



Best Practice



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Onboarding - 101

Welcome

Welcome to VirBELA! We bring our vision to life by redefining the future of work for geographically dispersed professionals.

VirBELA was designed to enable companies to grow and scale in the cloud, cut the need for costly office space, and hire the best talent no matter where they may be located.

Our clients lean on us to help build community, improve collaboration, reduce operating costs, and scale rapidly across geographically dispersed locations. We help them accomplish these by providing a 3D immersive workspace and coaching on how to operate their business in a virtual world.

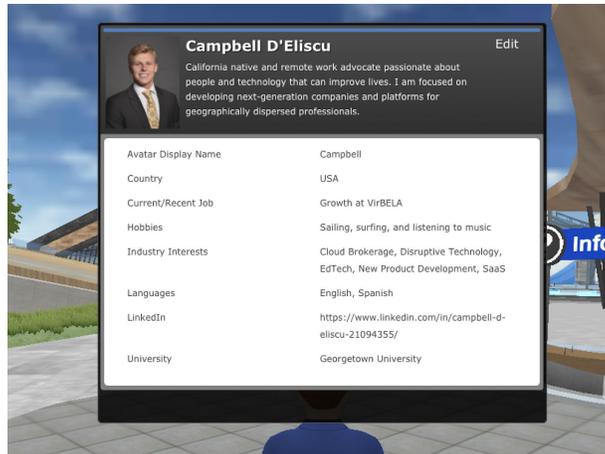
Getting Started

When you access the VirBELA application, you will arrive at the campus entry portal. You are represented by an avatar in the middle of the screen. You can walk up and speak to other users.



Profile

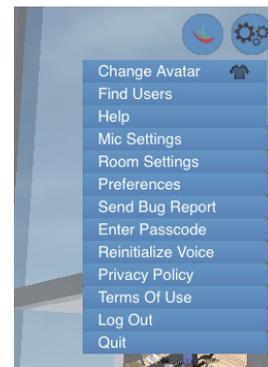
Navigate to **Your Name** in the top-left menu. Selecting **Profile** allows you to create and make updates to your profile. Learn about other users driving the future of work by accessing their bio. Right-click on the avatar or click on their name in the user list.



Preferences

Take note of the **Gears** icon in the upper-right side of your screen.

Here you have the option to customize your experience.



The **Change Avatar** tab allows you to customize your physical feature and wardrobe.

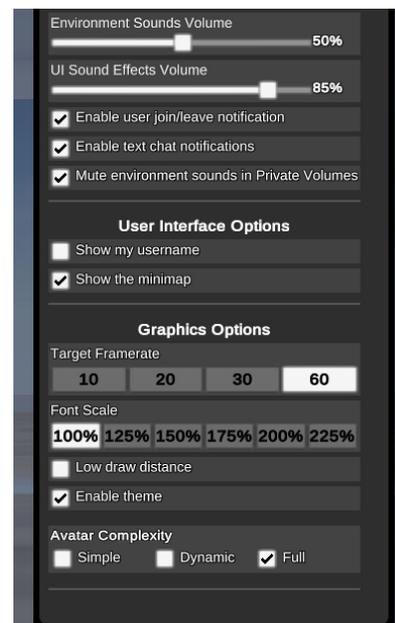
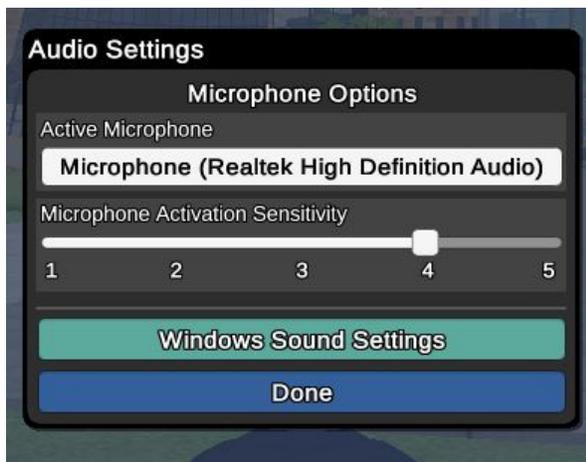
Find Users

Selecting the **Gears** icon and clicking on **Find Users**, you can view who is currently active in VirBELA and locate their position.



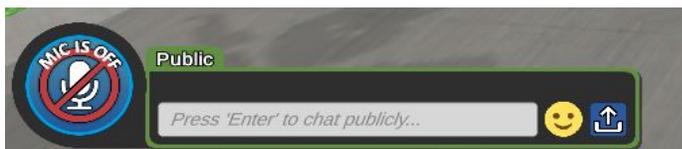
Mic Settings and Preferences

Mic Settings and Preferences allow you to adjust and customize your audio and visual settings.



Communicating

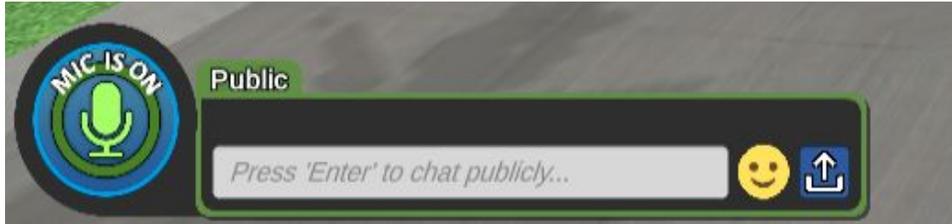
Take a look at the lower-left side of your screen. There, you will see a microphone icon.



Microphone

Note, when you enter the VirBELA campus your microphone is disabled.

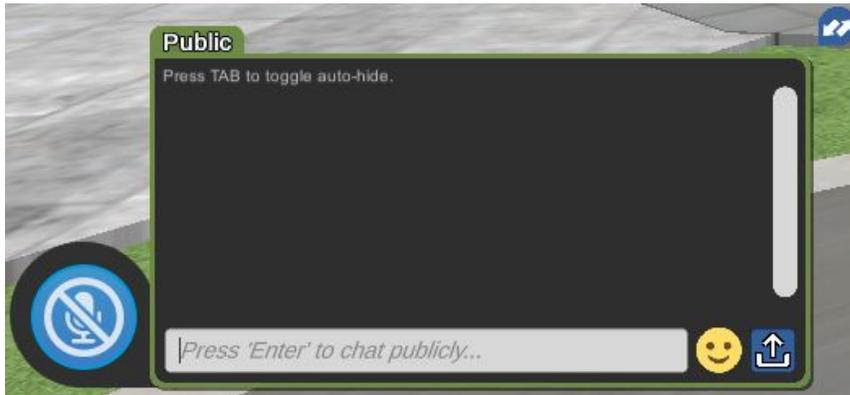
To enable your microphone, click on the microphone icon. The microphone icon will turn green and read **Mic is On**. This will give you the ability to speak with other users in VirBELA.



A secondary option for using the microphone is the 'push-to-talk' function by holding down the "1" key on your keyboard. This option allows you to use the microphone like a walkie talkie – press and hold down the number "1" key to enable and release to disable.

Text box

Directly to the right of the microphone is the text box. Once the field is selected, you can begin typing your message.



To the right of the text box is a smiley face emoji. Clicking the smiley face gives you the option to include **emojis** in your text message.



To the right of the smiley face emoji is an upload option. Clicking on this function allows you to upload a file from your computer to share.

