

User Guide for MegaPath One My Room Guests



This user guide provides step-by-step instructions for MegaPath One My Room Guests to quickly join and participate in My Room conferences. Guests are defined as people who are not part of the organization that licenses MegaPath One.

MegaPath One users may find it helpful to give this guide to Guests prior to their first My Room meeting.

Recommendations for Guests

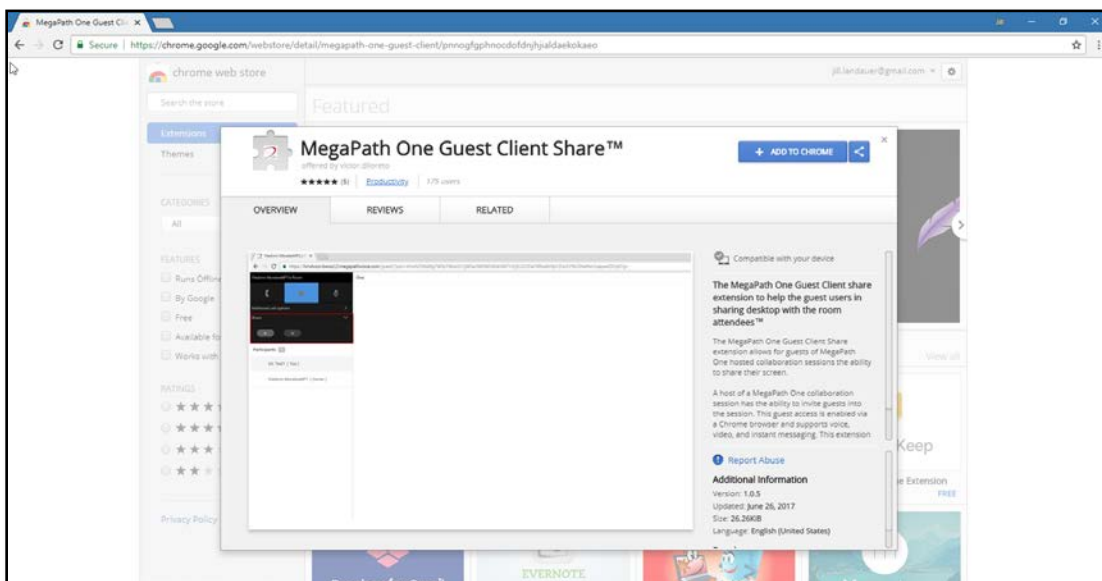
- Use Google Chrome as your browser
- Before the meeting, install the MegaPath One Guest Client Share

Before the Meeting

If you intend to share your screen during the meeting, you must install an extension called MegaPath One Guest Client Share in your Chrome browser. It takes less than a minute to complete.

1. Open Google Chrome
2. Go to this URL: <https://chrome.google.com/webstore/detail/megapath-one-guest-client/pnnoqfghnccdfdnjhjaldakokaao>
3. Click **Add to Chrome**.

