



Hello,

Thank you for allowing the Digital Learning Network™ to facilitate your NASA Virtual Visit. We will be using a Web Tool called Vidyo for our connection. All users should use the following link to access the Stennis Space Center DLN Vidyo Room.

If you have **NEVER** installed Vidyo click on the below link to download the Vidyo Software

Please click on the link below and attend as a GUEST:

A link will be provided to you for a test call! E-mail [nasa\\_dln@okstate.edu](mailto:nasa_dln@okstate.edu) for a test call setup!

1. Click the Install VidyoDesktop button to install the VidyoDesktop software.
  - a. The install guides you through the installation process screen-by-screen, which takes a few minutes.
  - b. **Mac users:** locate the VidyoDesktop disk image on your desktop or downloads folder, double click it, double click the VidyoDesktop installer icon, and click Open to run the installer.
  - c. If this is the first time you're installing VidyoDesktop, you'll be prompted to accept the license agreement.



2. After installation, a progress bar may appear briefly as the VidyoDesktop launches and you are connected to your conference.

- a. The first time you launch VidyoDesktop and after any changes to your camera or audio settings, you may be prompted to select the webcam, microphone and speakers you want to use. Choose the recommended devices from the Configuration and Status windows, and then click Save.

## ONCE YOU HAVE INSTALLED VIDYO

If you have previously installed Vidyo Desktop, click on the link below

A link will be provided to you for a test call! E-mail [nasa\\_dln@okstate.edu](mailto:nasa_dln@okstate.edu) for a test call setup!

1. Enter your name or school name and then click the Join button.
  - a. Please use a name that helps identify you (your name or school name is a great choice, “admin” is not).
2. Once you have selected your devices, VidyoDesktop appears. If you are the first participant to join the conference, you will only see yourself. If others were connected prior to your joining, you will see them on screen as well.
  - Familiarize yourself with the green speaker (so you can hear), microphone (so we can hear you, and you can mute yourself), and video (so we can see you) icons.
  - The two icons on the left (layout and full screen) allow you to toggle your view between the main participant and other views, and view the conference in full screen.



**Volume** - Use the drop down arrow on the volume button located on the tool bar to make adjustments to the volume level being received.

Click volume button to mute/unmute: **Button turns red when muted**

**Microphone** - Use the drop down arrow on the microphone button located on the tool bar to make adjustments to the volume level being sent out

Click the ‘Microphone’ button to mute/unmute microphone.

**Button turns red when muted**

**Full Screen** - Click full screen icon to show presentation on your entire screen

**Disconnect** - Click the ‘Disconnect’ button to disconnect from the VidyoDesktop when our program is completed

## Recommendations for using VidyoDesktop

- Use a wired network connection (**NO Wireless**) and disable wireless.
- Use recommended audio/video devices to prevent echo.
- Plug devices directly into your computer's USB ports rather than a hub.
- If you are using a laptop avoid running on battery.
- Set your computer's Power Plan to "High Performance".
- Make sure you have the latest drivers for the devices you use during VidyoConferencing (camera, microphone, etc.).