



# **Best Practice**



<u>Onboarding - 101</u>	3
Welcome	3
Getting Started	3
Profile	4
Preferences	4
Communicating	5
Walking	6
Locating	7
Private Volumes	7
Teleporting	8
Standing, Sitting, Viewing	9
Customization	12
Raise Hand	14
Emotes	14
VirBELA Campus Hub	15
Sticky Note	16
<u>Onboarding - 102</u>	17
Presentation Boards	17
Sharing Documents	18
How to Share Your Screen	22
How to Play Live Video	28
How to Record Video	29
How to Take a Poll	31
Laser Pointer	31
Room Settings	32
<u>Help</u>	32
<u>VirBELA Intercom (mobile)</u>	33

# 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.

		Search:		
User	Room			
AliceVennevik	Auditorium			
Campbell	VirBELA Growth Team (Team Suite)			
IvonneGalarze	Rosa Baltazar Team Room (Team Suite)			
Jeff.Pottinger	SWING 4 THE FENCES (Team Suite)			
LorenaMartinez	Rosa Baltazar Team Room (Team Suite)			
YolondaDale	Rosa Baltazar Team Room (Team Suite)			
Showing 1 to 6 of 6 entries			Dravious	Ninor

### **Mic Settings and Preferences**

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

Audio	Settings			
	Micr	ophone Op	tions	
Active I	Microphone			
Micr	ophone (Re	altek High I	Definition A	udio)
Microph	none Activatio	n Sensitivity		
1	2	3	4	5
	Window	ws Sound S	Settings	
	Window	ws Sound S Done	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 .	6	Backward
Right/D .	т	'urn 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**.



-	1 USER IN VIRBELA	
	GROWTH TEAM (TEAM	
	SUITE)	
в,	GO TO	
	Ø Campbell	
	e camparen	

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.



Profile / Room								Prote 7 Room	> Credent	ent Passcode: 7wz7XadPx	it.		
Account	>	Subscripti Organization:	VIrBELA Growth Team					Security	> 1 Mean	wmc8 characters, 1 letter, 1 nun w passcode.	iter		
Invite	,	Description:	The Growth Team at WrBELA is focused on developi generation companies and platforms for geographi	ng next-				Invite	2	submit			
			Submit						Web D				
									Level 1:	DOPO ACCESS Everyone has full access			Save
		Cancel Su	escription						Level 4:	Normal users have no aco Moderators and below har	access ess ve limited access		
		The cost	for the remaining subscription time will not be refunded						* Full Acoust ** Limited Ac	Moderators and below har Users can change the unland in cess: Users can only interact wid	At no access teract with the page 1 the page		
		Another opt	on is to remove your payment methods. The subscription	will									
		automa	Cancel Subscription						Permis	sions			Add
									Email		Displayname	Permissi	ion ~
									cdeliscu®	Wirbela.com	Campbell	admin	0
									-R				
			VIEBLA	Tean	n Suites	3 MAR 1							
			VIRBEA Profile / Room	Tean	n Suites								
			Profile / Room	Tean Tean	n Suites	14rtd. Remember that you c	.cn always Just share						
			Profile / Room Account 2 Security 3	Tean Tean Part of a Team? The head and and and and and your paraside with earling cards.	n Suites or tam on how to get	sared. Renember that you c	an always juzt share						
			Profile / Room         Account       >         Security       >         Invite       >	Team Team Part of a Team? The suit will see all entry data will be a grant set and a state and a state Team set are state and a state and a state a grant state and a state and a state a state a grant state and a state a state a state a grant state and a state a state a state a state a grant state a state a state a state a state a state a grant state a state a state a state a state a state a grant state a state a state a state a state a state a state a grant state a state a grant state a st	n Suites or tam on how to get re: tadPzt	surted. Renember that you of	an always just share		and the second s				
			Profile         / Room           Account         >           Security         >           Invite         >	Team Part of a Team? The set of an advanced as the program as a set of a set of a set of a set of a program as a set of a program as a set of a program as a set of a program as a set of a program as a set of a program as a set of a program as a set of a s	n Suites or tam on how to get re: ladPzt	started. Remember that you c	an Alega jurtubar						
			Profile         / Room           Account         >           Security         >           Invite         >	Team Team A to for a team A to for a team A to for a team A to the will avoid a to the team A to the team A to the team A to the team A to the team A to the team A to the team A to the team A to the team A to the	n Suites sortaan on how to get re: cadPact	atarted. Remember that you c	an Alega just have						
			Profile         / Room           Áccount         >           Security         >           Invite         >	Team Team An instead annotation any programmed with a second and programmed with a second and programmed with a second and programmed and pro	n Suites ou tam on how to get re: adPart	atried. Remember that you of	an Alega just hare						
			Profile         / Room           Account         >           Security         >           Invite         >	Part of a Team?         Part of a Team?         The will seed encodered to the set of parts and the set of parts an	n Suites our team on how to get re: addPzt	started. Remember that you c	an alega just share						

# **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

Name Delo	re sharing	
Give your unti	tled document a name be	fore it's shared:
Untitled doc	umem	

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.

