Nexus
Web Meet Training

☑ Check your internet browser compatibility

Join the training presentation

☐ **Step 3 - Send a chat message to the class**

> ## Enter "Hello" in the text box, then click "Send"
> ### (lower right)

Send

☐ **Step 4 – Join conference audio**

> ## Select the headphones icon
> ### (upper left)

🎧

🔊

Listen Only

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Welcome!

Today's Agenda

Part 1: Introduction

Part 2: Watch a demonstration

Part 3: Practice your media connections

Part 4: Explore additional features of Nexus

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☐ **Step 5 – Watch the demonstration**

A new tile will appear in the room showing the presenters desktop

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☐ **Step 6 – Open up your media options**

Log out of the conference room, then follow the prompts to return to this room

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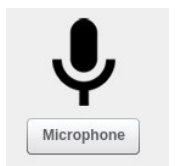
Join conference audio

Watch the demonstration

Open your media options

Step 7 – Join conference microphone

Select the headphones icon, and this time select the microphone option
(upper left)

Step 8 – Join conference video (optional)

Select the camera icon.
(This will share your camera.)
(upper left)

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Join conference microphone
Join conference video

☐ **Step 9 – Play with other conference room features**

Private chat messages

Options

Display language

English ▼

Layout options

Default Layout ▼

Tile resizing

Change presenter mode

Users
Status
➤ 🖥

Draw tools

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Nice Job! What's next?

Account activation after two trainees.

Q&A

General information webinar sessions.

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