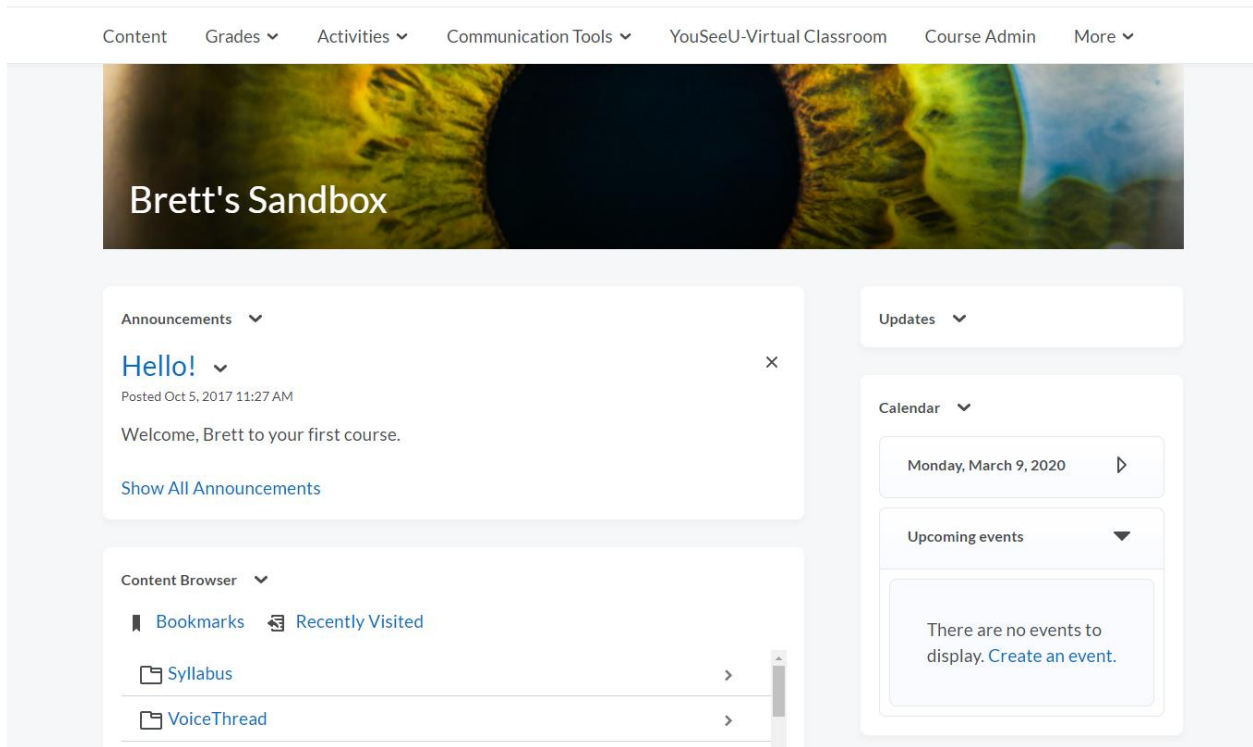
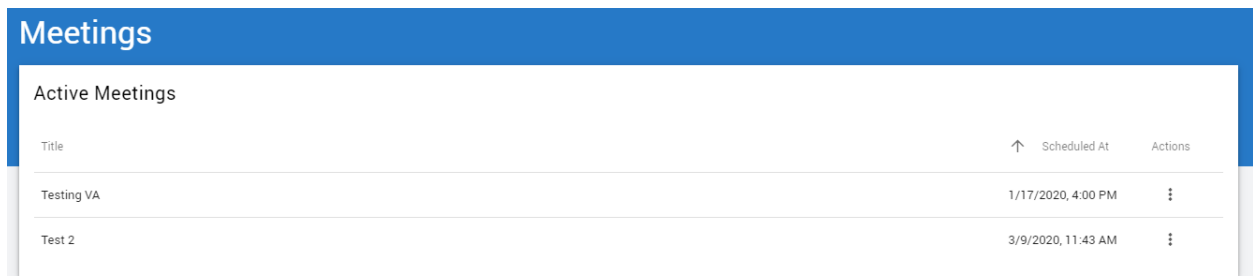


YouSeeU Instructions for Students

Click on the YouSeeU in the navigation bar on the course homepage.



