VirBELA

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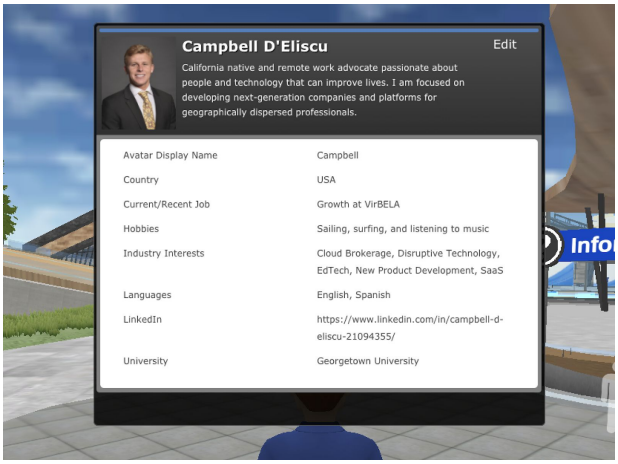
Onboarding - 101

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

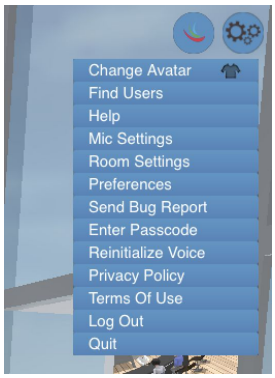
Navigate to **Your Name** in the top-left menu. Selecting **Profile** allows you to create and make updates to your profile. Learn about other users driving the future of work by accessing their bio. Right-click on the avatar or click on their name in the user list.



Preferences

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

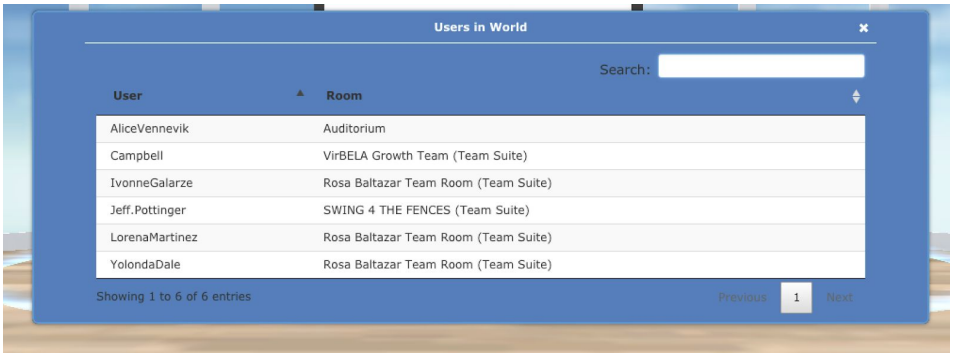
Here you have the option to customize your experience.



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

Find Users

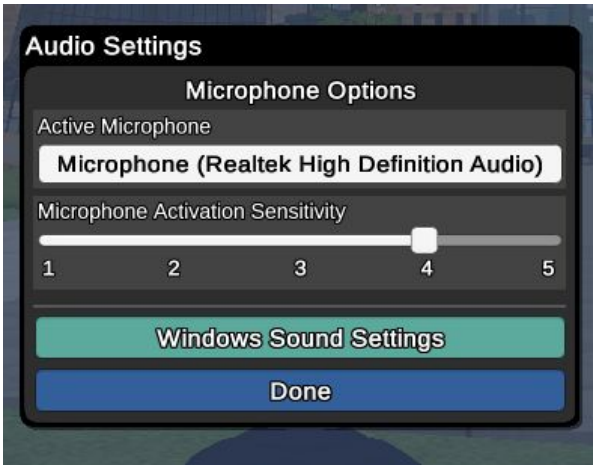
Selecting the Gears icon and clicking on Find Users, you can view who is currently active in VirBELA and find their location.

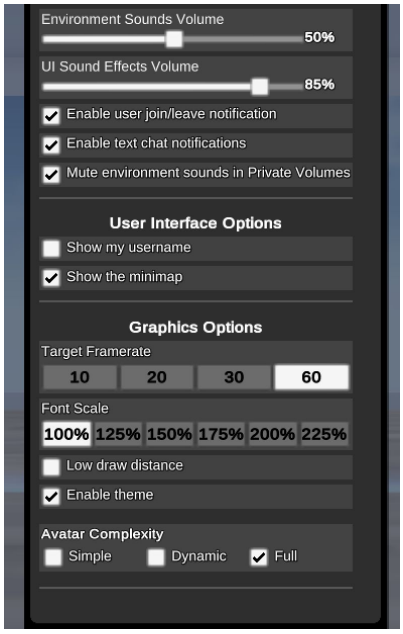


You can find more information about a person by right-clicking on their avatar. This will allow you to see their bio if they set it up.