Share with others	Get shareable link
People	
Enter names or email addresses	1 -
	,
Done	Advanced

### Link to share

https://docs.google.com/presentation/d/18sCxXjwkR5i90xb5bDfytyJVZ2G3oKCZxz1\_

Change...

Is owner

### Who has access



Campbell D'Eliscu (you) cdeliscu@virbela.com

### Choose "Change..."

The following "Link sharing" options will be available.

### Select the "On – Public on the Web" option.

### Link sharing

۲	$\bigcirc$	On - Public on the web Anyone on the Internet can find and access. No sign-in require	ıd.
0	•	On - Anyone with the link Anyone who has the link can access. No sign-in required.	
0		On - VirBELA Anyone at VirBELA can find and access.	Attention: Make sure to adjust "Access" so that
0	Ð	On - Anyone at VirBELA with the link Anyone at VirBELA who has the link can access.	your participants can edit the shareable document.
0	-	Off - Specific people Shared with specific people.	Once selected, click
Acces	ss: A	nyone (no sign-in required) Can edit 🔻	"Save."
Note:	ltems	with any link sharing option car  Can edit Can comment	b. Learn more
s	ave	Cancel Can view e ab	out link sharing

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

Share with others	Get shareable link @	
Link sharing on Learn more		
Anyone on the internet can find and edit -	Copy link	
https://docs.google.com/document/d/1BiHJLygQ7Xp4	CqqHiAJ8MyICDaOJ2KfZ3IK2I	>
People		
People Enter names or email addresses	1.	Select the <b>"Can e</b>
People Enter names or email addresses	✓ Can edit	Select the <b>"Can e</b> option to ensure
People Enter names or email addresses	✓ Can edit Can comment Can view	Select the <b>"Can e</b> option to ensure parties can collab

### **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."

	FreeConferenceCall	- 🗆 ×	
6		Sign Up or Los in	
	i i i i i i		
	Loin	Heat	
	Join any meeting by entering online meeting Start or	record your meeting right now	
	ID and your name.	by clicking host.	
	Join	Host	
0			
		Check connection	
	5 - 0 - / 0 ×	<b>a</b> 41	
	1 reconneren weden		
O	< Go back	Sign Up or Log in	
			lf you do not
			have an account
		dsteele@virbela.com	
		•••••	already, click the
		Remember me on this computer	"Sign Up"
		Hest	
	Host.	nust	button to create
	Start or record your meeting right now	or	an account with
	by clicking host.	Continue with Facebook	
			them. You only
			need to do this
Q		Check connection	once.

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



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

	Online Meeting ID: d	steele6	>
< Go back			
	Welcome to the	meeting lobby	1.
	There are no attended	ees in the meeting.	
	Select your mic	and speakers	
	Recording devices:	Same as System 👻	
	Use ambient noise reduction	Automatically adjust level	
	Playback devices:	Same as System 👻	
	•	6	
	Continue		
	l will deci	de later	
Mute Audio Video	i D O	Attendees Chat	Preferences Leave



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 Play Live Video

We recommend playing live video in VirBELA with PowerPoint or Google Slides; i.e. versus copying and pasting a Youtube video link. User's can have complete control playing, pausing, and restarting a video when the video is embedded within a PowerPoint or Google Slides presentation.

After you create and title your new presentation, find the **Insert** menu and choose **Video**.



Copy and paste your desired URL video link and click the blue highlighted **search** function. **Choose** the desired video and click **select.** 

earch	By URL Google Drive			
u Tube	https://www.youtube.com/watch?v=iPZUDBiTJhE	&featu Q		
pe your se	arch in the box above to find videos.			

Before you copy and paste the Google Slides presentation into a VirBELA web screen, you will want to make sure link sharing is **On - Public on the Web.** Now your video will be viewable by others in VirBELA.

You are off to the races!



# 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.

Pic Vith Cocyle Chrome* would like to access the microphone. One Chrome has access, websites will be able to ask pic for access.	
Microphone and Camera Recording Loom will need access to your mic and camera in order to create stunning recordings.	
One-Click Access	

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.

2 Search	Record	Notif	Notifications ()	
	Screen+Cam	Screen Only	Cam Only	
	Full Deskto	p Cur	rent Tab	
video	Microphone Aud	dio advanced optio	ns	
маео. У	Start 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/te amsuites-fag

Submit a request https://virbela.zendesk.co m/hc/en-us/requests/new

Or email:

Typing "/help" in the Chat Box will present a detailed list of Help@virbela.com



# 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** 

