

CLICKMEETING USER GUIDE

1) Click on the address provided by email or copy it into the address bar of your browser. We recommend the use of Google Chrome.

2) You will be linked to the registration page (*figure 1*). Enter your first and last name in the "Il tuo nome" ("Your Name") box and an e-mail address in the "Email" box. Click on the red "ACCEDI" ("SIGN IN") button.

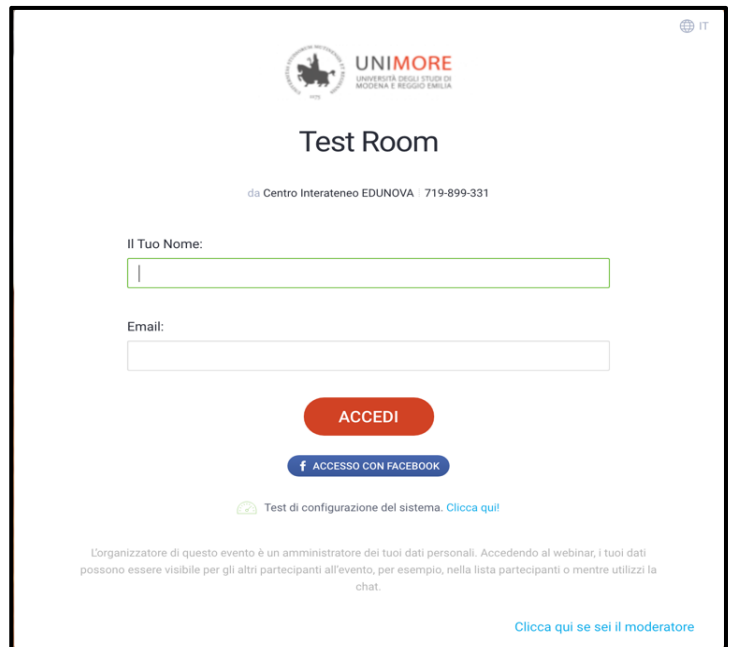


Figure 1

3) If this is your first time accessing Clickmeeting, your browser will ask for permission to access your webcam and microphone (*figure 2*). Click on the "Consenti" ("Allow") and then the red "OK" button.

