

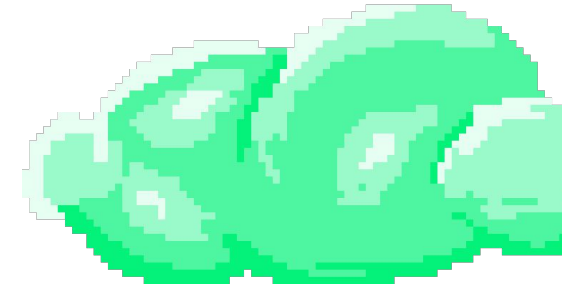
How to use WorkAdventure

First steps




Configuration

Name



Step 1

*Enter your name
(8 characters max.)*

 **WorkAdventure**

Enter your name

Jolene!

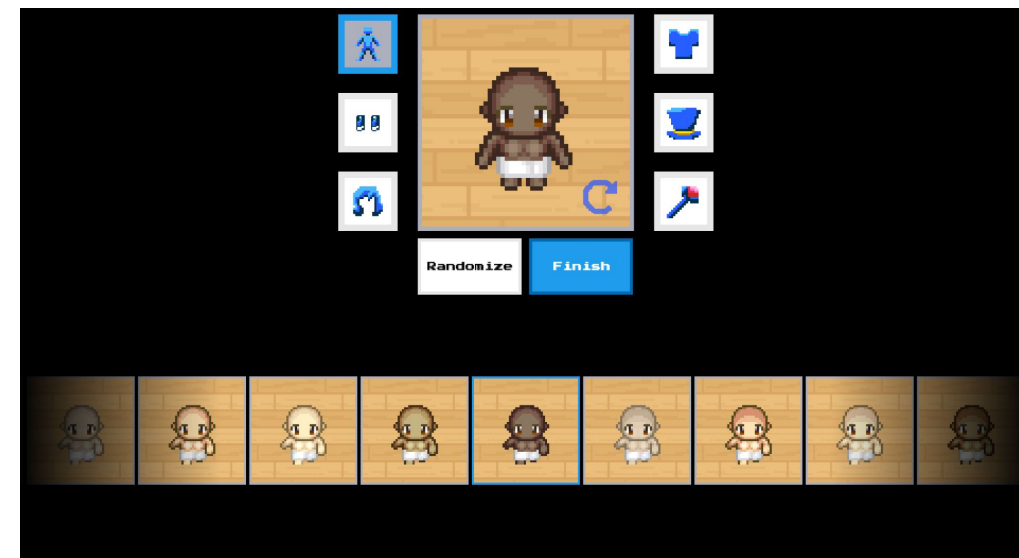
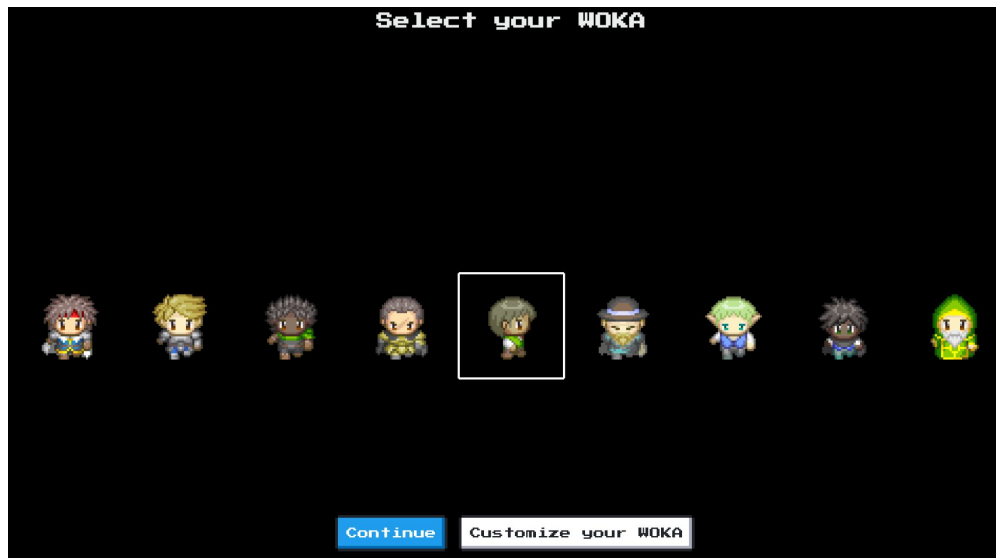
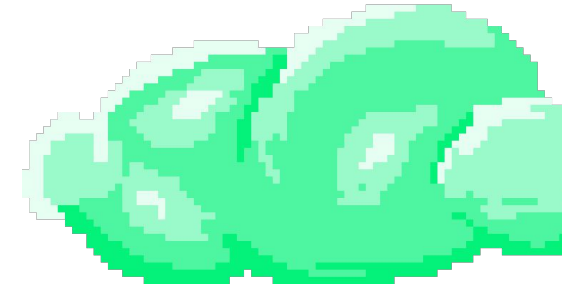
By continuing, you are agreeing our
terms of use, privacy policy and cookie
policy.