Walking

Option 1 (Keypad)

To move your avatar, you can use the arrow



Up/W Forward
Down/S Backward
Right/D Turn Right
Left/A Turn Left

A second option is to 'point and click' with your cursor; an icon of a person will appear. Click on the desired area and your avatar will walk to the icon.

To run, hold down the **Shift** key in combination with either walk Option 1 or Option 2.

Locating

Take note of the mini-map on the lower-right side of your screen.

The arrow is your avatar and shows your position on the campus map. The plus and minus sign allow you to zoom in and out.

Private Volumes

Private Volumes can be found throughout the Team Suite as well as the campus. Entering a private volume allows you to have a private conversation with only those inside. Both voice and text are limited to the users inside.





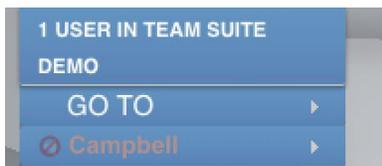
Blue circles and **dotted lines** indicate private talk and text zones.



Note: the outdoor café tables, near the entry portal, are private talk and text zones.

Teleporting

If you look to the upper-left side of your screen, you will see the **GO TO** menu. **Go To** allows you to navigate to various rooms. Each room in VirBELA can uniquely cater to party size and activity type.



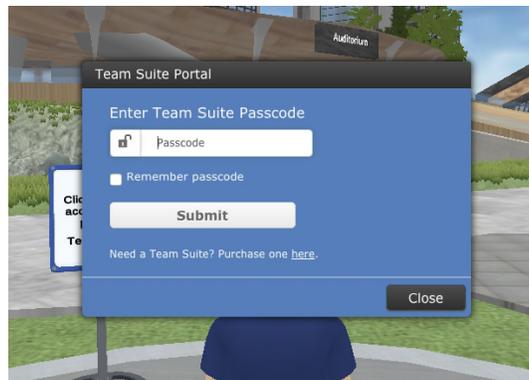
Getting to Team Suite

There are two ways to enter your Team Suite.

You can navigate to **Go TO** and click on **Private Team Suite**. A secondary option is to click on the Team Suite access stand.



Upon click, the Team Suite portal will appear with the option to enter a passcode. The Team Suite passcode acts as the 'virtual key' to your Suite.

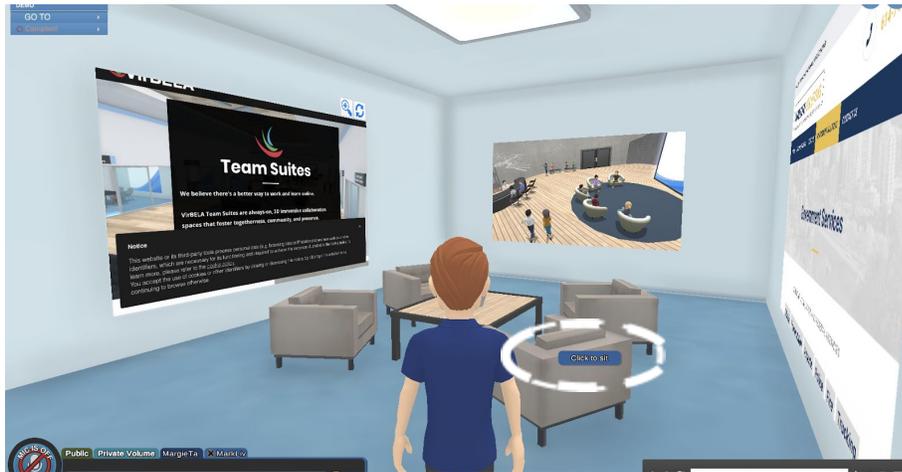


Boardrooms: A higher capacity space, ideal for holding company wide or team specific meetings, or organization-wide training.

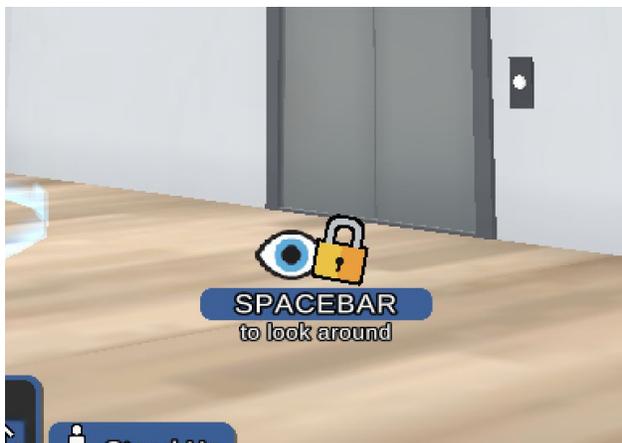
Offices: Small capacity space, ideal for more intimate gathers, with customizable furniture and branding on the back wall and front glass panel.

Couch Square: Ideal for casual gatherings around a webscreen for collaboration and share engaging materials.

Standing, Sitting, Viewing



To sit, hover your mouse over the chair; a chair icon will appear
Click to sit.



Once you are sitting, your view is locked in a fixed position.

You can unlock your view by clicking the space bar and using your mouse to guide your view.

Once your view is unlocked, guide your mouse to look around.

When you want to refocus your view, click the spacebar again to lock your view.





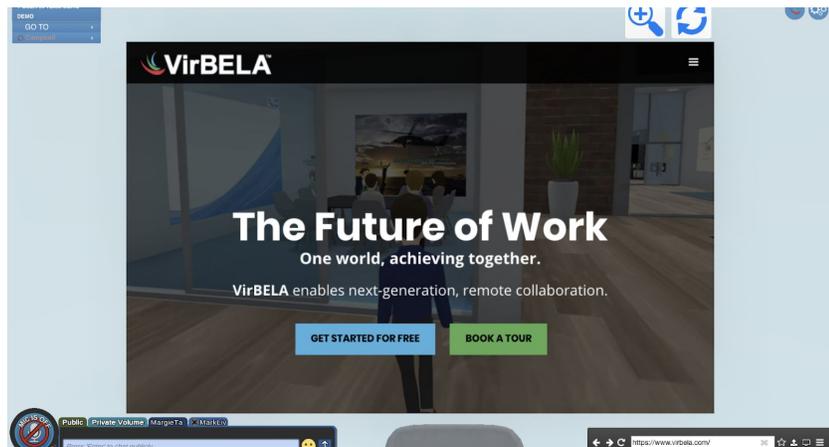
Now that your view is locked, you have the option to zoom in on a presentation board by selecting the magnifying glass in the upper right-hand side of the presentation board.

You also have the option to zoom in on the presentation board by selecting the Screen Zoom function in the topcenter of the user interface.



Upon selecting the **Zoom in on this screen** option, your view will be positioned directly on the screen, and the screen will enlarge.

To exit the zoomed in view, click the **magnifying glass** or the **Screen Zoom** function.

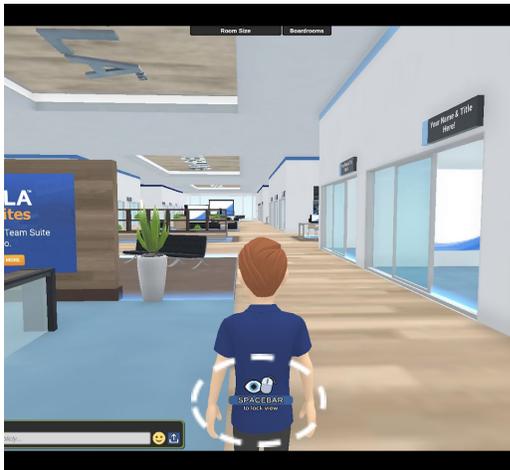




Returning to your seated view, select the **Stand Up** option in the lower left side of the screen to stand.

