KUDO Meeting:
How to join guide

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Joining from a computer

1. **Click on the KUDO link provided by the meeting organizer.**

   Enter your **Display Name** and **Email**, then click **"JOIN"**, and you are in!

   KUDO is compatible with Google Chrome, Mozilla Firefox, and Microsoft Edge web browsers.

2. **Prepare to enter the meeting room.**

   Give your browser permission to use your microphone and camera on KUDO.

   Test your microphone, camera, speaker, and internet connection before entering the meeting.

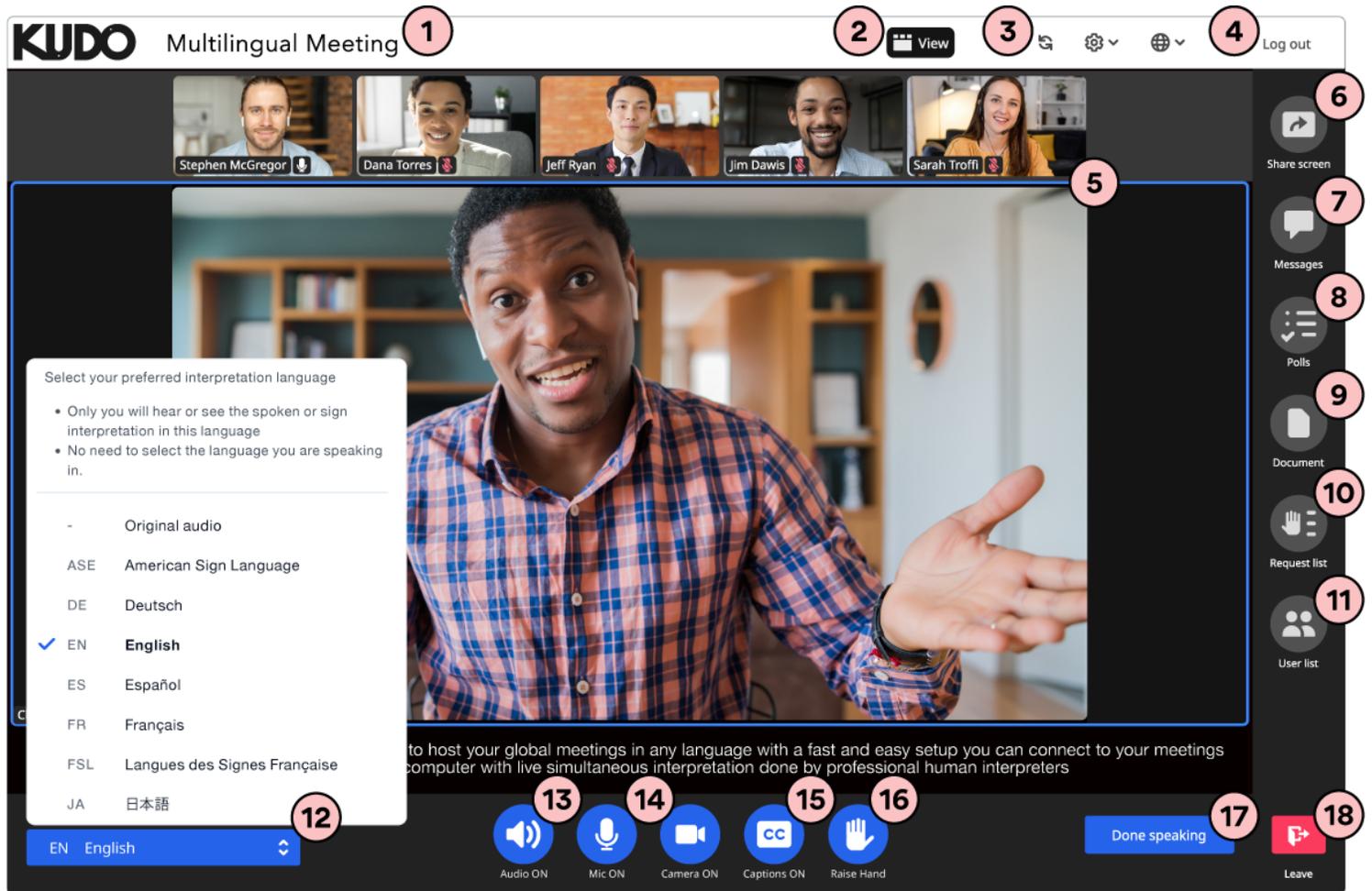   Click **"Join"** when you are ready to enter the meeting.

3. **Enjoy the meeting!**

   Once you are in, click on Floor and choose your preferred language from the dropdown list.