Continue



Configuration

WOKA



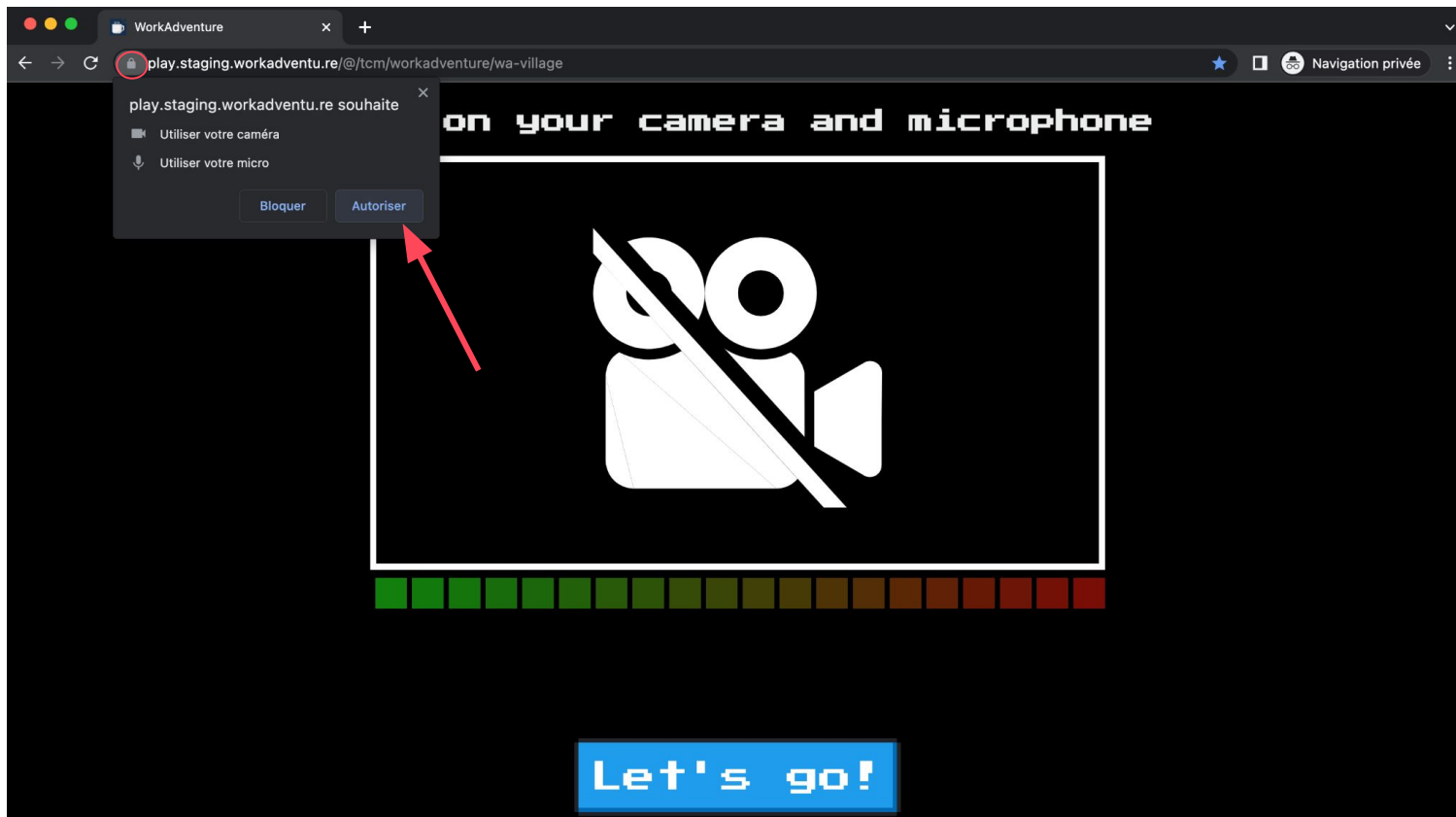
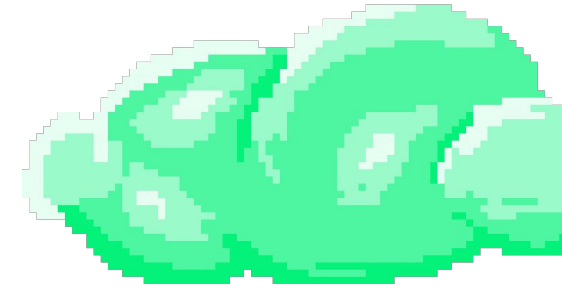
Step 2

*Select a ready-to-use WOKA by scrolling right,
or click on the white button to either customize your WOKA or pick up a random one*



Configuration

Camera & Mic



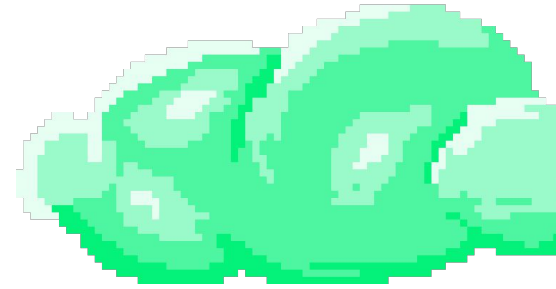
Step 3

*Authorize your camera and microphone
(if you're facing any issue, please verify your camera and mic
are well authorized in the browser you're using)*