Looking Around (When Standing)

By default, the camera view is locked behind your avatar and follows their movement. By pressing the **spacebar** you can unlock the camera and use the mouse to look around. Your avatar's head will tilt in the direction you are looking.

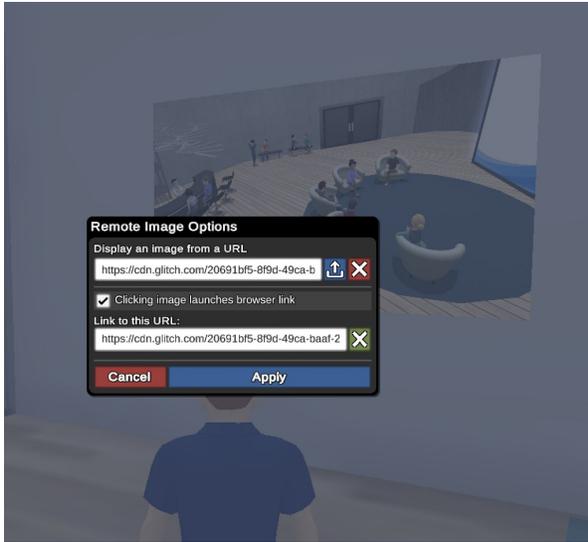


***Tip:** If you want to show someone you are engaged and listening, try unlocking the camera and looking at them so your avatar's head is facing their direction.*

Customization

Image Panels

Team Suite owners, admins, and moderators can customize and brand your Team Suite by right-clicking on an **image panel**. You can also link an image panel to a browser.



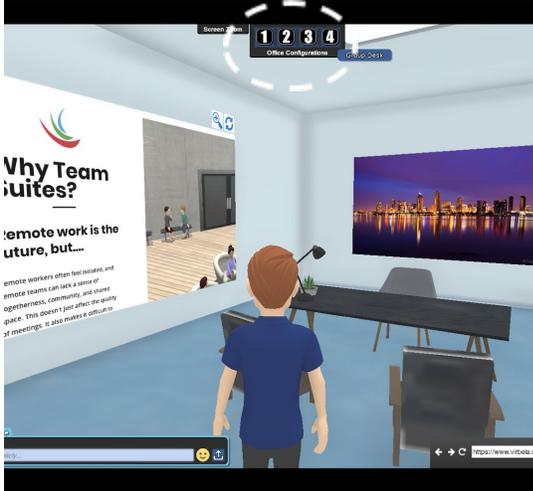
Middle Meeting Area

Approach the Reception vicinity and choose between a Couch Square or a Reception configuration.



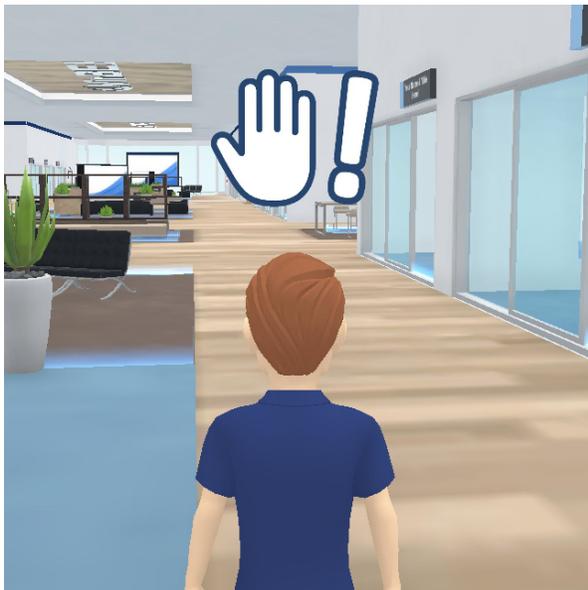
Desk Configurations

Depending on the purpose of the meeting or the number of attendees, you can choose a Desk Configuration in the top-center of the screen.



Raise Hand

Under **GO TO**, you will see **'Your Name,'** which always lives on the top left side. Click on your name and choose **Raise Hand**.



The **Raise Hand** function allows you to notify a presenter or colleague that you have a question.

When this function is enabled a hand with an exclamation point will appear.

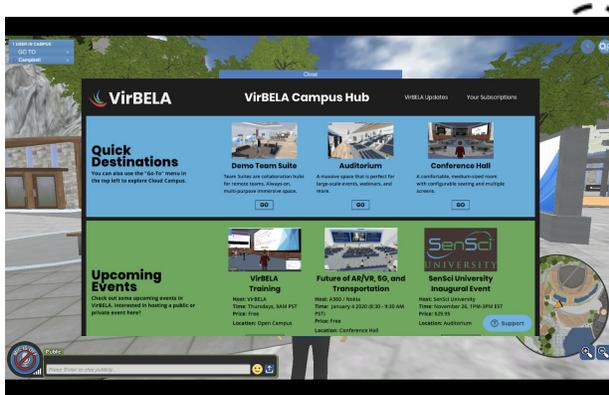
Emotes

You can click on the desired emote or hold the **Shift** key with the corresponding **F-number** key (located at the top of most keyboards) to initiate a gesture. Give it a try.



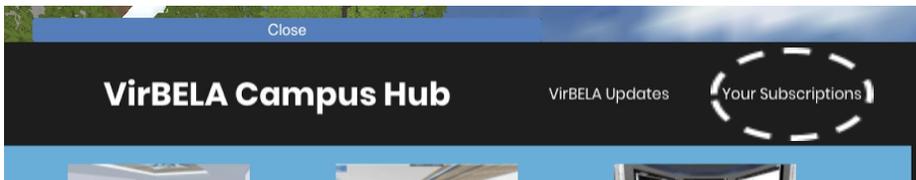
VirBELA Campus Hub

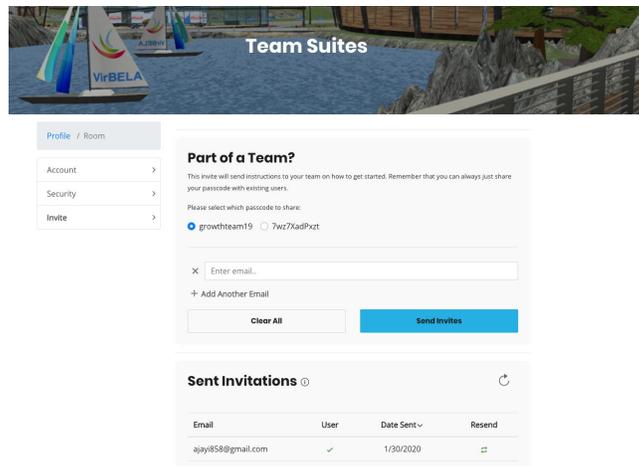
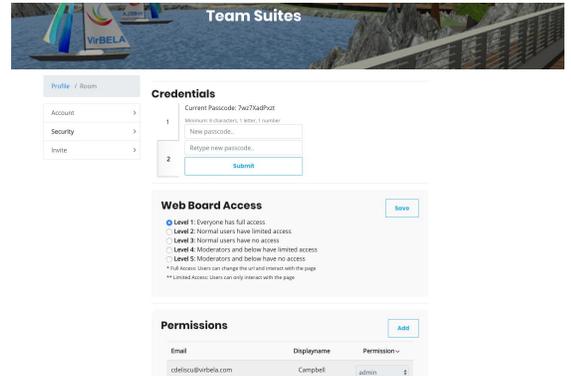
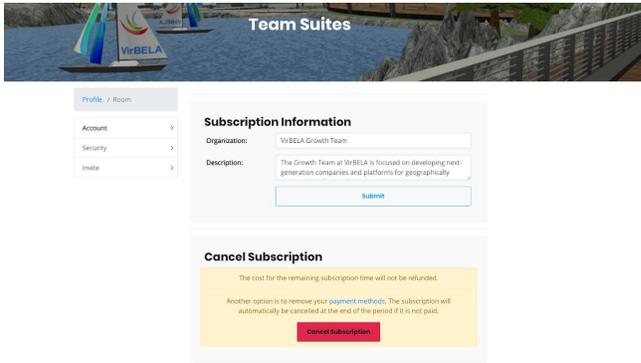
Stay in the know with the VirBELA Campus Hub on upcoming events, tutorials, pro tips, and latest updates.