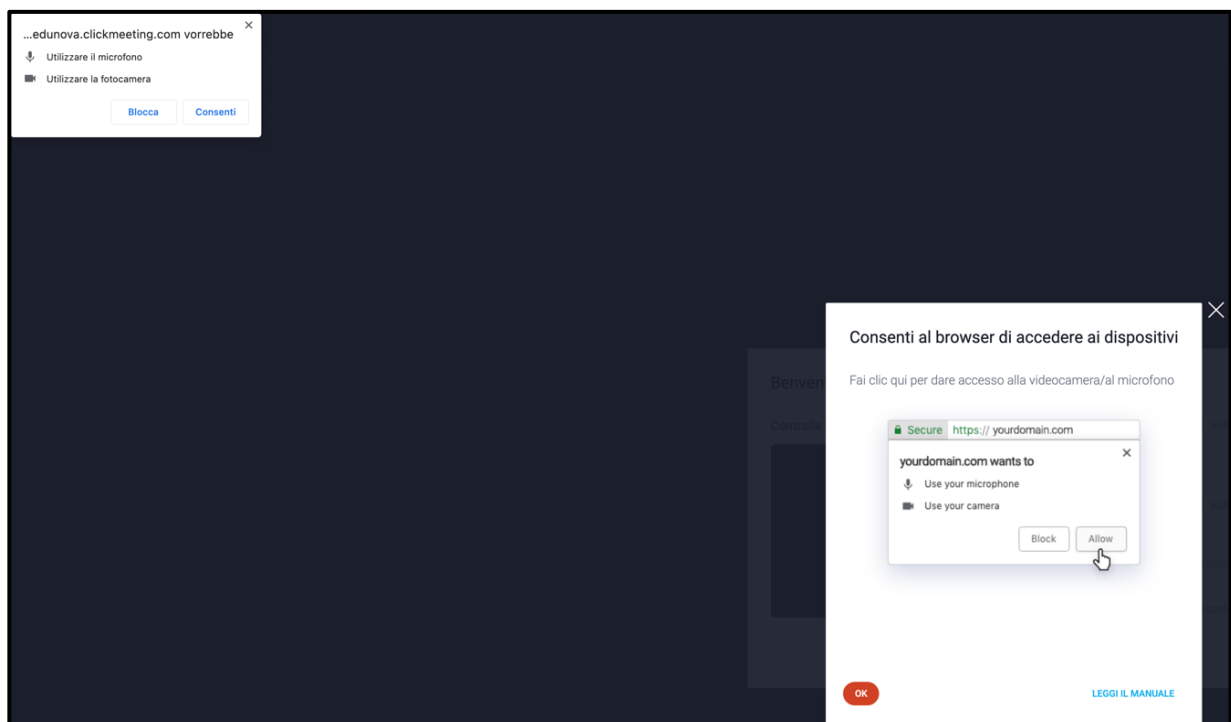


Figure 2

4) In the next window you will see a preview of your webcam and the volume input into your microphone (*figure 3*). Make sure you select the right webcam and microphone from the "Dispositivi video" ("Video Devices") and "Dispositivi Audio" ("Audio Devices") drop-down menus.