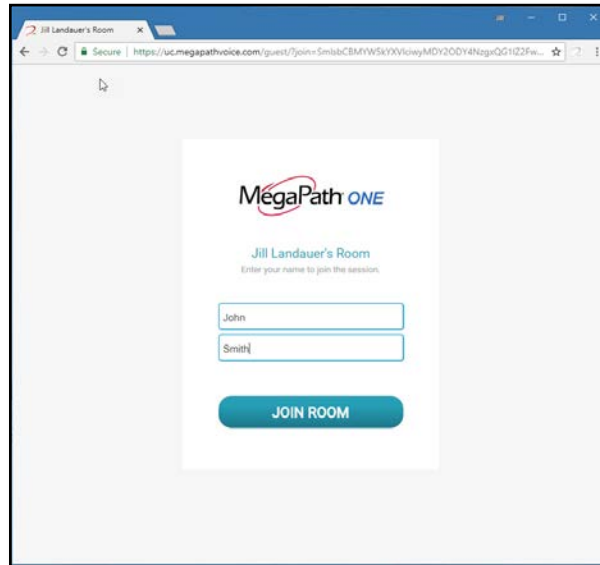
Figure1: Add Guest Client Share



Join the Meeting

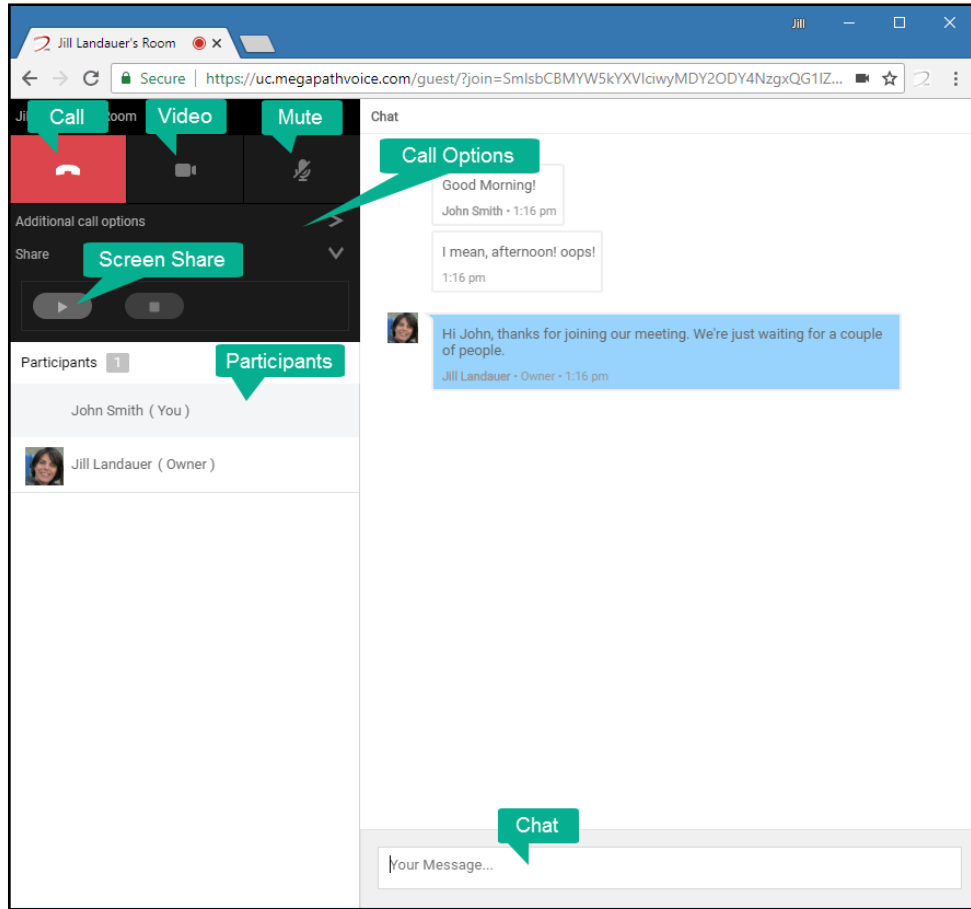
1. Access the meeting by clicking the **Guest Participant link** in your meeting invitation.
2. Enter your name and click **Join Room**. A message is sent the My Room owner asking them to “Accept” your request to join in.

Figure 2: Join Room



3. Once accepted, you'll see the Guest version of My Room. You can:
 - Join the call using your computer microphone and speakers, by clicking the handset icon.
 - Add video to the call by clicking the camera icon.
 - Mute yourself by clicking the mute icon.
 - See other call-in options. For example, you may join the call using a desk phone instead of your computer.
 - Share your screen by opening Share and clicking the play icon.
 - Instant Message all participants using the Chat area. Enter your message at the bottom.

Figure 3: In My Room



Troubleshooting Tips

If you are using Internet Explorer browser, you may not be able to use the video or mute functions. We recommend using Google Chrome for the best My Room experience.

To use your computer's audio system, make sure you have allowed MegaPath One to access your computer microphone and speakers. You may see an alert before joining the call, or need to check that your browser or system are not blocking the access.

Figure 4: Allow Microphone Access

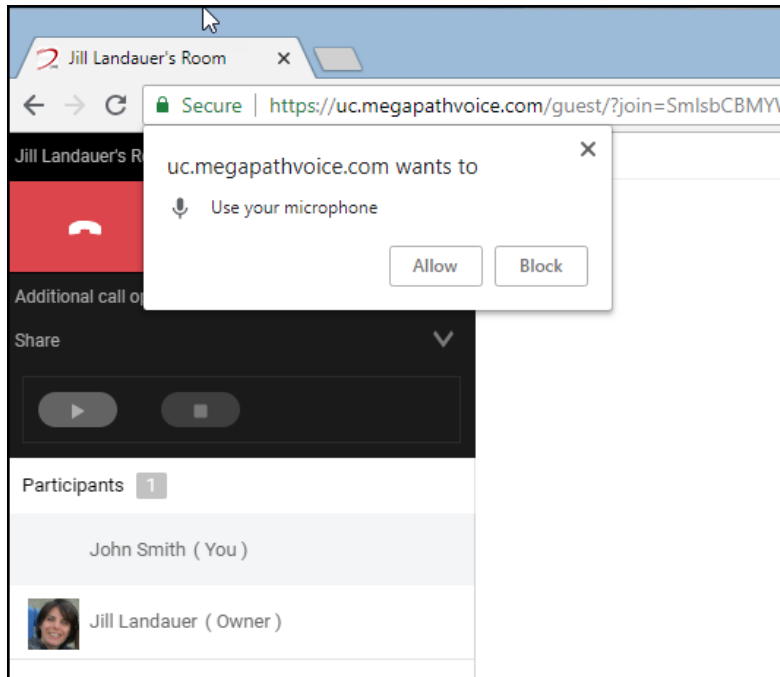


Figure 5: Allow Microphone Access via Browser

