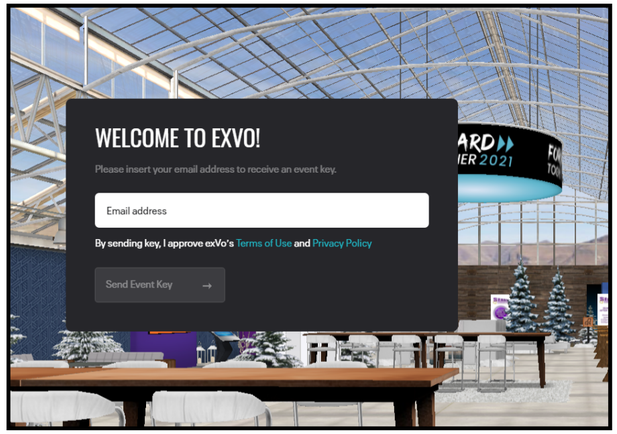
# allseated exVo | User Manual

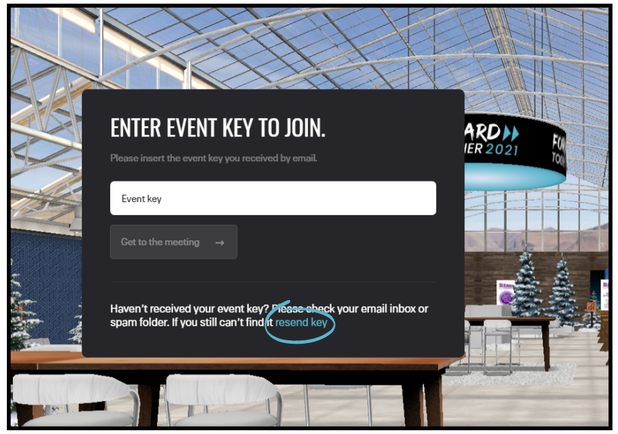
## Getting Started

- Please join from a laptop or computer, exVo will not function on mobile or tablet.
- exVo works best on Google Chrome.
- Computers older than four years may not run exVo at great performance.

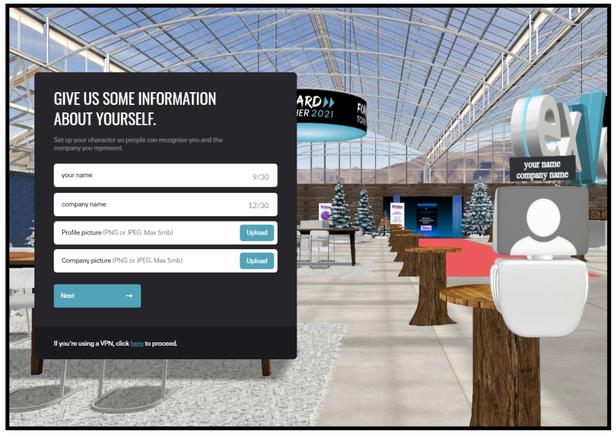
## Joining exVo




1. Enter your email address to join the event. Your Event Key will be sent to your email. You need this Event Key to join the event.

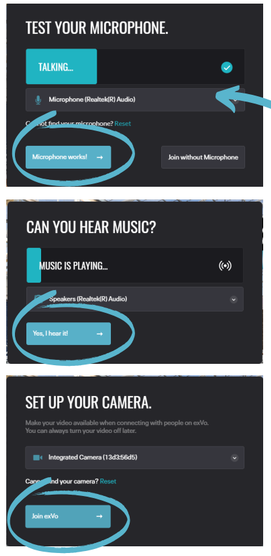



2. Enter the Event Key that was sent to your email. If you don't see it, check your spam mail or click the "resend key" option.




3. Set up your exVo avatar: Input your display name and company name. Upload photos for your profile picture and company logo - these will be visible to others.

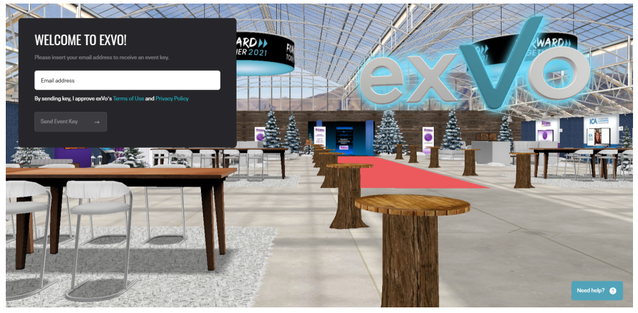
## Video & Audio Setup




Follow the instructions to set up your microphone, speakers and camera.

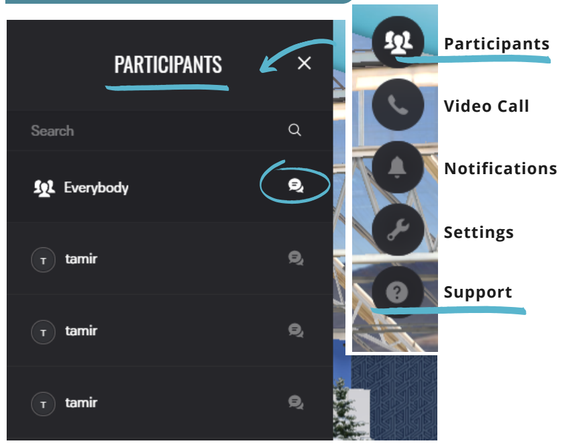
- Use the drop down to select your devices.
- Press the blue buttons when you're ready to proceed.

## Need Help?




If you need any assistance when joining, please contact our live chat with this button on the bottom right-hand side.

## Left Menu Bar




**Participants & Messaging:** You can message others through the participants tab by clicking on the message icon next to their name or **message all** with the **"Everybody"** option.

**Support:** The support button will take you to our live chat should you need assistance.

## Interacting

To speak with other attendees, start a video call with someone by clicking on their avatar. A pop-up will appear and after joining, your video and audio will connect automatically.

You can also join ongoing group conversations by clicking on an avatar who is already in the conversation.