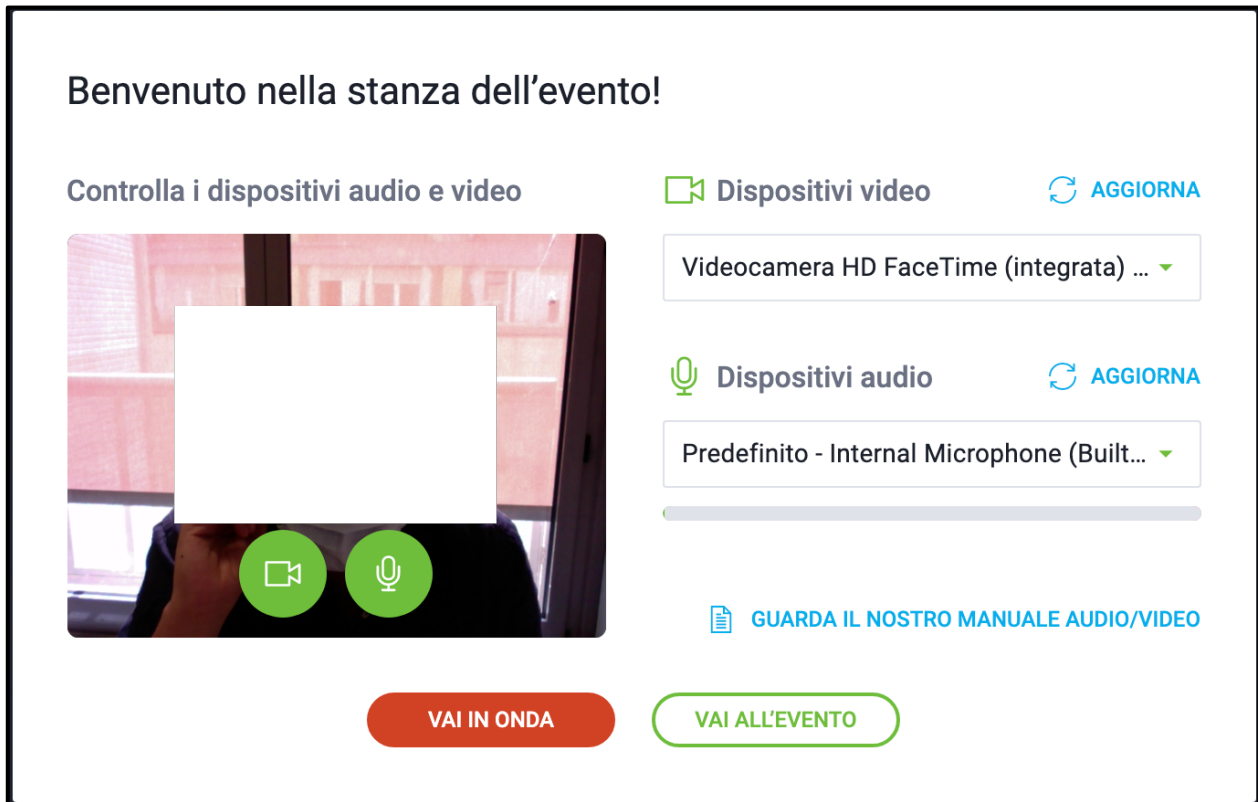


Figure 3

Click the green "VAI ALL'EVENTO" ("GO TO EVENT") button to enter the room with your microphone and webcam turned off; if you want to enter with your microphone and webcam already on, click the red "VAI IN ONDA" ("ON AIR") button, so you will immediately share your voice and webcam, which will be displayed in a small window (av pod) in the right corner of the virtual room (*figure 4*).

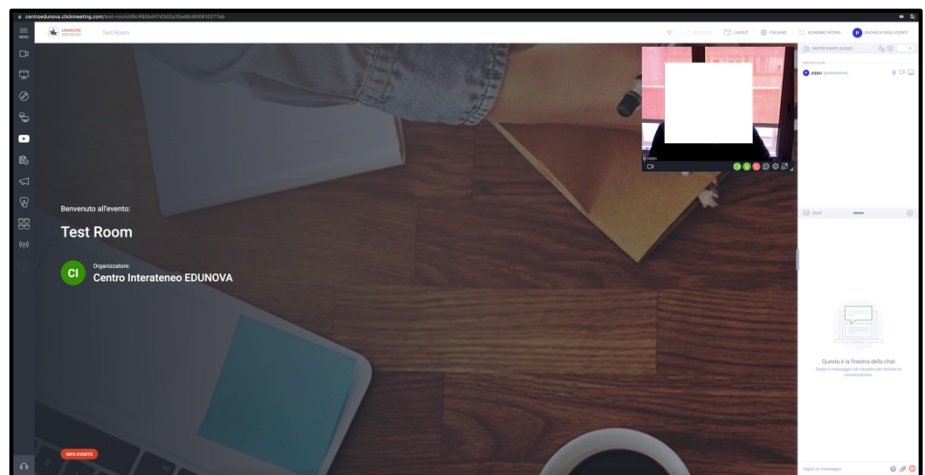


Figure 3

The pod's green camera and microphone icons indicate that webcam and audio are active. You can deactivate and reactivate the webcam and microphone by clicking on these icons.

If the audiovideo configuration window cannot access your webcam and/or microphone, check that you have granted permissions to your browser: in Google Chrome click on the lock icon located on the left of the address bar and check that both the camera and the microphone are selected "allow" (*figure 5*).