Onboarding

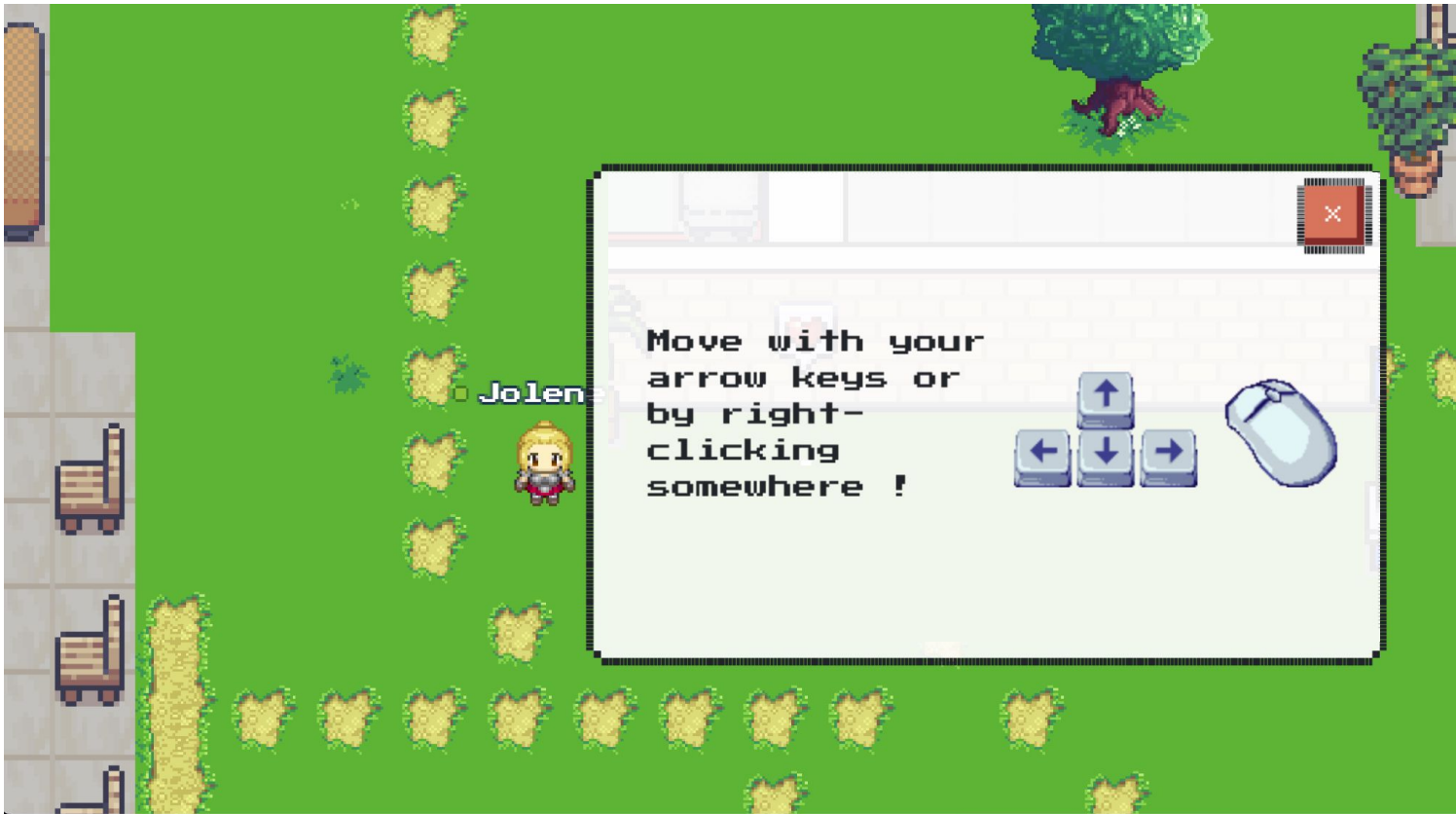
Move your avatar



Step 4

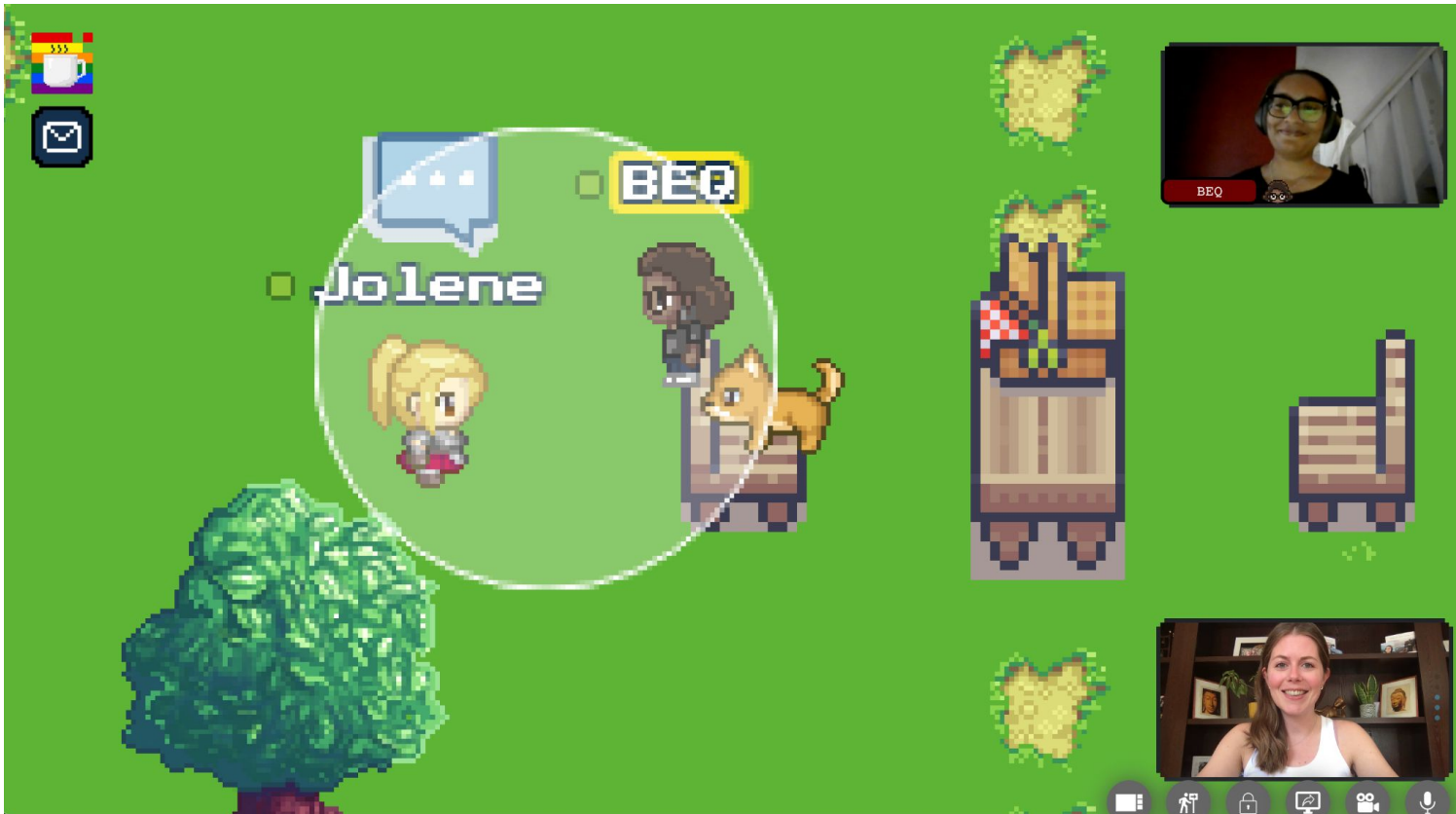
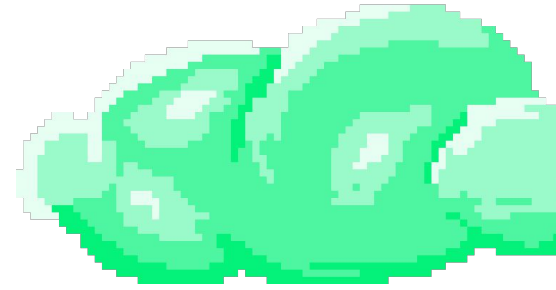
Follow the first connection tutorial to get the basics.