When you are ready to begin your meeting, click on the three dots to the far right of the meeting name.



Once you click on the three dots a drop down will appear. You will want to select Launch to start your meeting.

YouSeeU Instructions for Students

The screenshot shows the 'Meetings' section of the YouSeeU interface. It is divided into two main areas: 'Active Meetings' and 'Recorded Meetings'. The 'Active Meetings' table has columns for Title, Scheduled At, and Actions. It lists 'Testing VA' (scheduled for 1/17/2020, 4:00 PM) and 'Test 2' (scheduled for 3/9/2020, 11:43 AM). The 'Recorded Meetings' table has columns for Title, Actual Start Time, and End Time. It lists 'Training 2' (started 2/13/2020, 2:32 PM, ended 2/13/2020, 3:10 PM) and 'Test 116' (started 10/9/2019, 11:04 AM, ended 10/9/2019, 11:15 AM). A context menu is open over the 'Test 2' entry, showing options: Launch, Copy External Link, Manage Invites, Edit, and Cancel.

You will then enter the Meeting Lobby. There is an invite link, call-in phone numbers for the meeting, computer pre-checks, Tips for using YouSeeU, and much more. You can test your system to make sure it is compatible with YouSeeU. When you are ready to enter the meeting, click on the blue button and the bottom of the information that says “Enter Meeting Room”.

The screenshot shows the 'Meeting Lobby' page for a meeting titled 'Test 2'. It includes the following information:

- Meeting Lobby**
- Test 2**
- Moderator:** Murrey Brett
- Invite link:** <https://ysu-na.youseeu.com/sync-activity/invite/415125/db1e995877b07a47734dc65e5a574b678i-scope=d2l-resource-syncmeeting?id>
- Starting Time:** Monday, March 9, 2020, 11:43 AM CDT
- Duration:** This meeting has a maximum duration of 60 minutes from the starting time.
- Joining:** After meeting is started you can join it using the phone, dial
 - +1 (720) 410-9338 United States of America - Colorado
 - +1 (259) 768-6161 Canada - Ontario
 - +1 (450) 700-1265 Canada - Quebecand enter 15125# when prompted. Please check that the area code matches your region. Charges may apply.

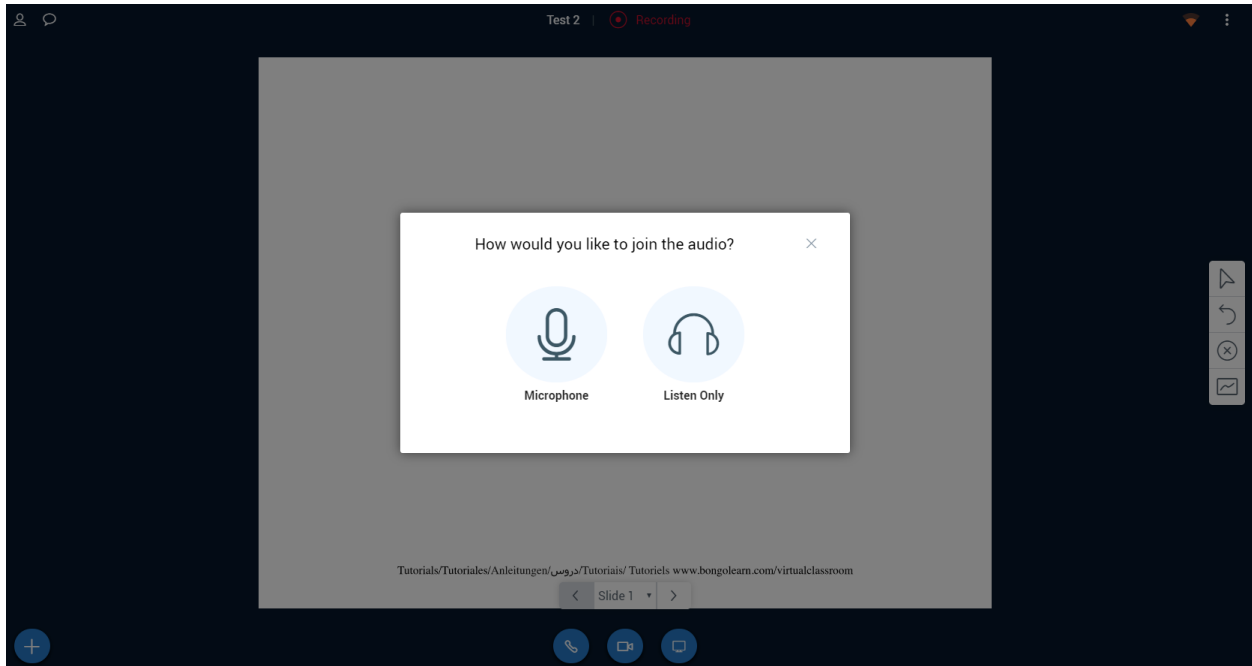
Below this information are sections for:

