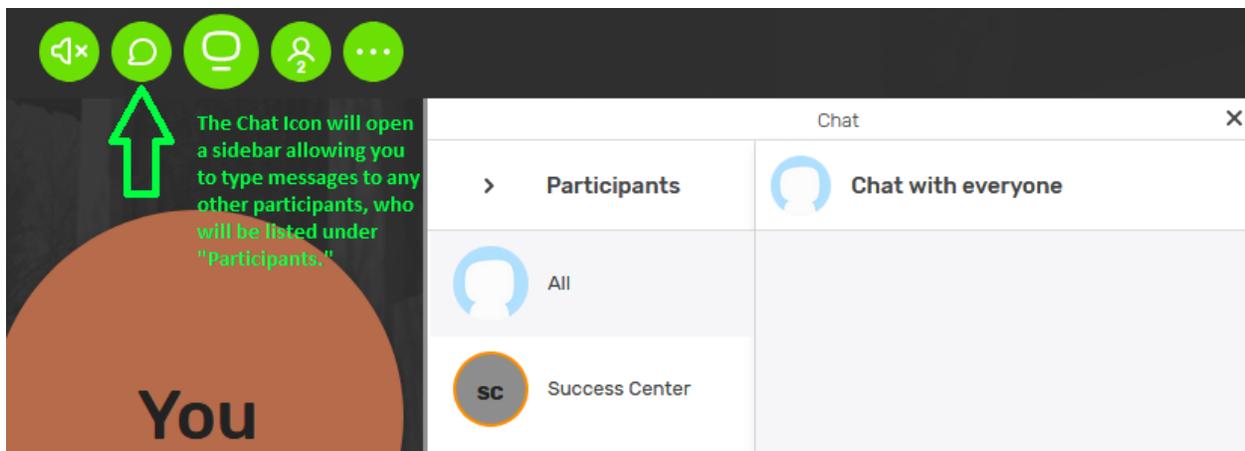


The 5 Icons:

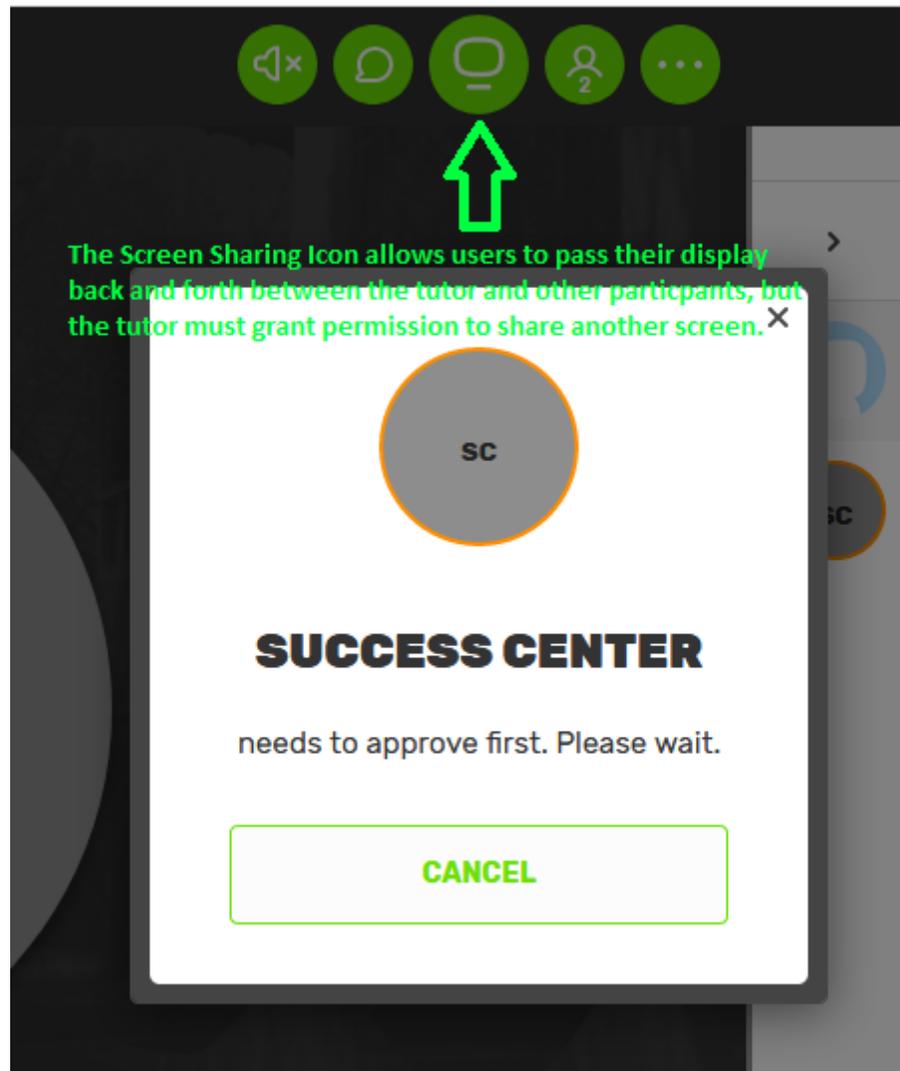
The first icon from the left is your audio/video setting. You can choose to participate with your computer's camera and microphone, or you can choose to call in via phone. The tutor will have to provide additional details to do so. Computer audio and video is preferred if possible.