Mic Settings and Preferences

In the Gear icon you can select **Mic Settings**. Mic settings and Preferences allow you to adjust and customize your audio and visual settings.





Communicating

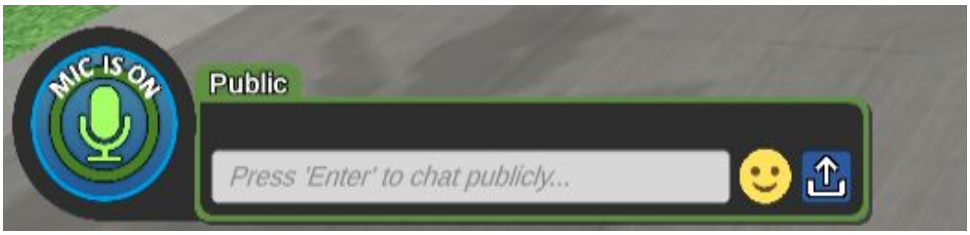
Take a look at the lower-left side of your screen. There, you will see a microphone icon.

Microphone

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

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.

Note - Distance affects volume. The further you walk away from someone the quieter their voice will become.

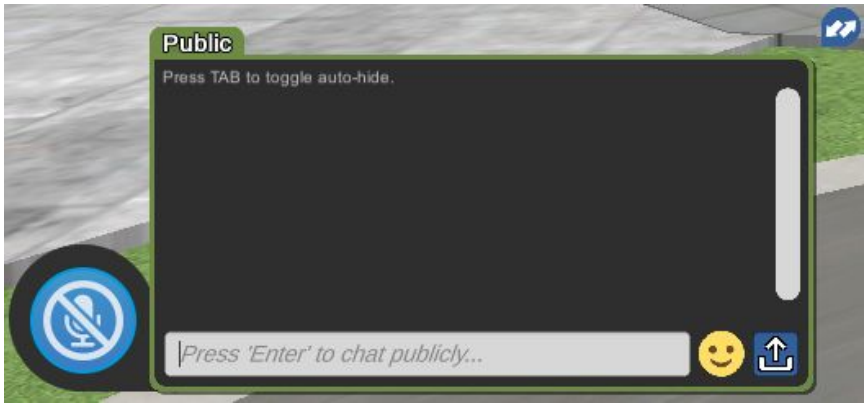


Microphone (Continued)

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 this field is selected, you can begin typing your message.



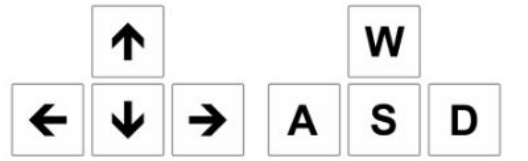
To the right of the text box is a smiley face emoji. Clicking the smiley face gives you the option to include **emojis** in your text message.

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.

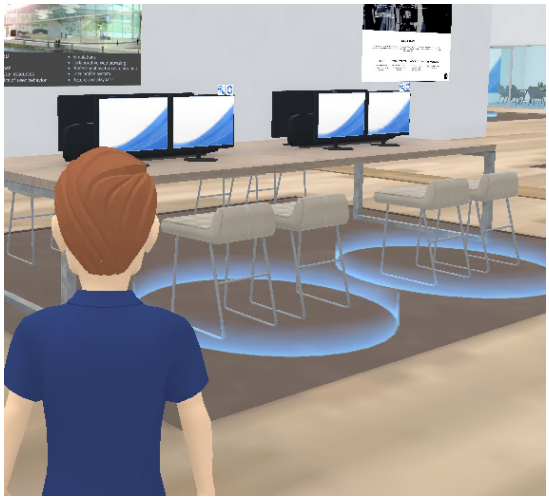
Locating

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 (the blue lines on the floor) can be found throughout 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 the blue lines. No one outside the blue lines can hear the conversation inside.