- Computer Pre-checks:** Please click [here](#) to ensure your computer is ready for your meeting.
- Quick Tips:**
 - We recommend using the latest version of Chrome, Firefox, or Edge (Chromium version), Safari for iOS devices.
 - Use **headphones** instead of speakers to prevent voice echo.
 - Click the **Enter Meeting Room** button to enter the meeting, or click the **Enter Meeting When Started** button to be automatically entered into the meeting when it starts.
- Session Management:** Includes links for Audio and Video, Recording, and Participation.

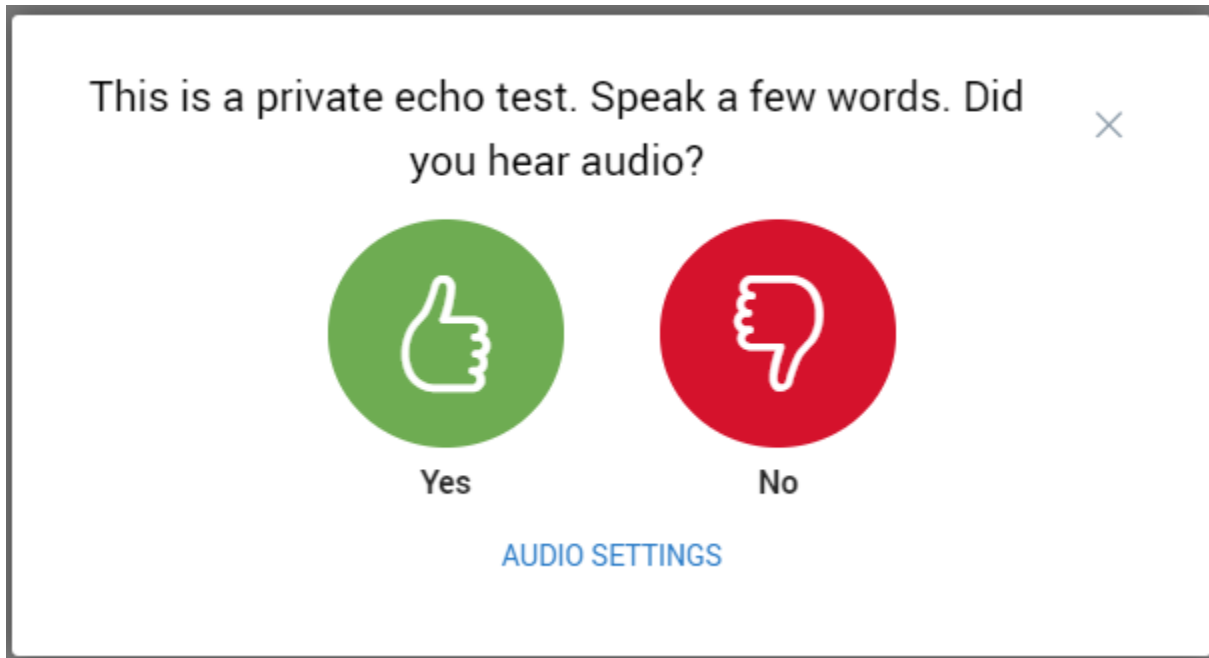
At the bottom of the lobby is a prominent blue button labeled 'Enter Meeting Room'. Below the button is the text 'POWERED BY bongo'.