Your Subscriptions

Selecting **Your Subscriptions** in the top-right corner of the hub, Team Suite purchasers and account admins can make changes to their Team Suite subscription and passcode, set user permissions and web board access, and invite co-workers to join their Team Suite.





Sticky Note

You can use Sticky Notes to share and brainstorm ideas, direct traffic, and facilitate organization activity.

To create a sticky note, select **'Your Name'** and click **Sticky Note**. A new sticky note will appear and follow your mouse. Click on the desired location to place the sticky note.



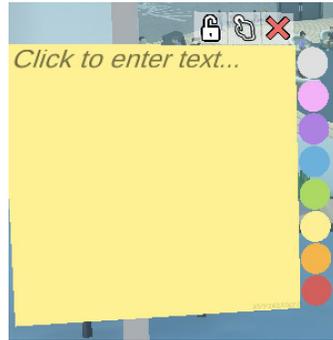
To edit the sticky note, click on it; a typing cursor will appear.

Place the sticky note against a wall, on the floor, or in the air; it will stick respectively.

You can change the color of the sticky note by clicking a color that appears on the right-hand side.

To move the sticky note, click the hand in the top-right corner.
Re-click to place.

To delete, click the 'red- x.'

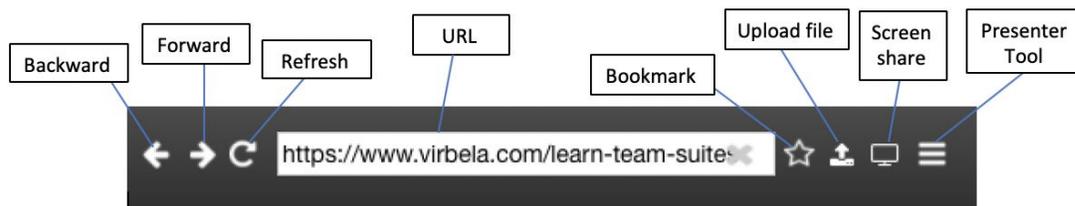


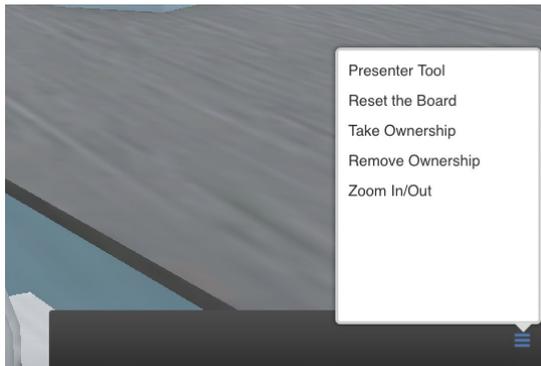
Onboarding - 102

Presentation Boards

In VirBELA you have the opportunity to share PowerPoints, documents, and videos with presentation boards. Additionally, presentation boards function similar to web browsers in that you can input a URL and navigate to desired webpages.

To use a presentation board, simply walk up and click on it. A toolbar will appear in the lower-right side of the screen.

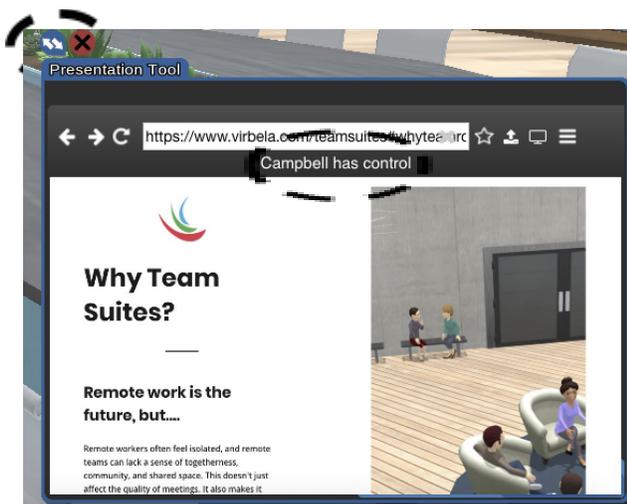
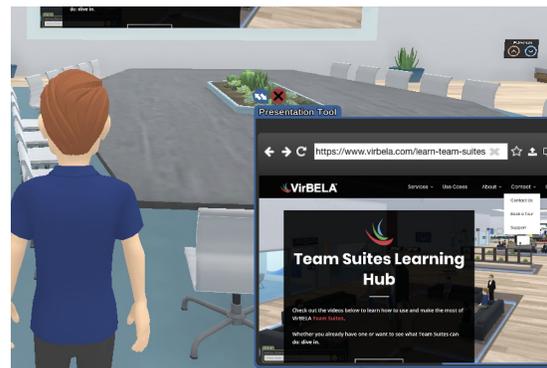




The toolbar can also be switched to the **Presenter Tool mode**.

This allows the user to view webscreen activity while facing the audience.

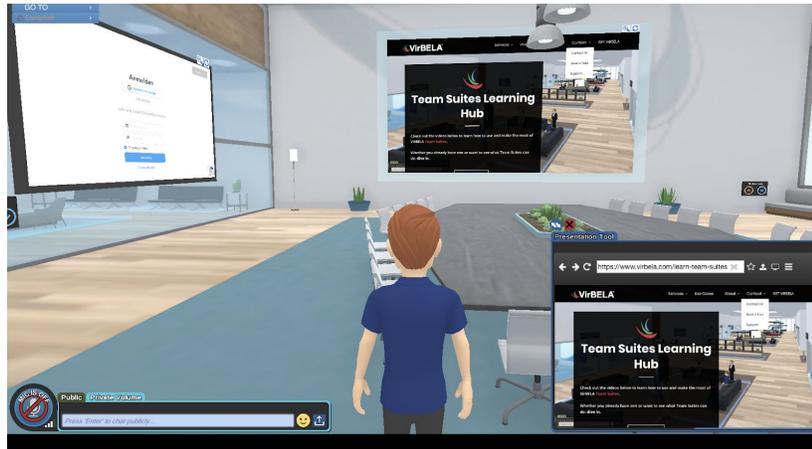
Pro tip: Engaging the Presenter Tool with the cursor will reflect the webscreen as well.



To prevent other users from manipulating the webscreen, **Take Ownership** of a board.

If a board has ownership, mouse clicks will be restricted to the presenter.