*Move your avatar with your arrow keys, or by right clicking somewhere.
(if your WOKA doesn't move, focus on your map by clicking anywhere with your mouse, or refresh your page)*



Onboarding

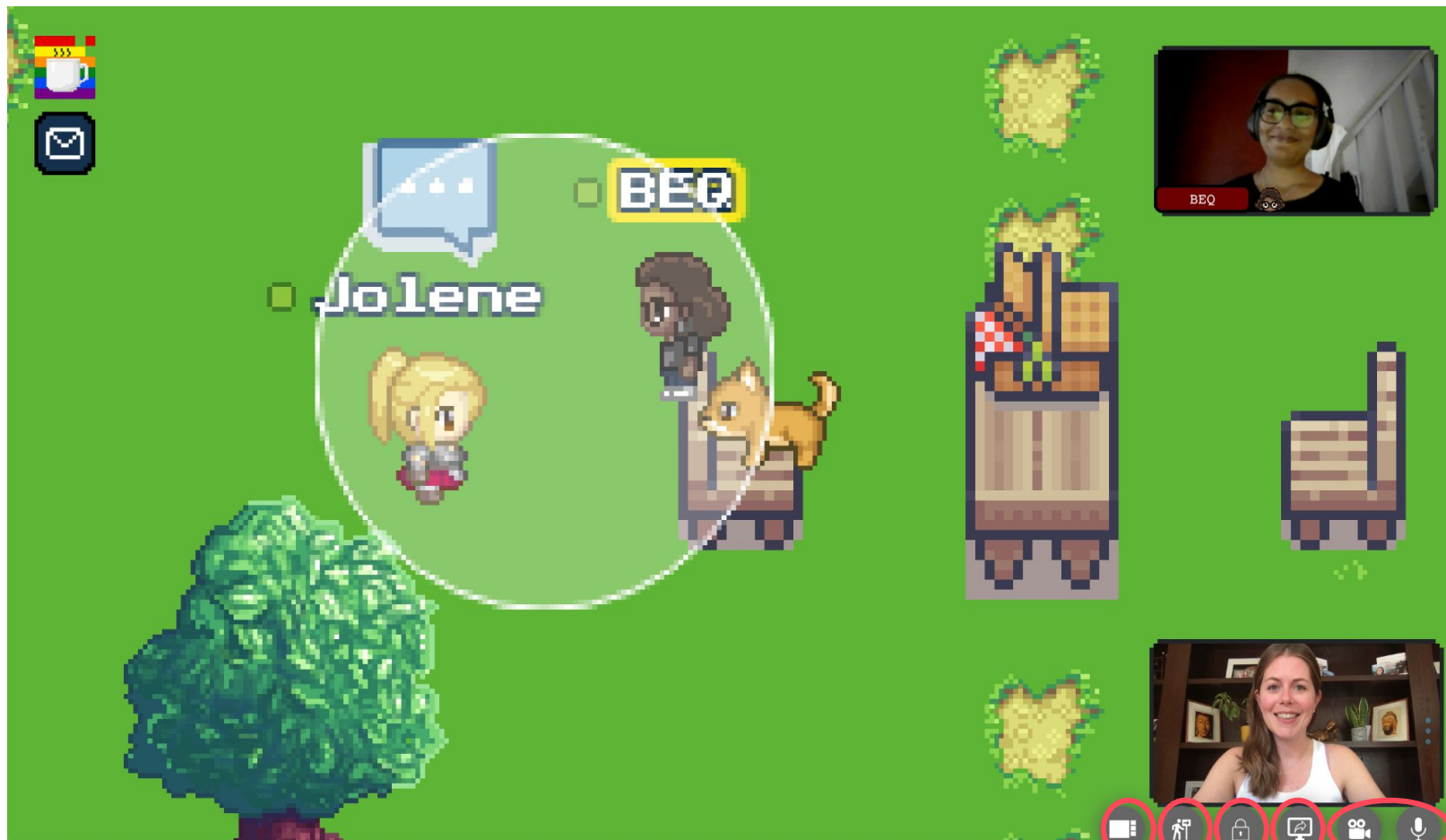
Connect with someone



Step 5

*Walk up to another WOKA to create a bubble zone, your camera & mic will automatically be switched on
(4 WOKAS in a bubble zone max.)*