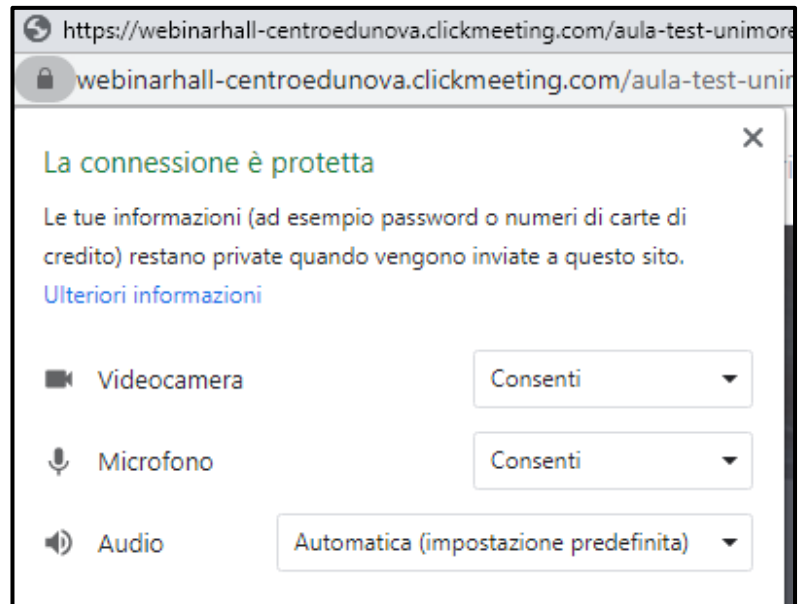


Figure 4

Note: Clickmeeting has a limit of 4 simultaneous audio and video triggers and 8 people designated as presenters (including the two hosts who will be following the event). Once the limit of 8 presenters has been reached, the next speakers will be connected as normal spectators; the administrator will then make you a presenter according to the pre-established schedule; at the end of your speech you will be included again among the participants and the role of presenter will be given to the next speaker. The moderators will be assigned the role of presenter for the duration of the session they are chairing.

5) Any presentations (in pdf format) will already be preloaded in the classroom and will be opened by the administrator.

Once opened, you will see, at the bottom below the slides, a control bar: the buttons to click to move forwards and backwards in the presentation are located on the far right (Figures 6 and 7), but you can also use the left and right directional arrows on your computer.

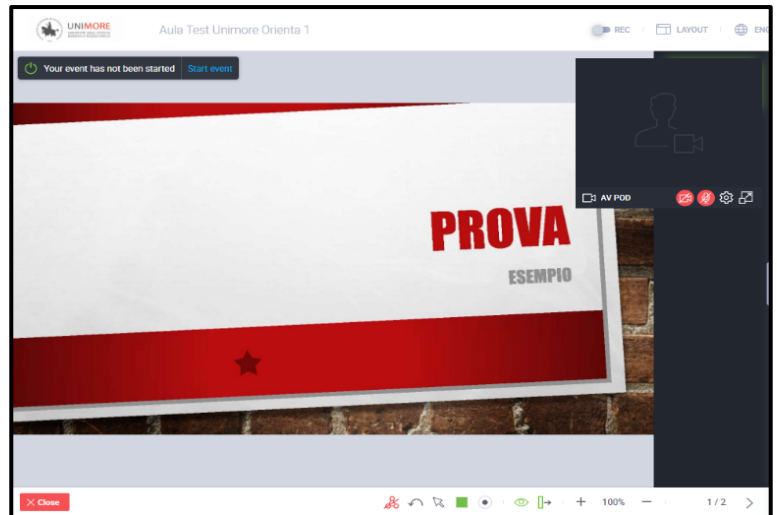


Figure 5



Figure 7

In addition, you can move the AV pod freely by simply dragging it, or you can anchor it in the right column by clicking, within the pod itself, on the last icon, "collega" ("connect"), immediately to the right of the gear icon. (Figure 8)

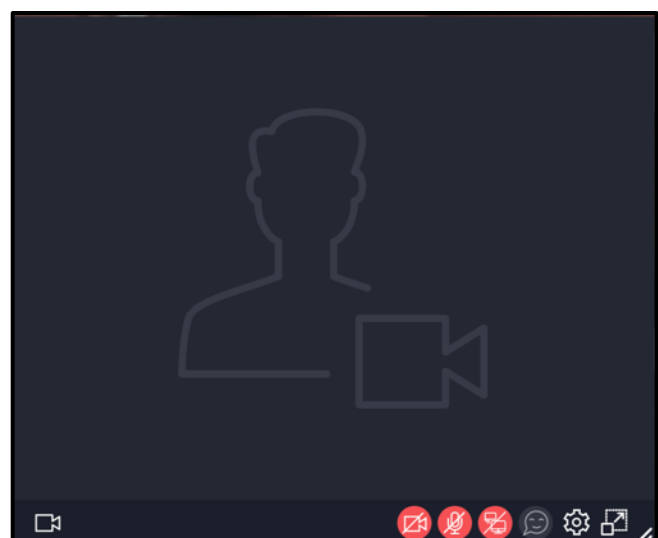


Figure 6

6) While you are a speaker, NEVER CLICK on the headset icon at the bottom left (*figure 9*) which would close the event and disconnect participants, nor on the other icons on the left bar, unless specifically instructed by the administrator.