You can adjust the size by locating the resize button – blue circle with arrows in the upper-left side. Click the **'red x'** to hide the presentation tool.



Sharing Documents

Setting up shared documents for team projects and collaboration is simple. To start, access your Google Mail (Gmail) account.

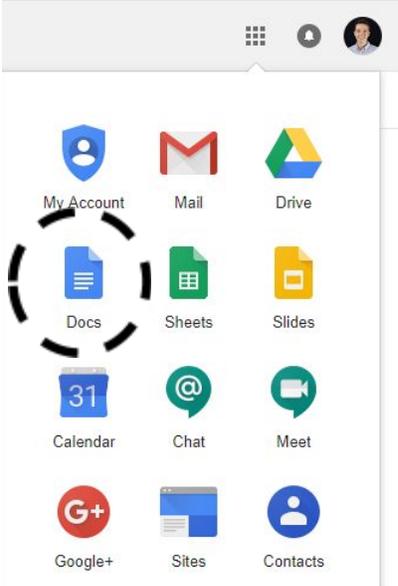


Once you have accessed your Gmail account, locate the Google apps icon in the upper-right side of your screen.

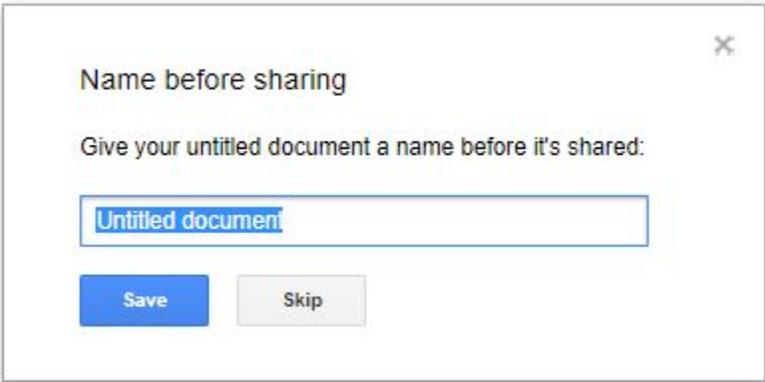
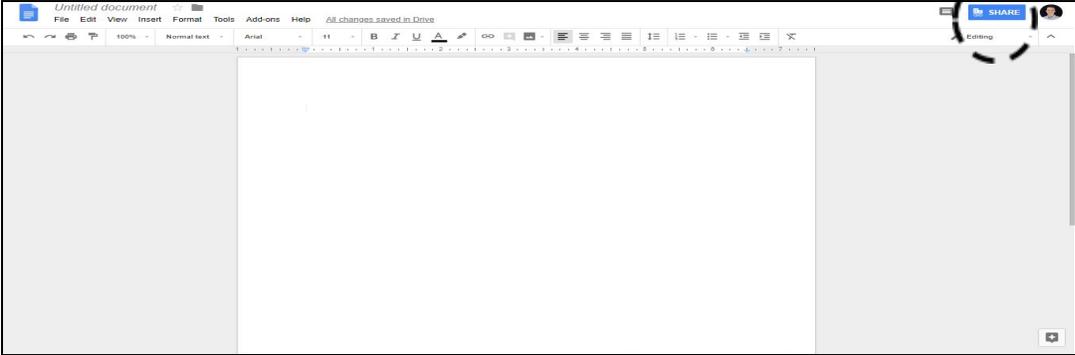


From the options available in Google apps; i.e. select **“Docs.”** This selection will bring you to your Google Docs repository.

You can select a blank or pre-existing document to share.



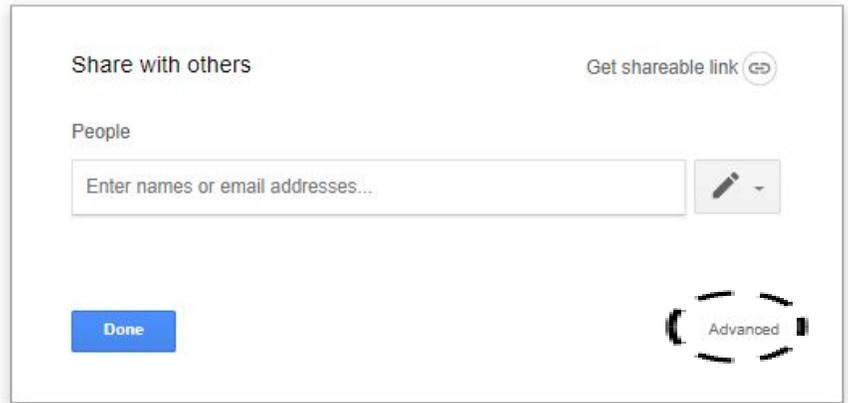
Click **“Share”** in the upper-right corner of your screen



Note: if this is a new (blank) document, you will be prompted to title your work at this time.

After titling your document the following “Share with others” box will pop-up on your screen.

From here, locate and click “Advanced” in the bottom-right corner of the pop-up box.



Link to share

<https://docs.google.com/presentation/d/18sCxXjwkR5i90xb5bDfytyJVZ2G3oKCZxz1>

Who has access

	Anyone at VirBELA who has the link can view	Change...
	Campbell D'Eliscu (you) cdeliscu@virbela.com	Is owner

Choose “Change...”

The following “Link sharing” options will be available.

Select the “On – Public on the Web” option.

Link sharing



Access: Anyone (no sign-in required)

[Can edit](#) ▾

Note: Items with any link sharing option can

Can edit [the web. Learn more](#)

Can comment

Can view

[about link sharing](#)

[Save](#)

[Cancel](#)

Attention: Make sure to adjust “Access” so that your participants can edit the shareable document.

Once selected, click “Save.”

Once you have selected **“On - Public on the Web,”** copy the link provided to soon paste in the VirBELA presentation board URL tab.



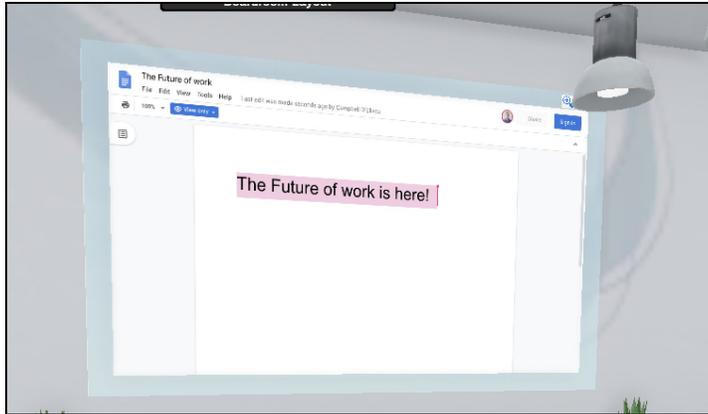
Select the **“Can edit”** option to ensure all parties can collaborate on the document.

Entering Links in Presentation Board

Now that you have copied a shareable link to your document, engage a presentation board by clicking on it. When prompted with the URL bar, paste the shareable link.

You can view, share, and collaborate on a shared document in real-time.





How to Share Your Screen

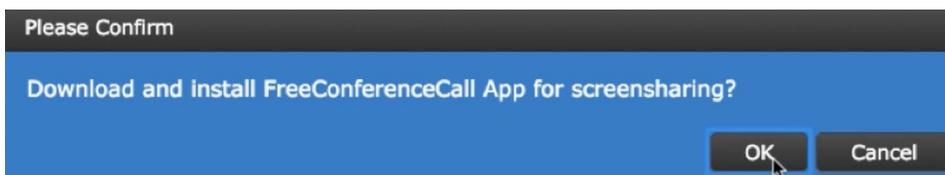
We use an external program called Free Conference Call to run our screen sharing tool. If this is your first time trying to screen share, you will need to download the software and set up an account with FCC. The process is short, and you only have to do it once.