Change the screens positioning

Ask someone in your bubble zone to follow you

Lock your bubble so that nobody can enter your conversation

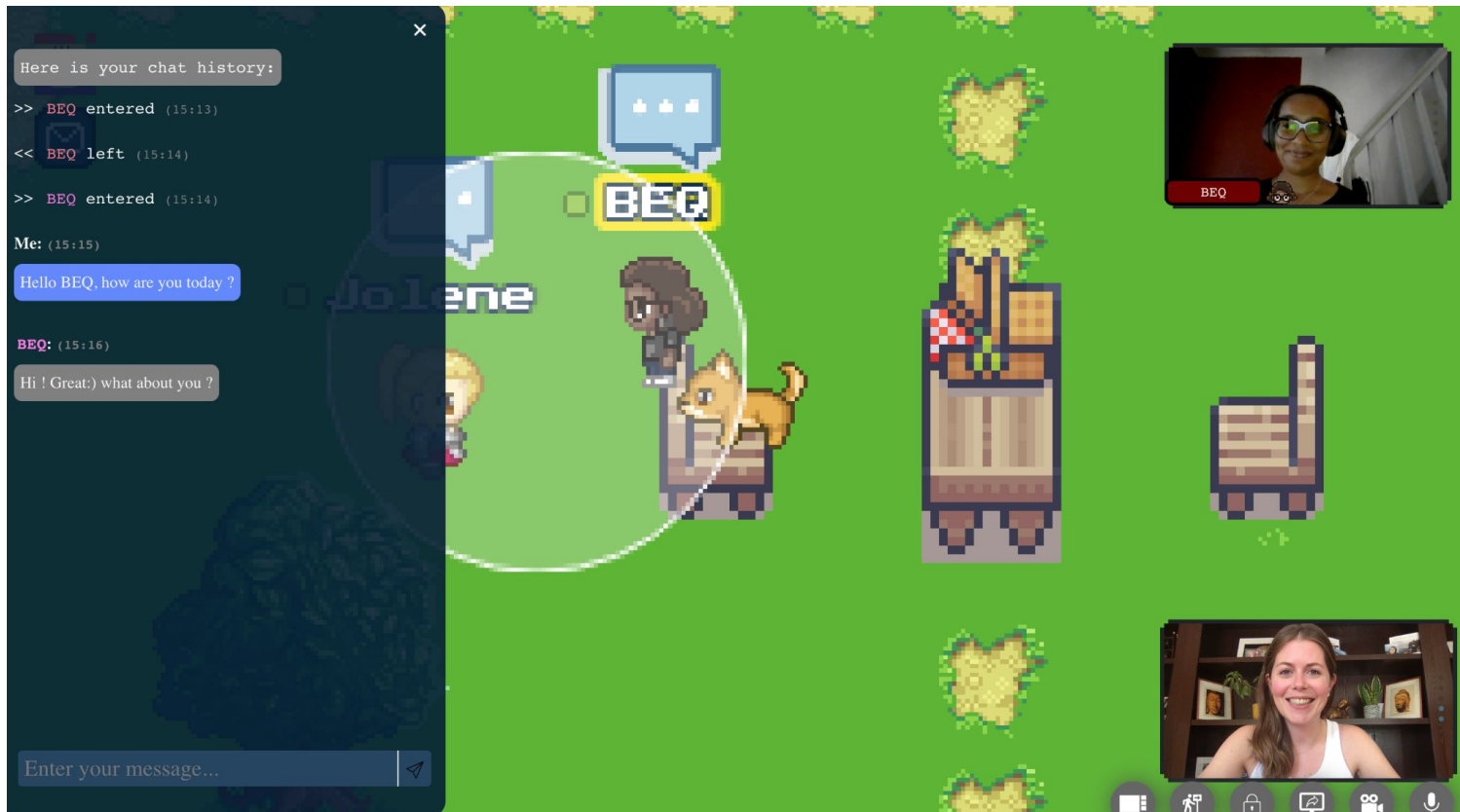
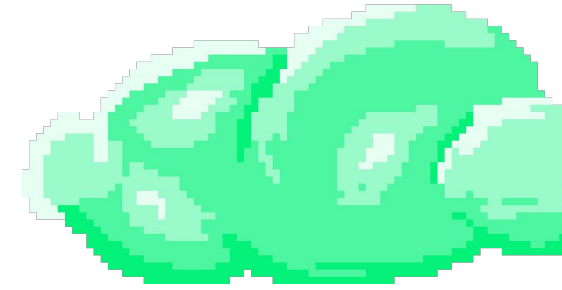
Share your screen. Click on the sharing screen to make it bigger or smaller

Deactivate or activate your camera and microphone



Onboarding

Chat with someone



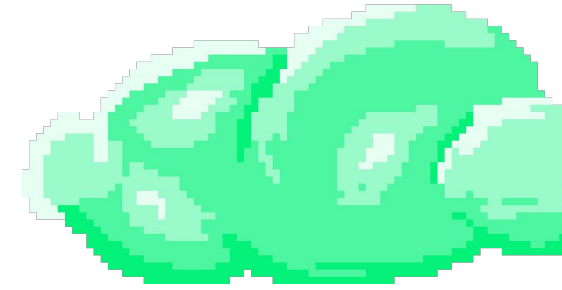
Step 6

Click on the button  on the top left of your screen to chat with someone (everyone in your bubble zone at that time will receive your message)