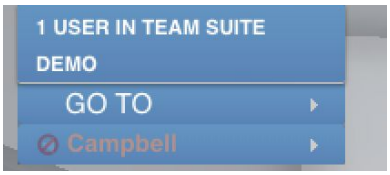


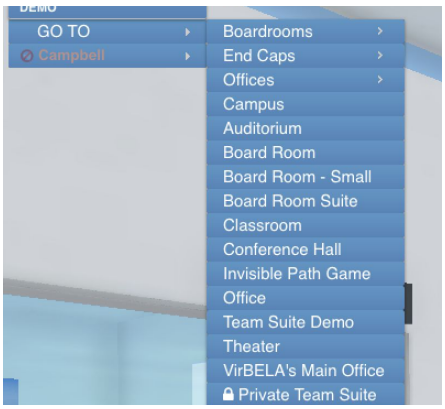
Blue circles and **dotted lines** indicate private talk and text zones.

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

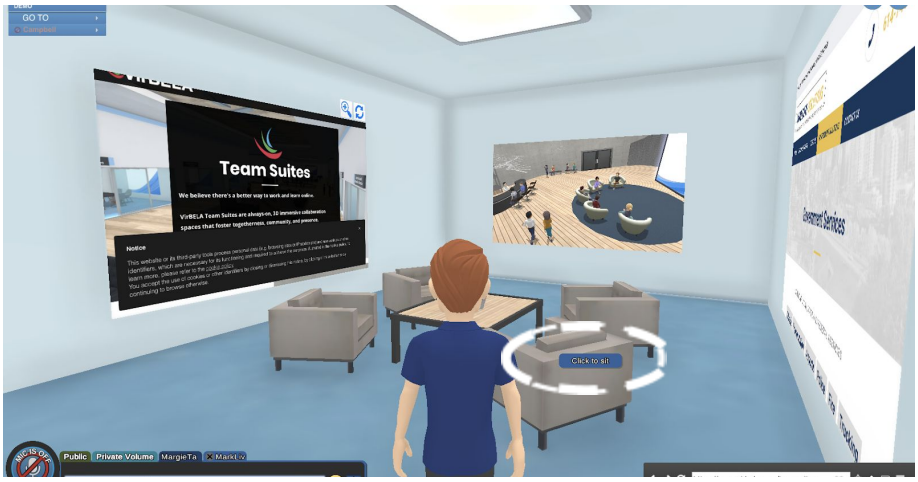
Teleporting

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.





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.

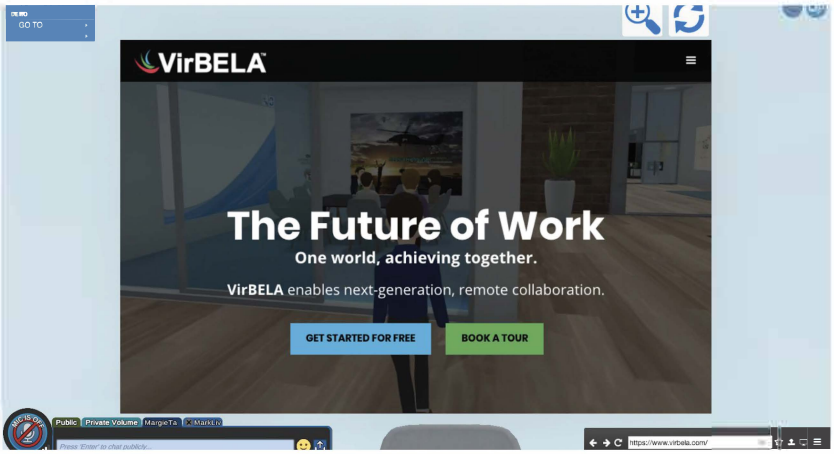
When you want to refocus your view, click the spacebar again to lock your view.

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 top center 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.

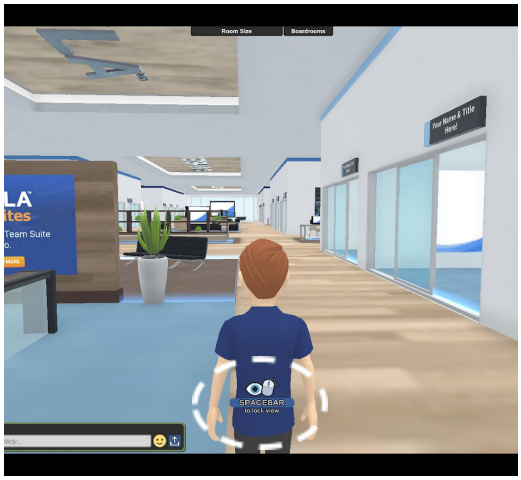
To exit the zoomed in view, click the **magnifying glass** or the **Screen Zoom** function.