Get Started

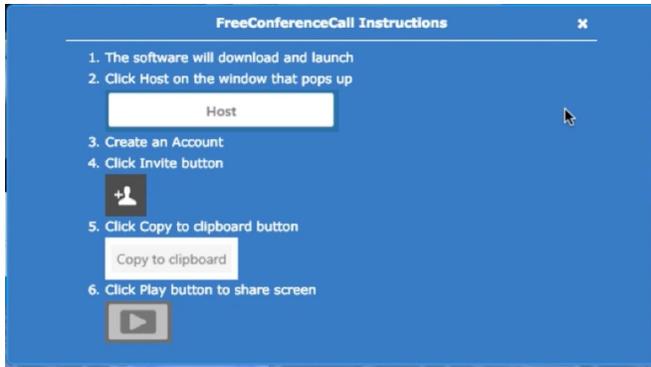
First, find a board you'd like to use, and click on it to bring up the toolbar. Click the “**screen share**” icon.



VirBELA will ask you if you'd like to download the tool; click "**OK.**"

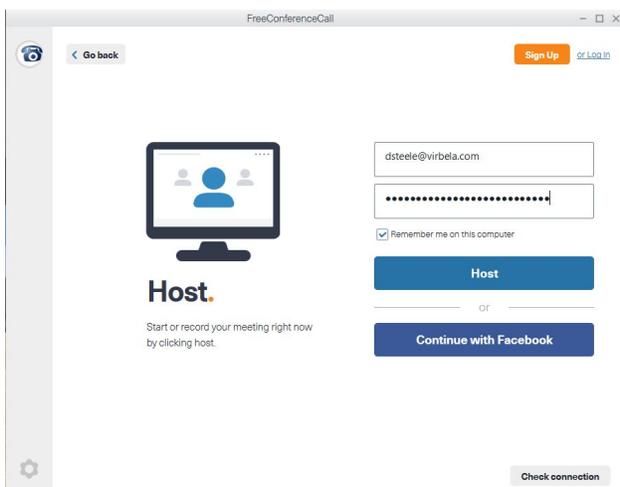
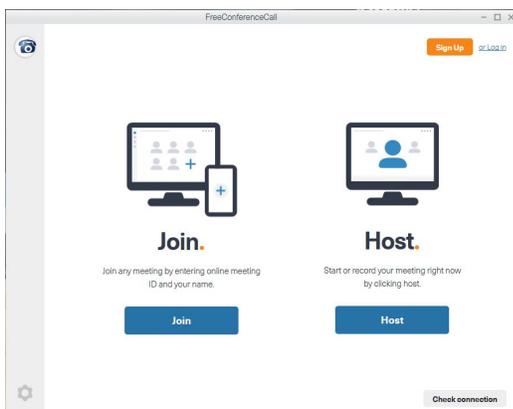


The software will automatically download. Once it's finished, a new window will pop up. The Free Conference Call application will also open.



VirBELA
instruction
window

When the FCC app opens, click **"Host."**



If you do not have an account already, click the **"Sign Up"** button to create an account with them. **You only need to do this once.**

Note: If you already have an account with FCC, you can skip the sign up and just log in.

Once we have logged into FCC, it will ask us what audio you would like to use. **Computer Audio** should be fine.

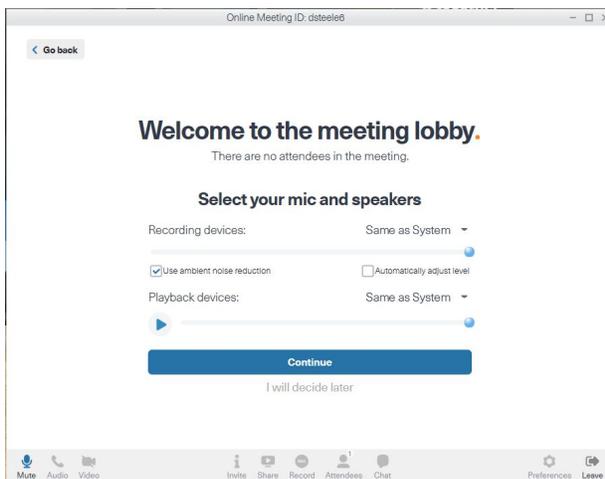
If you are already dialed in, press #2392# to sync your phone to the desktop app.

or

Computer audio

I will decide later

Next, it will bring you to a screen where you can select what **Recording** and **Playback** devices you want to use. Click **Continue**.





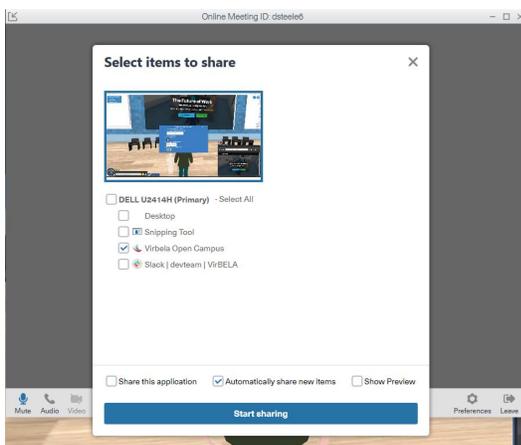
The next screen that comes up is the home screen of FCC.

All of the tools you will need during the meeting will be on the **bottom row**.

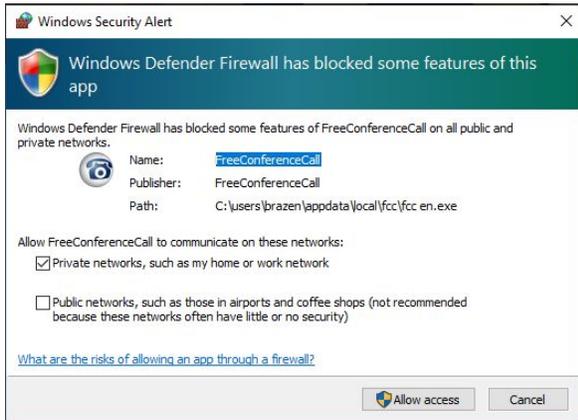
Press the **Share** button in the bottom-center of the window.



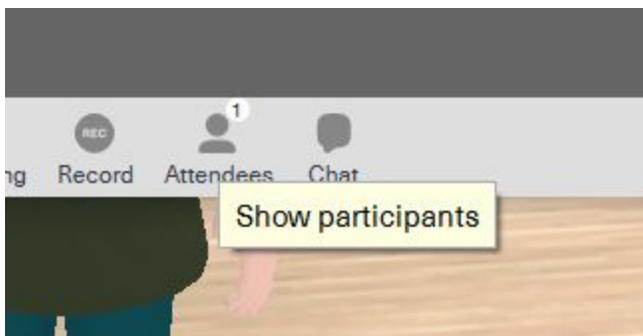
Select the application you'd like to share, or just select your whole screen from the list, and then click **"Start Sharing"**.