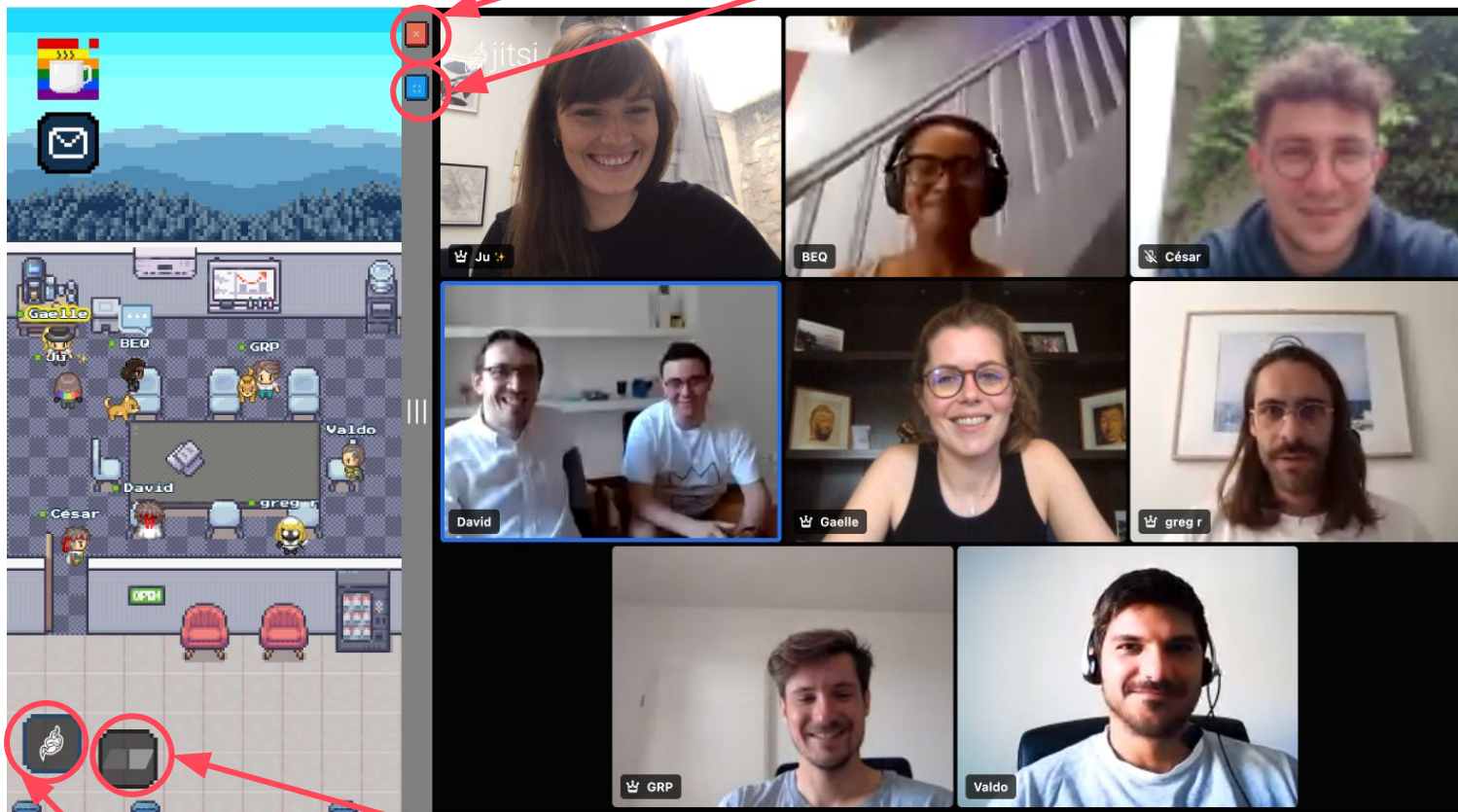
Onboarding

Conference room



Close the conference

Extend or reduce the conference screen



Step 7

Enter a conference room or zone
(unlimited number of WOKAS)

Depending on the settings, you either
enter automatically in the conference or
by clicking on the space key of
your keyboard

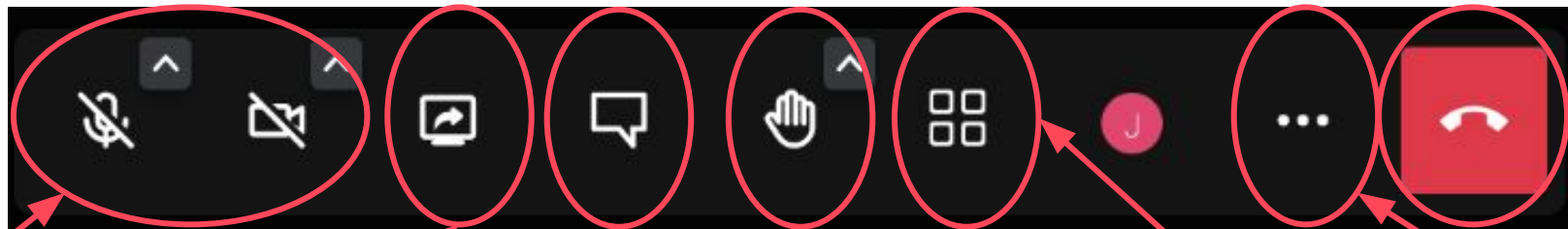
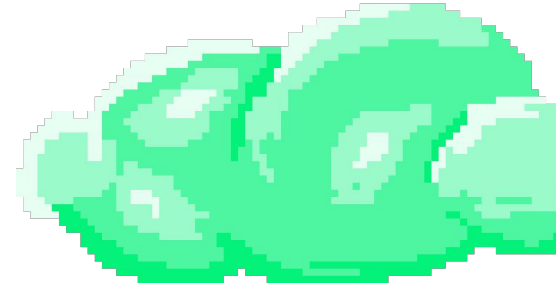
Close the conference

