

## GoMeet practical information

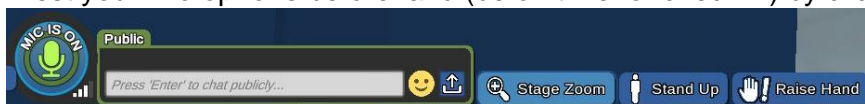
### Navigation

- Move around with the arrows on your keyboard. To run, hold down the Shift key while walking.
- While you can go to each location on foot, it is also possible to go directly to an area via the menu. Click on GO TO to see all GoMeet locations. Then click on the desired location.

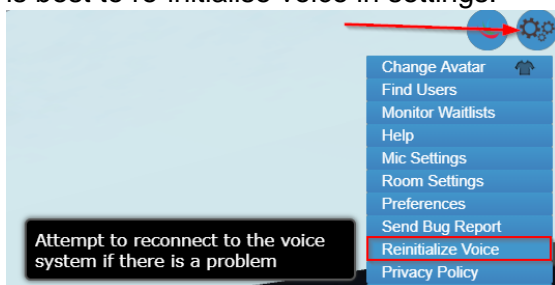


### Audio: a few tips

- Use a headset or earphones to ensure the best quality.
- Test your microphone beforehand (be on time for check in) by clicking on the MIC icon.



- Turn off your microphone unless you want to talk to avoid unnecessary background noise.
- Make sure no other apps like Zoom are running in the background.
- If there is a problem with your microphone or the icon in the lower-left corner is yellow or red, it is best to re-initialise voice in settings.



## Communication

-Everyone present can hear you through your microphone. If you walk close to a person, you will hear them louder than if they were further away, like in the real world.

-To mute yourself, click on the green mic at the bottom left.



-You can send public messages that are visible to the entire environment/room. Private messages are only visible to people involved.

-You can choose to message anyone in the GoMeet world in private message regardless of which room you/they are in. Press Find Users at the bottom left next to all the user in the world, and then click on the name of the person you are looking for. That way you can chat together or also GO TO that person and meet them.

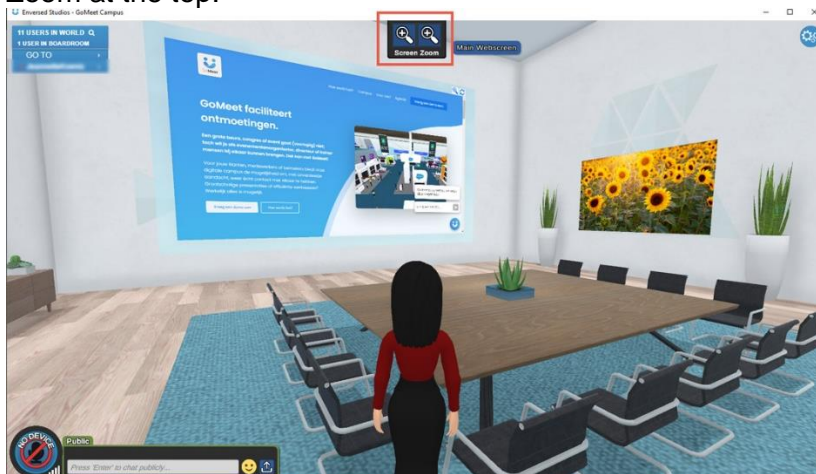
-All over the campus, you will find spaces with a light blue line. These spaces are private environments. Only people within this space can hear each other.



## In the Auditorium or Breakout rooms

-Make sure you are always on mute unless you wish to speak to the whole room, just like in Zoom.

-You will see screens in those rooms. If you want a better view of these screens, click on Screen Zoom at the top.



- In the Auditorium you can also click on Stage Zoom to have an overview of the three screens.
- If you have a question you can either type it in the Public Chat or click on Raise Hand.
- When you are seated you can press the space bar and move with your mouse to look around. Press the space bar again to go back to the original setting.
- At the end of presentations feel free to clap if you wish clicking on (F4) on your keyboard.

### During breaks

- You can click on your name and on Set Away to indicate to others that you are not available.

### Additional settings

- In the top right corner, you will find the settings. Here you can change various preferences, such as your avatar or microphone. You can also log out here.



- You can change the level of ambient noise, set the Microphone Activation Sensitivity to 1 or 2.



- In preferences you can also lower the Environment Sound Volume.
- You will see your name on top of your avatar at all times, if you wish to get rid of it (the rest will still see it), go to Settings, then Preferences, then User Interface Option and click off Show my username.



## Additional controls

-If you click on your name in the menu on the left, you find a few options. Including different gestures and associated keyboard shortcuts. You may use the clap at the end of presentations, the rest can ONLY be used during breaks, when presentations are not taking place.



## Need assistance?

-There is an information desk in the welcome area, take a ticket for assistance.

-If you are ever stuck somewhere, you can always use the GO TO option to teleport to where you want to go.