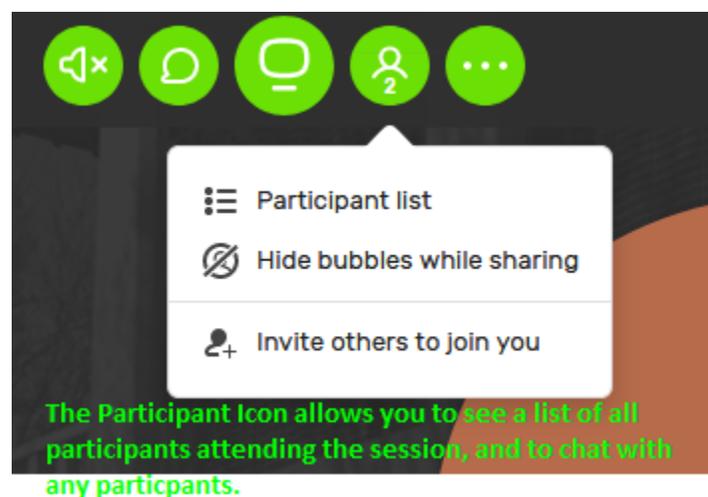
The second icon is your chat icon. This allows you to send messages to the tutor or other participants, or everyone at the same time. Just click it and the list of people in the meeting will show. Click who you want to send a message to (or select "all") and start typing!



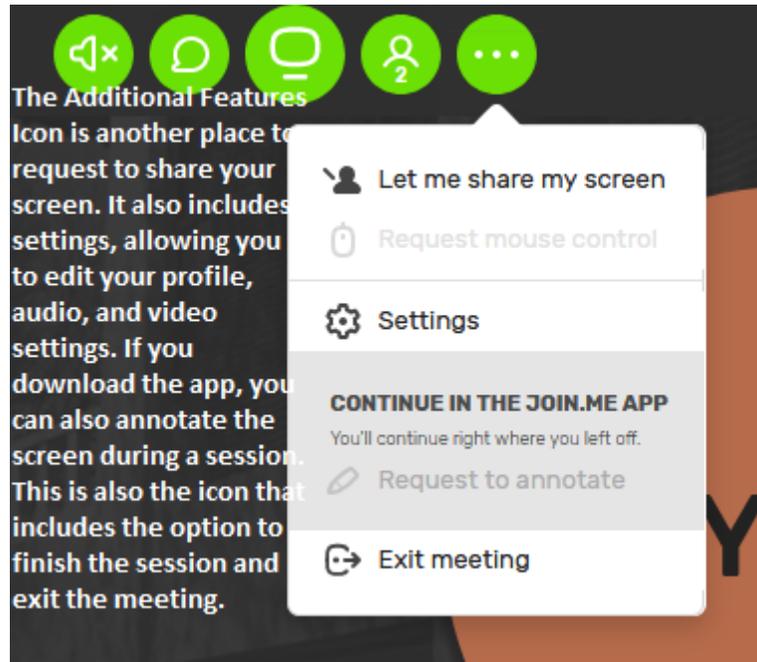
The center icon is the screen sharing option. The tutor can share his or her screen with you and vice versa, though the tutor has to allow permission for a participant to share. This way, you can look at the same material at the same time, be it a math problem, chemistry formula, essay, website, etc. Just click the icon and wait for the tutor to approve.



The fourth icon is the participant list. You can see everyone who has joined the meeting. The number in the icon indicates how many are participating, including you and the tutor.



The final icon is for any other functions available with Join Me. This is where you exit a meeting. There is also another screen sharing option, and the ability to adjust audio and video settings. If you download the join.me app, you can also gain the option to annotate the screen with your mouse and cursor or stylus, though that feature is not available without the app.



If you've ever used FaceTime, HangOuts, or Skype, you should feel pretty at home with Join Me, but if you have not, or if you have questions about the interface, ask the tutor for help or contact brian.moore@highland.edu to schedule a practice session and get more familiar with the software.

We hope to meet you online!

-Success Center Staff-