SpatialChat — Instructions: logging in & moving around

1. SpatialChat

You have received an invitation to participate in an online meeting in SpatialChat. It is an online tool in which participants can move freely and individually between groups and people. Interaction with others is based on **proximity**. The closer you are, the better you can see and hear the other person.

Contact

Out of reach

2. Opening the invitation

Click on the invite link – or copy and paste it into the address bar of your internet browser and click enter. SpatialChat opens automatically: no downloads needed.

You will now be asked to create your very own 'business card'.

- Enter your name
- Enter name of you organization
- You can choose to upload a picture

- Then, press **Continue**.

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For others to see and hear you, your browser will request access to your cam and mic. You can still turn them back off at any time.

Continue

3. Camera + audio

Give permission to use your camera and microphone.
In the test screen, both icons should be green.
Are they red? Click on them.

If you can see yourself in the screen, your camera is working.
If the bar next to the microphone icon turns green, your audio is working as well.

If everything is working, click on **Join Space**.

Join Space

Is it not working?

4. Welcome to SpatialChat

You will now automatically **enter the 'reception' room**.

To move: Click on your own icon, hold it and drag yourself to the desired location in the room. As soon as you let go of the icon, it will stay on that spot until your drag it away again.

Bigger/smaller screen: In the bottom right, you can zoom in and out. You can also do this with your mouse. ➔
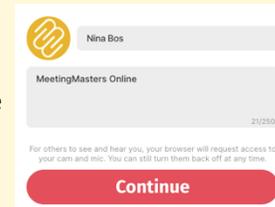
100%

Making contact: If you move closer to another person in the room (and they have their camera and audio switched on too) you can see and hear each other.

5. Moving between rooms

In the meeting, there will be several different rooms. You can see them on the right side of your screen. **Choose a room**, click on the name of the room and you will go there automatically.

Can't see the rooms? Click on this icon on the top right of your screen:

The button will change color and the list of different rooms will appear (incl. participants) under it. Click on the name of the room you want to enter.

Help & FAQ

User FAQ on SpatialChat
https://www.meetingmasters.online/en/spatialchat-faq

More info on SpatialChat?
https://www.spatial.chat

More info on MeetingMasters?
https://www.meetingmasters.online/

Instructions: important functions

Chat

You can send other participants messages by clicking on the chat icon in the top right corner.

You can send a message to a whole room or direct to one other participant. For that, make sure you click on the correct option:

Type in your message at the bottom where it says **Type a message.** Then, click on the little 'airplane' to send it.

Looking for participants

Are you looking for someone? **Find** other participants:

If you can't see the rooms, open this:

Then, click on the magnifying glass at the top:

Type in the name of the participant that you are looking for. Click on their name. SpatialChat will automatically move you to the room in which that person is located.

Presentation room

The presentation room (/stage room) is a **listening space**. Your camera and microphone will be switched off automatically and you cannot move freely anymore. You can recognize this room by its symbol (see header).

Only the presenter is visible and hearable. Participants can ask questions via the chat. You can also give reactions via this bar at the bottom:

Going back to a regular room? Switch on your camera and microphone back on again.

Reactions

You can also **post quick reactions** in words or emoticons. These will shortly pop up next to your icon. You can find these in the bottom bar:

You can find **extra sharing options** under the 'plus' sign (e.g. share pictures/ video/ Gif/ textlinks). Sometimes, these options may be switched off by the organizer.

Megaphone

Do you want to **reach everyone in the room** at once? Click on the megaphone in the bottom bar.

A little green megaphone will appear next to your icon. You are now directly hearable by everyone in the room, no matter their distance from you.

Want to switch it off? Click on the megaphone icon again.

Switching camera on/off

You can switch your microphone and camera on/off at all times. To do this, click on the camera and microphone icons in the bar at the bottom.

If there's a red line through the icon, your camera and/or microphone is switched off.

Pay attention: if you move from the presentation room to a 'regular' room, your camera and microphone will automatically be switched off. You can turn them back on yourself.