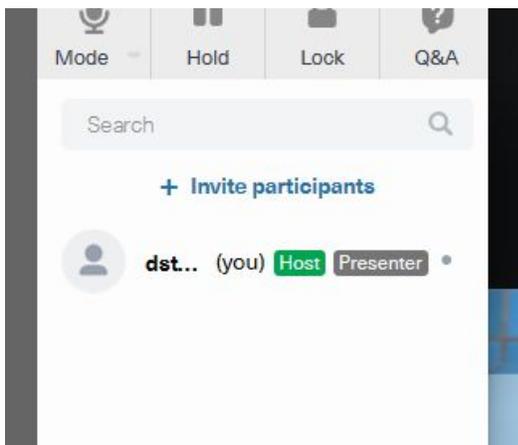
After we press **Start Sharing**, a pop up dialog will appear on windows computers. Click **Allow Access**.



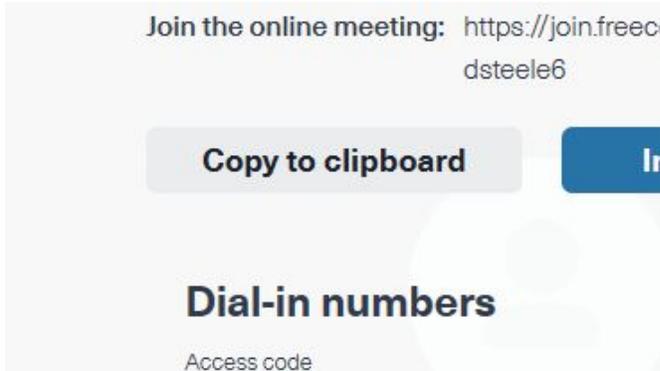
Now that we have the meeting started we need to head to the bottom row of icons invite people to the meeting. We do this by clicking the **Attendees** button.



On the right side of the window, you will now see the list of active participants. One of those should be you. Next we are going to click **+Invite Participants**.

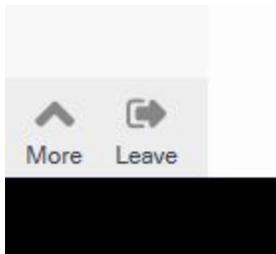


A new dialog box will appear and we want to click the **Copy to Clipboard** button.

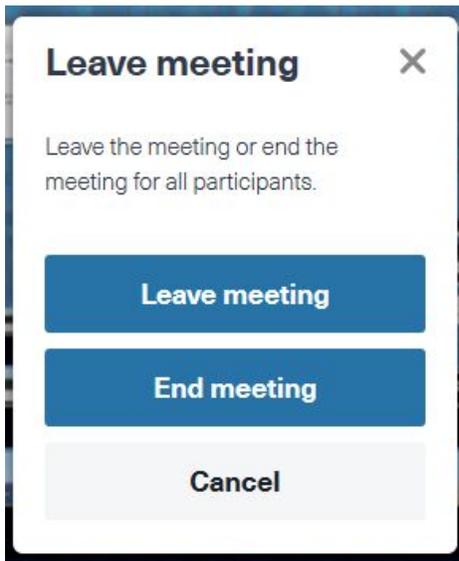


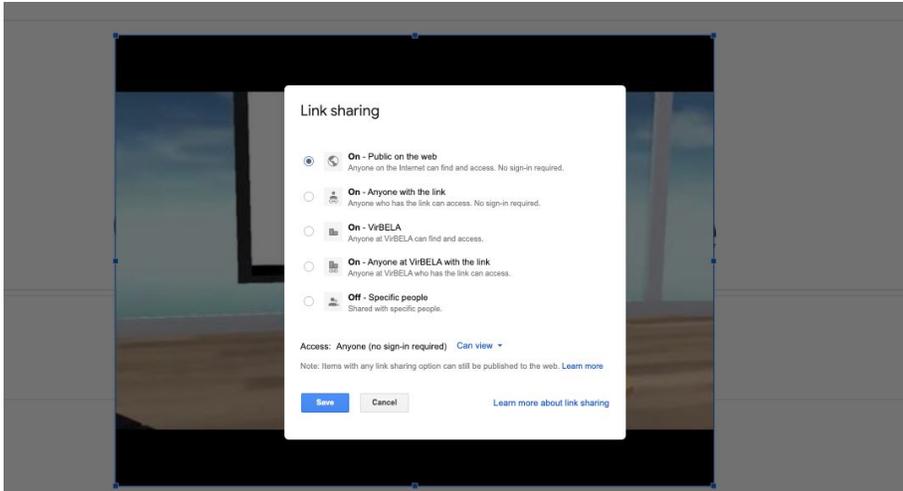
You are all good to go!

Once you are done with the meeting, navigate back to the FCC window. In the bottom left will be a **Leave** button.



Lastly, a new dialog button will show up asking if you want to **Leave Meeting** or **End Meeting**.





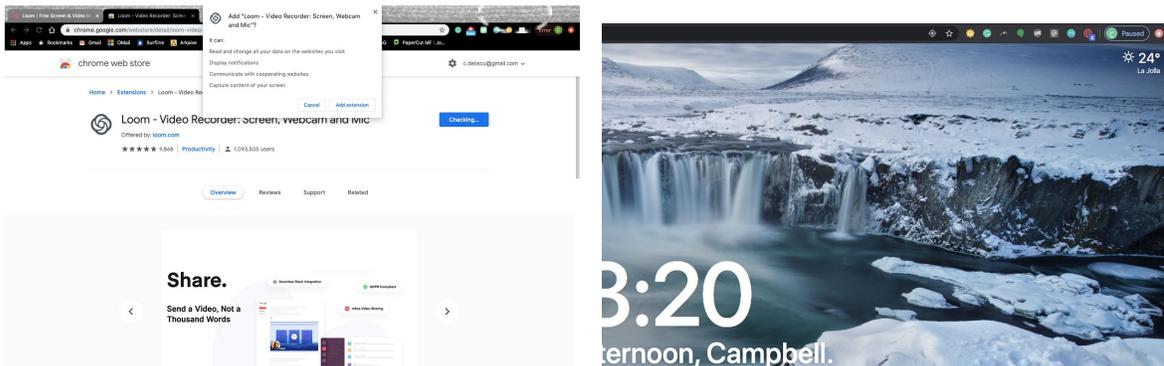
How to Record Video

Setting up Loom

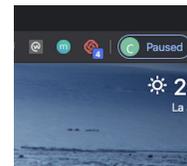
We use an external program called Loom to record video in VirBELA. The process is short, and you only have to do it once.

Get Started

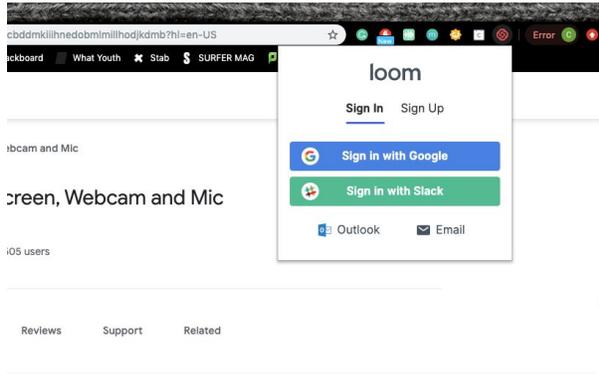
If this is your first time using Loom, you will want to add Loom as a Chrome extension [here](#).