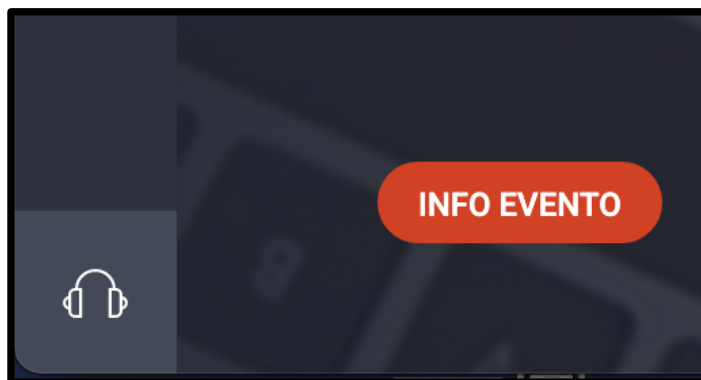


Figure 7

7) To exit the videoconference room, click on the "BACHECA DEGLI EVENTI" ("EVENT BOARD") icon at the top right and then on the red "ESCI DALL'EVENTO" ("EXIT EVENT") button at the bottom (*figure 10*).

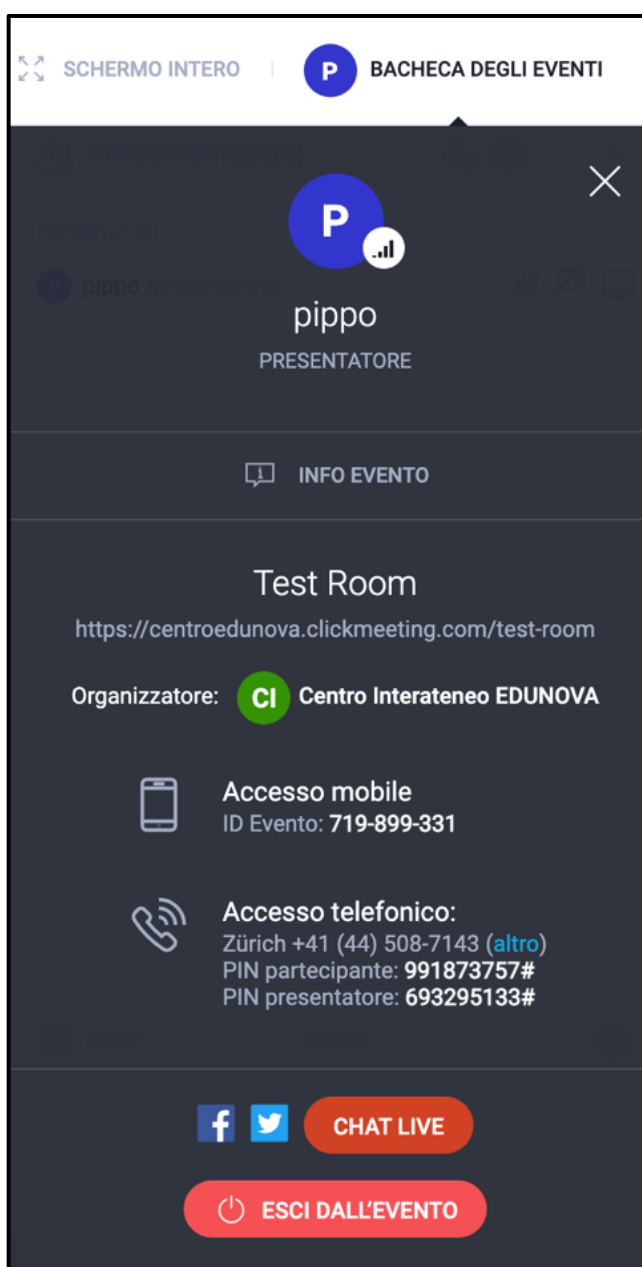


Figure 8

8) Event registration will be triggered and managed by the administrator. The administrator will also "open" the room to allow participants access at the start time of the event as indicated in the programme.