Open or close a co-website



Onboarding

Conference menu



Deactivate or
activate your camera
and microphone

Share your screen

Open the chat or
the survey system

Raise your hand (speakers
will be notified) or send
emojis

Get a mosaic view of
all participants

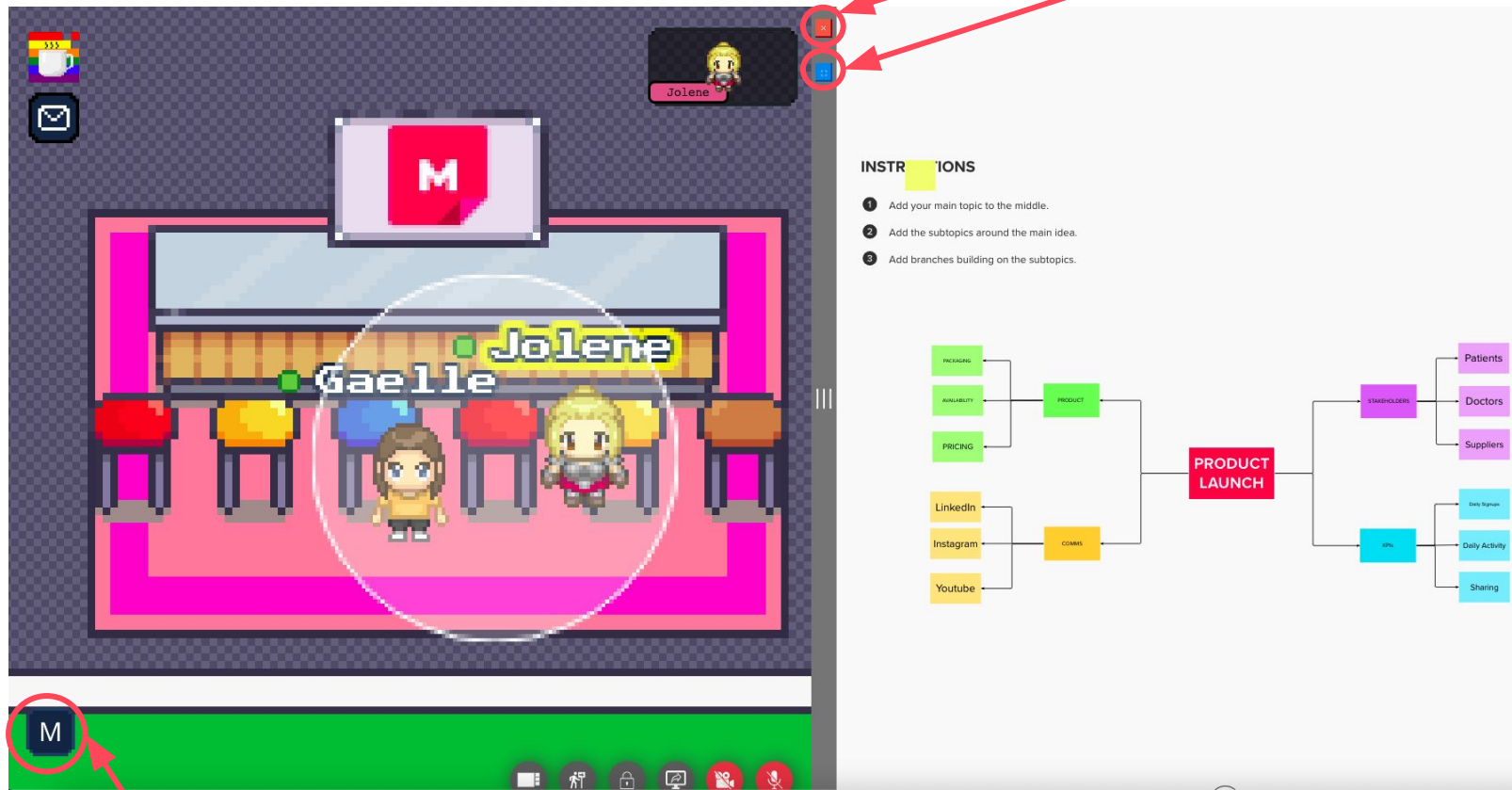
Change your settings

Leave the conference



Onboarding

Interactive zones



Close the interactive window

Extend or reduce the conference screen

Step 8

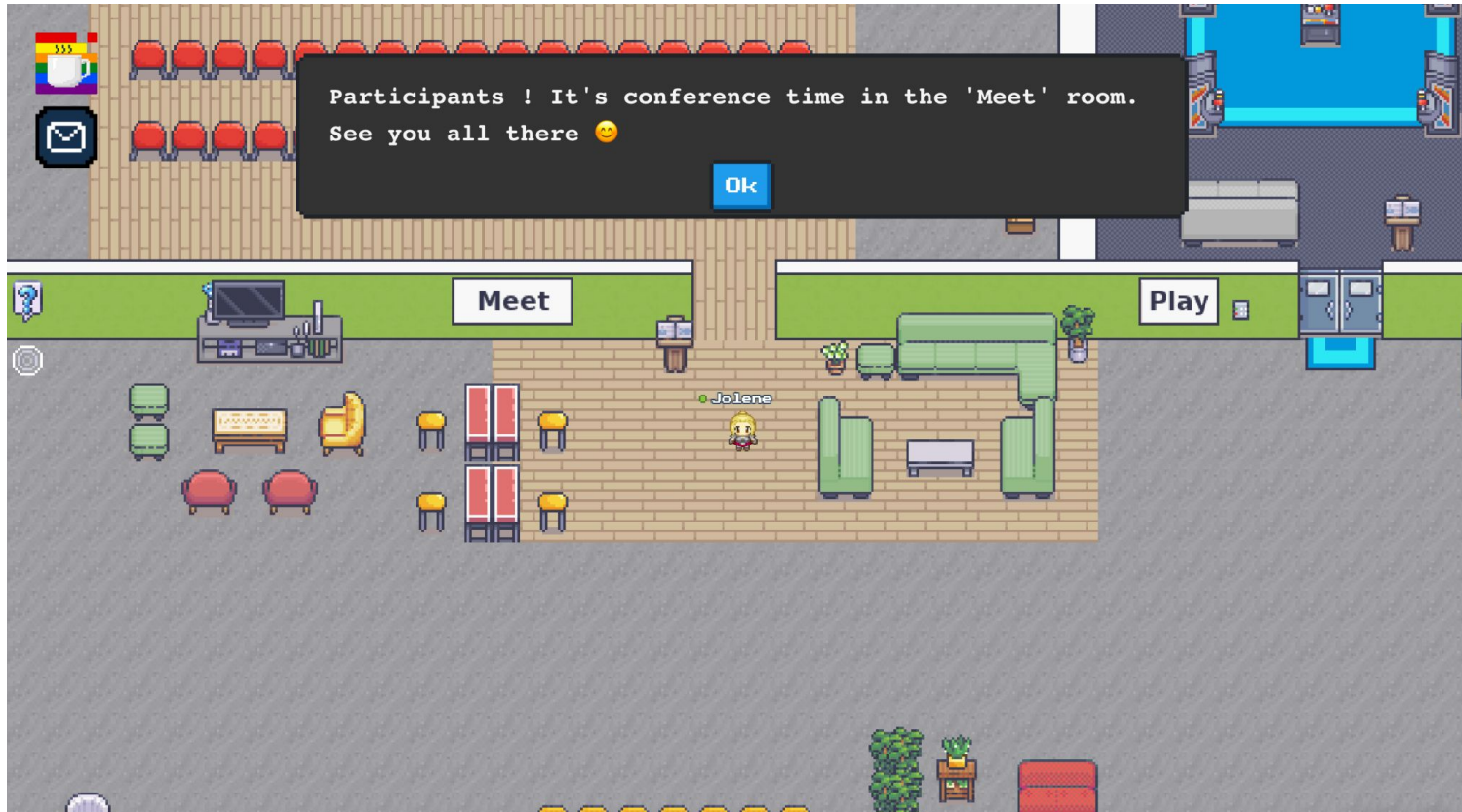
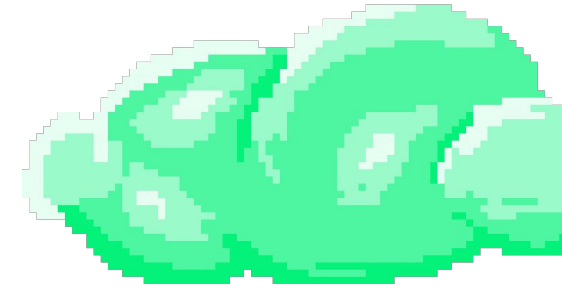
Interact with interactive zones by walking into them or by clicking on the space key of your keyboard.

A window will open at the right of your screen with something integrated in it: a work tool to collaborate with your team (ex. Mural), a website page, a survey document, a Youtube video ...



Onboarding

Global messages



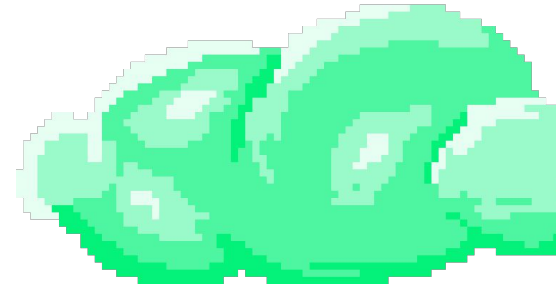
Step 9

Administrators can send global messages to everyone