   On the top of the screen, you can click on the 🌐⌄ icon to change your interface language.
   NOTE: this does not select the interpretation language you want to listen to during the meeting.
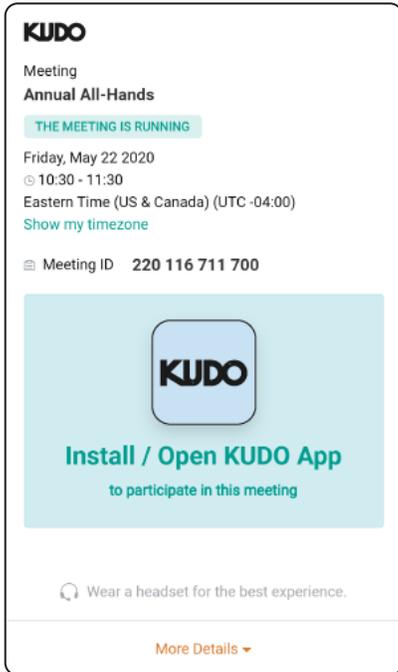
Refer to the guide below to familiarize yourself with KUDO features that may be available in your meeting.

KUDO Multilingual Meeting (1) (2) 📺 View (3) 🔄 ⚙️⌄ 🌐⌄ (4) Log out

(6) Share screen

Stephen McGregor 🎤 Dana Torres 🔇 Jeff Ryan 🔇 Jim Dawis 🔇 Sarah Troffi 🔇

(5)

(7) Messages

(8) Polls

(9) Document

(10) Request list

(11) User list

Select your preferred interpretation language

- Only you will hear or see the spoken or sign interpretation in this language
- No need to select the language you are speaking in.

-	Original audio
ASE	American Sign Language
DE	Deutsch
✓ EN	**English**
ES	Español
FR	Français
FSL	Langues des Signes Française
JA	日本語

to host your global meetings in any language with a fast and easy setup you can connect to your meetings computer with live simultaneous interpretation done by professional human interpreters

EN English (12)

(13) 🔊 Audio ON (14) 🎤 Mic ON 🎥 Camera ON (15) CC Captions ON (16) ✋ Raise Hand (17) Done speaking (18) Leave

1 Meeting name
Indicates the name of the meeting or event.

2 View mode
Switch between different layout options to view participants, shared screen, and sign languages interpretation when available.

3 Interface and media settings
Refresh the session, select the language for the interface, and configure the mic/speaker/camera to use on the meeting, and test your connection.

4 Display name and Log out
See your display name; Exit the meeting and log out of.

5 Vide window
Embedded video or presentation window.

6 Share screen
Share specific window or your entire screen.

7 Messaging tab
Select the chat channels to communicate with operator and other participants.

8 Polls tab
Submit votes and view the results when the Operator/Host publishes them.

9 Documents tab
Access to view and download documents shared on the meeting.

10 Request list tab
See the participants who have requested to speak

11 User list tab
Overview of currently connected users, and check status of their mic and camera.

12 Language selector
Select and interpretated language to follow from the list.

13 Incoming audio switch
Activate or deactivate the sound from other participants/interpretation.

14 Mic and Camera controls
Activate or deactivate your microphone and camera to participate in the meeting.

15 Captions switch
Activate or deactivate real-time captions. The captions are displayed in the same language you have selected to follow to.

16 Raise/Lower hand
Indicate your intention to speak to other participants in the meeting.

17 Request to speak
Send a request to the Operator/Host to be allowed in the meeting floor to participate in the meeting.

18 Leave the session
Leave the session without logging out from your KUDO account.

Joining from a mobile
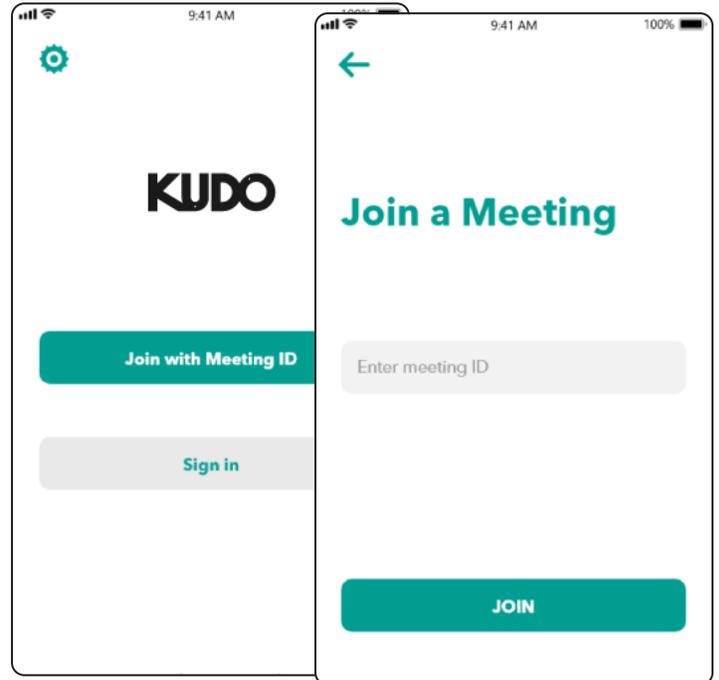
1. Join with link

If this is your first time on KUDO, you need to install the app on your device.