The administrator will notify you when the room has been successfully opened and registration has begun, giving you a signal to start the conference.

9) In the right column of the virtual classroom there will be a list of participants and a chat room.

The participants will not be able to intervene verbally, but they will be able to ask their questions or express their considerations by writing in the chat (*figure 11*).

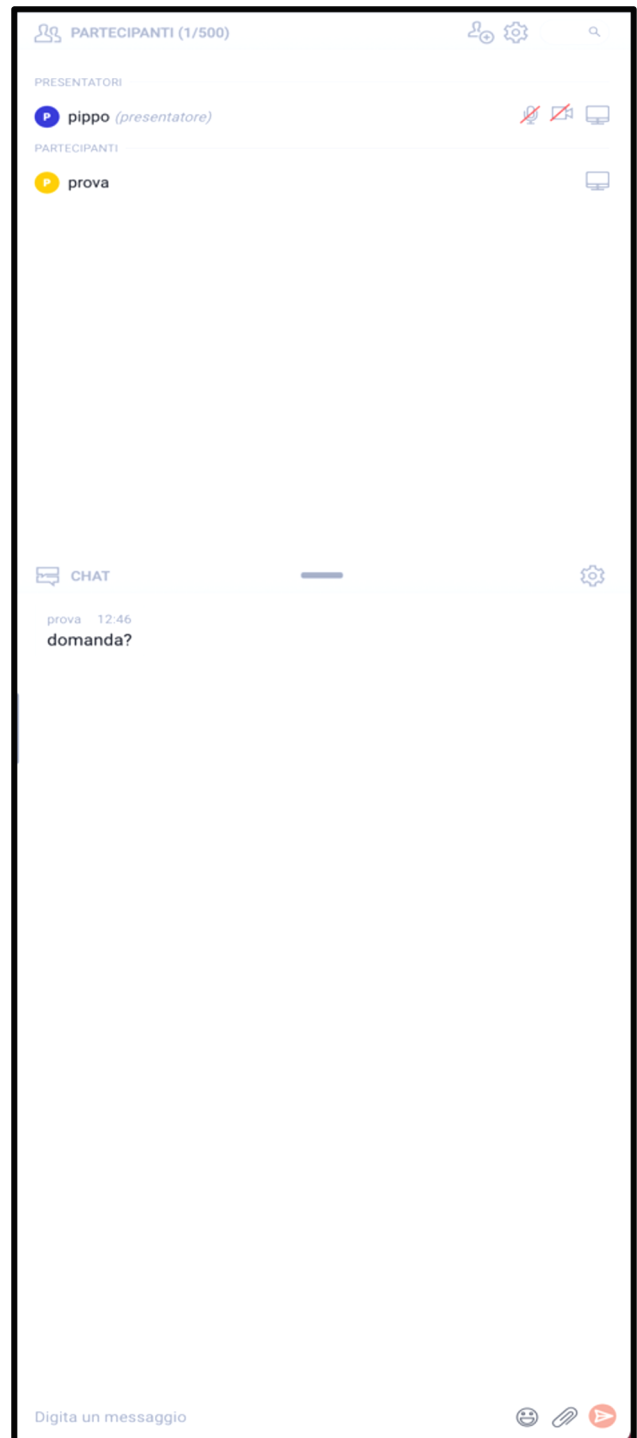


Figure 11