(Follow instructions and click on 'OK' to close the pop up)



Onboarding

Silent zones



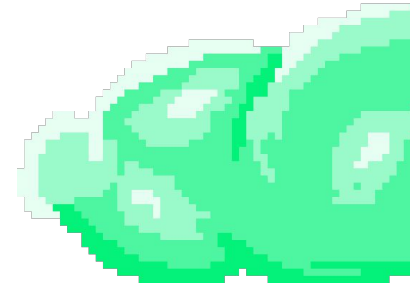
Step 10

Silent zones are used when you need not to be disturbed. Nobody will be able to connect with you and your camera & mic will be switched off automatically
(Silent zones are always in a red square)



Onboarding

Tips

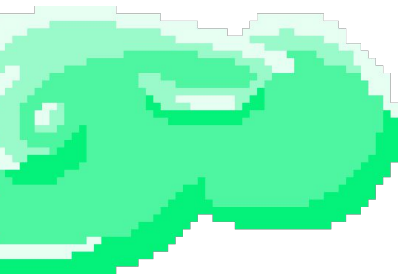


If your camera & microphone are not working, please check directly your browser authorisation or close any other kind of video-conference app that you may have opened.

If you cannot entered a bubble zone, a conference room, an interactive zone, or if you screen freezes, please refresh your page.

If you cannot hear or see a screen sharing in a bubble zone or in a conference room, please leave the zone and enter it again.

If you need any kind of support, please email us: hello@workadventu.re
Or talk to the team directly in our virtual offices: [WorkAdventure village](#)



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