How to join Switcher Chat

A QUICK GUIDE 🕇





In this guide, we'll be talking you through how to join Switcher Video Chat as well as a few button controls you have, when you're a guest or presenter on a virtual event.

To join as a guest or presenter, please click the link you have been provided ensuring this opens in the Google Chrome browser.

If it doesn't, please copy the link and paste it into a Chrome browser tab.

There is a video version of this guide - to view it, please click here.



On the page that opens, you first enter your name and then click 'Continue'.







On the next page, select your camera, your microphone and your speakers.

It's a good idea to use the 'test' function on speakers and microphone at this stage to confirm they are working.

While on this page, the system will do a network connection test and, hopefully. You'll see a 'your network is good' or 'your network is excellent' message!

Once done, click 'join room!'





Once in the room, when others join, you will see them in the screen.

Move the mouse around and you will see a toolbar appear at the bottom.

On the bottom left of your screen, there is a cog icon – this brings up a box which allows you to change you camera, microphone or speakers.

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Apps

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III Apps







There are then 3 buttons in the middle of the screen...

The first is a **camera on/off** button.

The middle one is the **microphone mute/ unmute** button and finally, there is a **share screen** button which we will talk you through if we need you to use it!

Lastly, on the bottom right of the screen there is a red X which is the button to use when you are ready to leave the call – please don't use this until requested!

That's it – all very simple but if you have any problems, please send an email to production@streeem.com



Chat

✓ hello@streeem.com✓ 01424 300310

Visit

The Granary, Beech Farm
North Trade Road, Battle
East Sussex TN33 OLL

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