

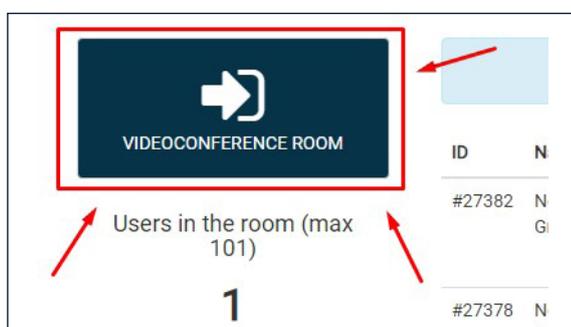
access

GUIDE

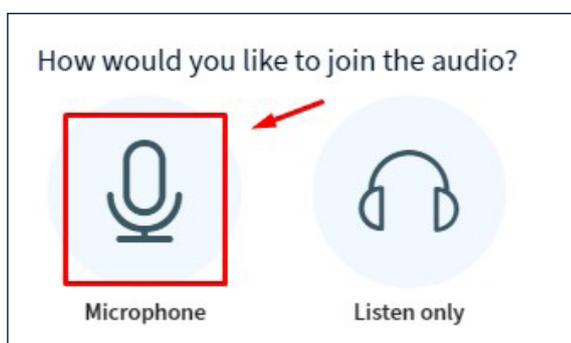
Remote Campus

Access to the room

Use the **Access student** or **Acceso profesorado** depending on the password you were given. Enter your name and surname in the **Name** field and the password, and press **Access**.



- Click on the blue **Video conference room** button above the yellow banner.



- Upon entering the Virtual Room, the **How do you want to join the audio?** window opens.
- Speakers or participants who wish to ask questions out loud: Use the **Microphone** access.



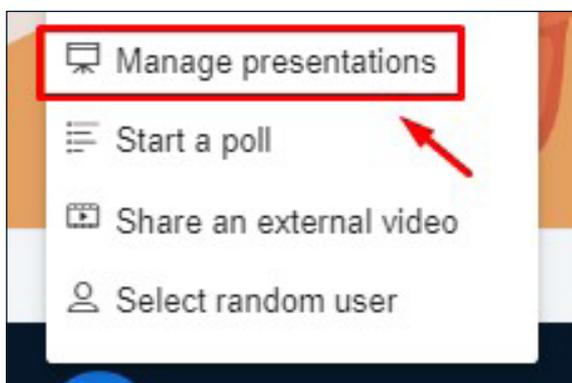
- You will be able to listen and enable microphone and camera.
- Mute the microphone whenever the floor is not being used.



- Press the green thumb if you hear your words echoed. Otherwise press the red thumb and select another microphone and speakers.
- You will be able to use the public chat to ask questions and send private chats to the participants.

Speakers

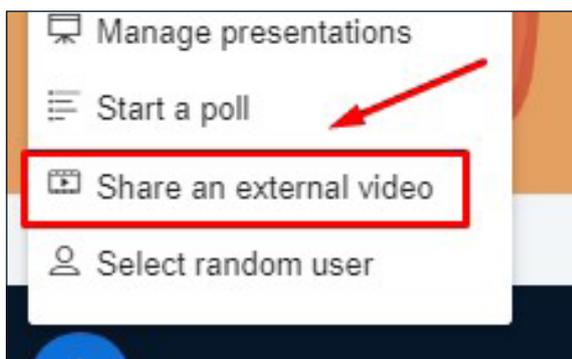
Presentations must be in PDF format with a size limit of 40MB and 150 slides..



- You can upload presentations.



- And share screen.



- If you need to share videos, a link to **YouTube, Vimeo, Instructure Media, Twitch and Daily Motion** will be used.

Share an external video

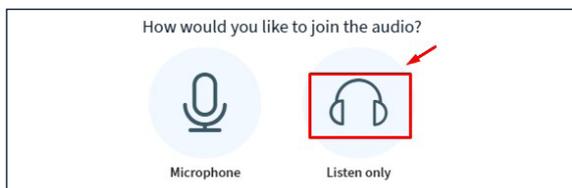
External Video URL

Add Video URL

Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch, Dailymotion and media file URLs (e.g. <https://example.com/xy.mp4>) are supported.

- Eye: mute all microphones when playing an external video.

Other participants



- The **Listener** access is recommended, with which you will be able to listen to everything, although you will not be able to activate your microphone.
- You can use the public chat to ask questions.