If you have the app, it will open automatically when you click the link.
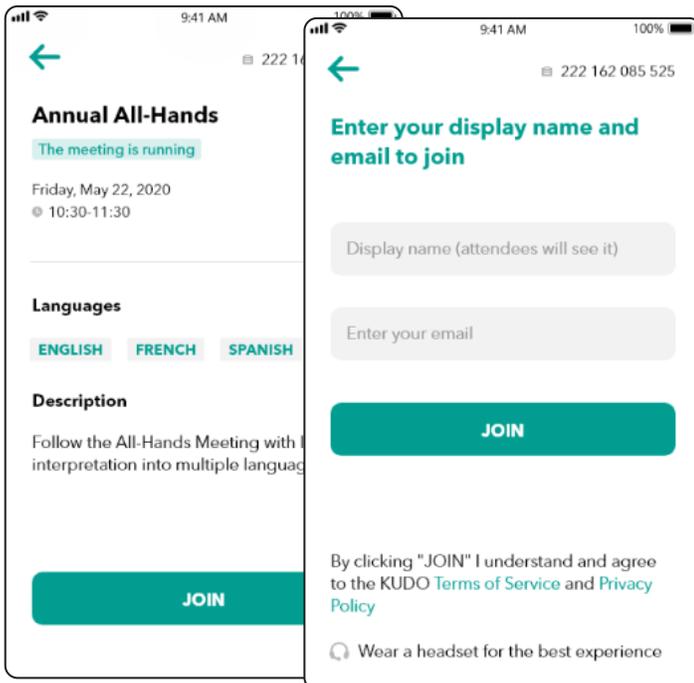
On your smartphone go to the **provided link**.
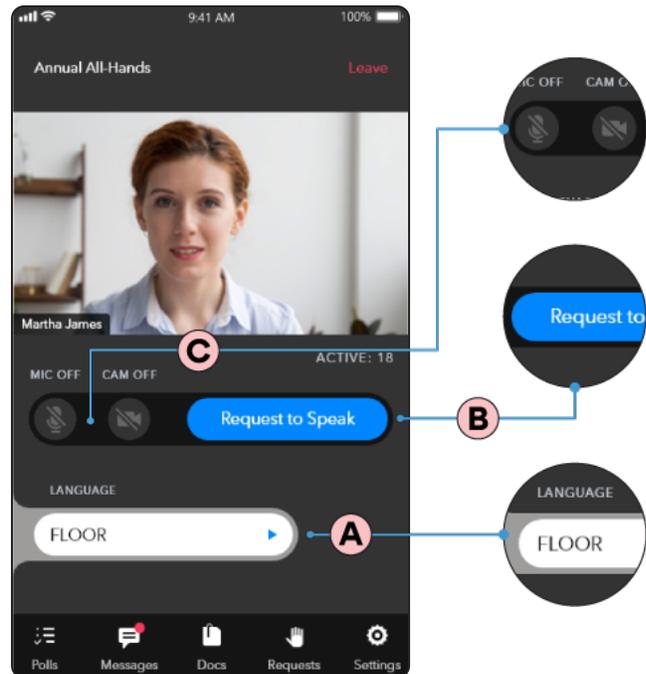
2. Join with Meeting ID

On your smartphone open the **KUDO App**, tap **Join with Meeting ID**, enter the ID and tap **JOIN**.

3. Enter your details

Review the meeting information and tap JOIN, then **fill out your name and email** and tap **JOIN**.

4. Enjoy your meeting!

Tap **Floor** and select your preferred language. Ⓐ

To speak tap **Request to Speak** (if required). Ⓑ

Activate your microphone and camera. Ⓒ

Preparing for a meeting

Please refer to the items below to help you prepare and make the most of the meeting:

A good headset

- Ideally, a USB headset.
  (Professional-grade is highly recommended)
- Avoid using earbuds unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

A webcam

- An HD webcam is preferred for high-quality video.
- Point the camera directly at yourself, preferably at eye level.
- Leave enough distance between you and the camera, so your entire face is visible.

Internet connectivity

- Use Google Chrome, Mozilla Firefox, or Microsoft Edge as your browser.
- Use a wired connection is preferred.
- If a wired connection is not available, use high-speed Wi-Fi instead.
  (Ideally, 20 Mbps download and 5 Mbps upload. 5Ghz / 802.11ac is highly recommended)

Professional environment

- Choose a private and quiet room to speak from.
- Make sure the lighting in the room is adequate.
- Be aware of what is behind you. Choose a place where your background is free of distractions.

Stay updated

- Make sure you have the latest version of the KUDO app and your browser before joining a meeting. Click on the links below to download them:

KUDO

Download on the App Store

GET IT ON Google Play

Download Chrome

Download Firefox

Download Edge

If you need help, contact support@kudoway.com

KUDO

www.kudoway.com