You will want to select Microphone if you want to be able to interact with others in the meeting room. Listen only allows you to listen to the meeting, it does not allow you to speak during the meeting.

YouSeeU Instructions for Students



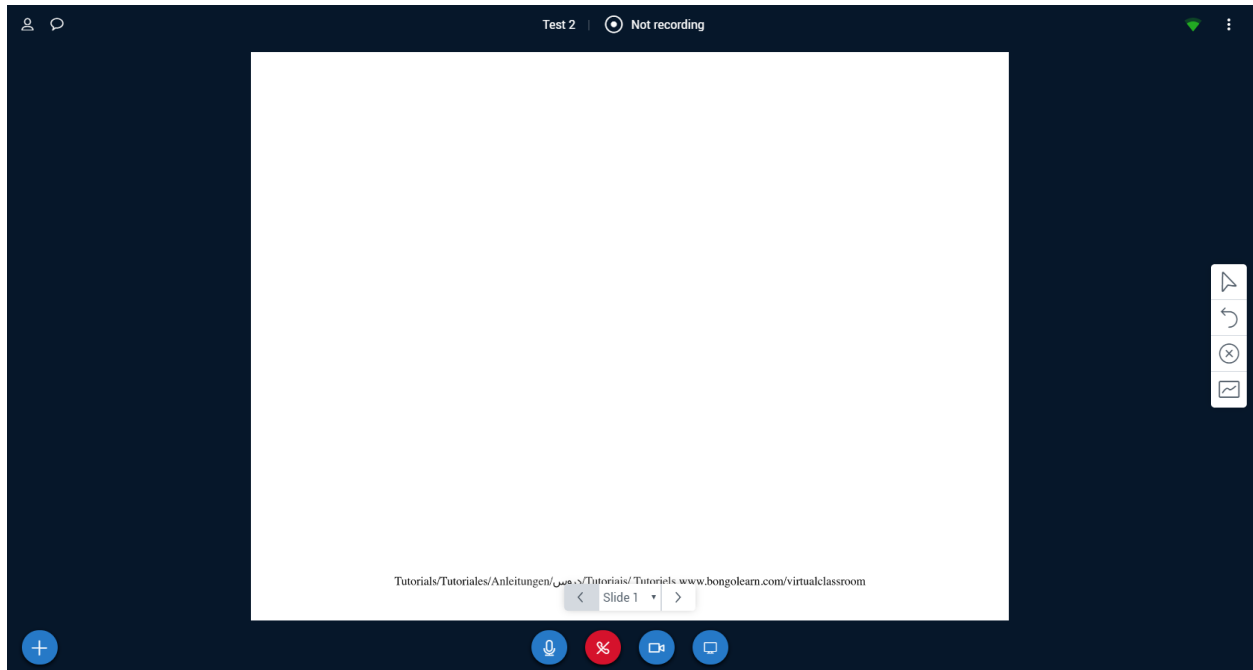
Next will be the echo test. This is to insure that you can hear and your microphone is working.



Once you click "Yes", you will be given access to the meeting. If you click "No", there will be Audio Settings that you will need to change to access the meeting.

This is the layout of the meeting room. We will begin in the upper right hand corner with the Green Triangle.

YouSeeU Instructions for Students



This is a signal indicator. It lets you know how strong your signal is with YouSeeU. You want it to remain green during your meeting. It may change to yellow or orange, but if it goes to red, you have lost your signal.

To the far upper left-hand corner of the meeting page you will see a speech bubble and a head and shoulders icon. The chat bubble will open the chat dialogue box for you to chat in. The head and shoulders icon will allow you to see who is in the meeting room at any given time.