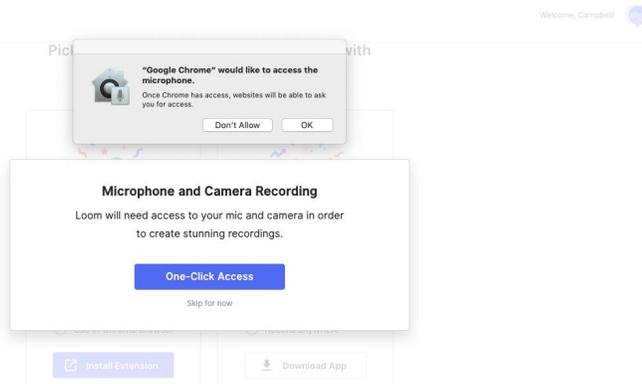
Loom Video Record will live in the top-right corner of your Chrome browser.



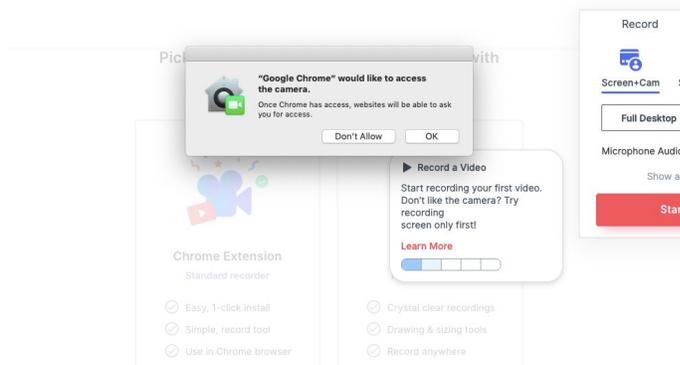
Click the **Loom** icon in the browser toolbar to launch the program and sign up.



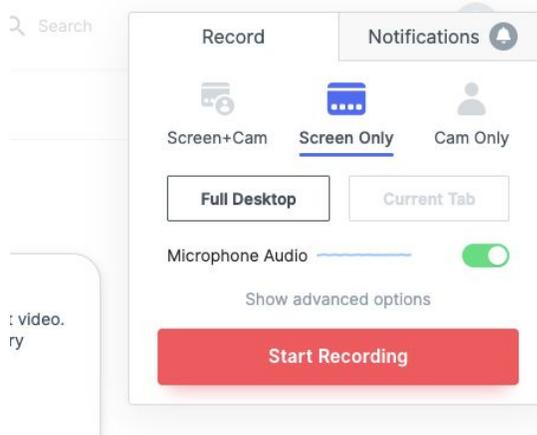
A pop-up box will appear. Click **Ok** allowing Google Chrome access to your microphone.



Another pop-up box will appear. Click **Ok** allowing Google Chrome access to your camera.

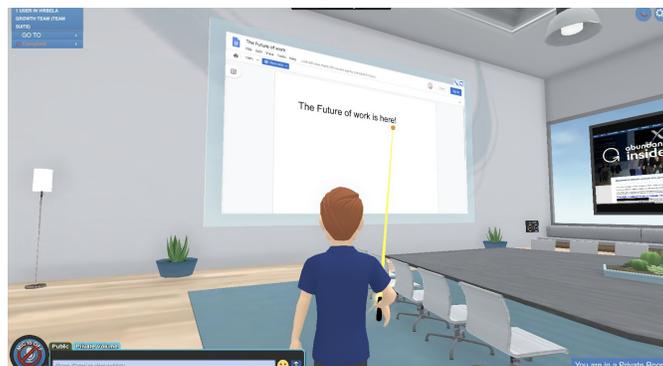


You are all good to go! The Loom icon will live in the top right of your Chrome browser toolbar for future recording.



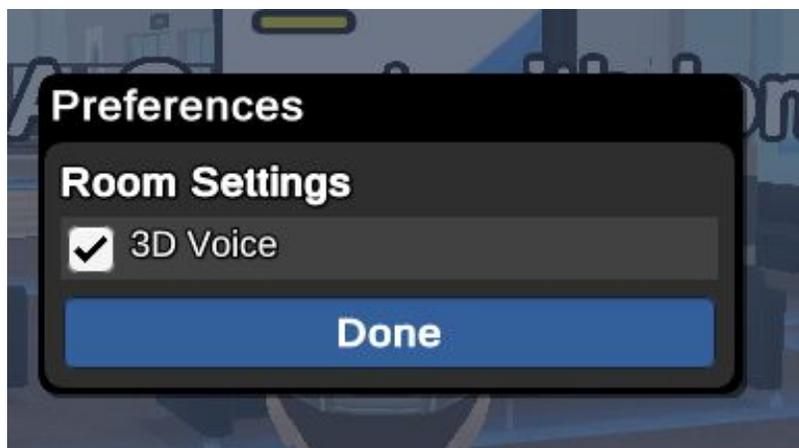
Laser Pointer

As the presenter, you have the ability to use a laser pointer to emphasize a section of your presentation. Press the **2** key to enable and direct your cursor on a presentation board; press **2** again to disable.

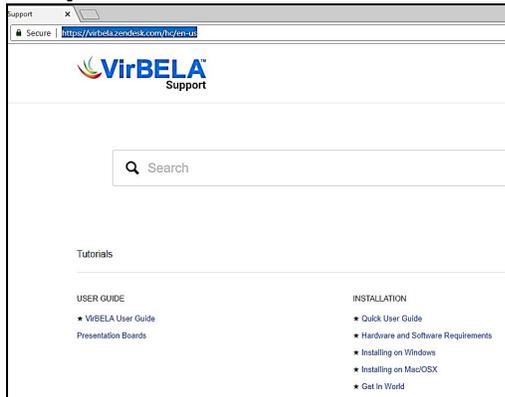


Room Settings

Team Suite owners, admins, and moderators can flip between 3D voice (specialized communication setting) and Flat Voice (equal voice quality setting) in the **Room Settings** option in the **gears** menu in the top right.



Help



Help located in the **Gears** menu will take you to the VirBELA helpdesk in an external browser.

Team Suites FAQ

<https://www.virbela.com/team-suites-faq>

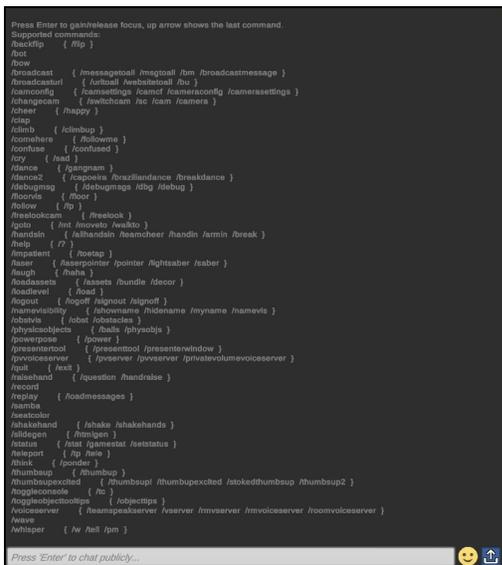
Submit a request

<https://virbela.zendesk.com/hc/en-us/requests/new>

Or email:

Help@virbela.com

Typing **“/help”** in the **Chat Box** will present a detailed list of



VirBELA Intercom (mobile)

[VirBELA Intercom – App Store](#)

[VirBELA Intercom – Google Play](#)

The **VirBELA Intercom** mobile application allows users to switch rooms, the ability to see who is in the rooms before joining, and the ability to talk mobile-ly.



Team Suites

Best Practice