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 your 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.*

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.**

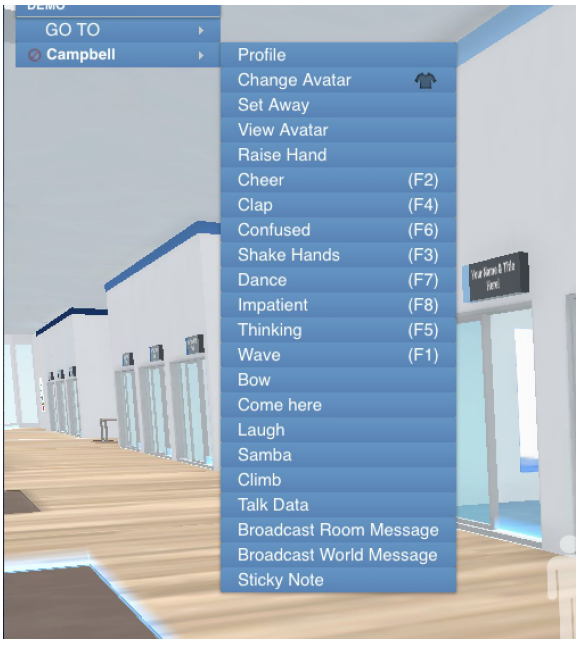
The **Raise Hand** function allows you to notify a presenter or colleague that you have a question.

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

To lower your hand, under **GO TO**, click on your name and choose **Put Hand Down.**

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.



Sticky Note

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

To create a sticky note, under GO TO 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.

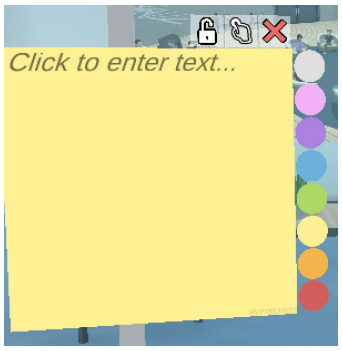
To edit the sticky note, click on it; a typing cursor will appear.

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.'



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Customization

Image Panels (still images)

Booth exhibitors, admins, and moderators can customize and brand your image panels.

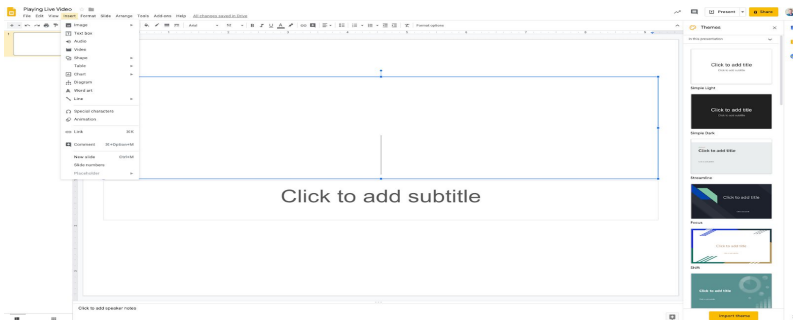
Right-click on the **image panel** you wish to edit**.**

* For still images, click the blue box with the up arrow to search for and select the file (image or video) from your computer you want to upload. You can link the file by typing/ copying in the URL you wish to link to in the bottom box. Then hit APPLY.
* For videos, simply type/copy the URL in to the top box. If you want to link the video you need to type/copy the URL in to the bottom box as well. Then hit APPLY.

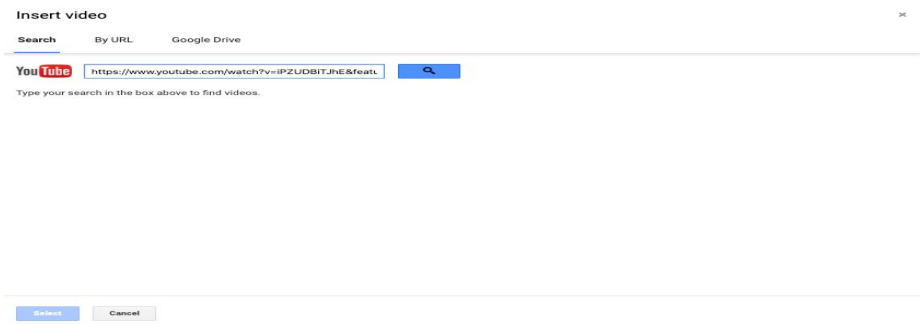
How to Play Live Video

We recommend playing live video in VirBELA with PowerPoint or Google Slides.
User's can have complete control playing, pausing, and restarting a video when the video is embedded within a PowerPoint or Google Slides presentation. (Although uploading a YouTube video is quickest and easiest.)

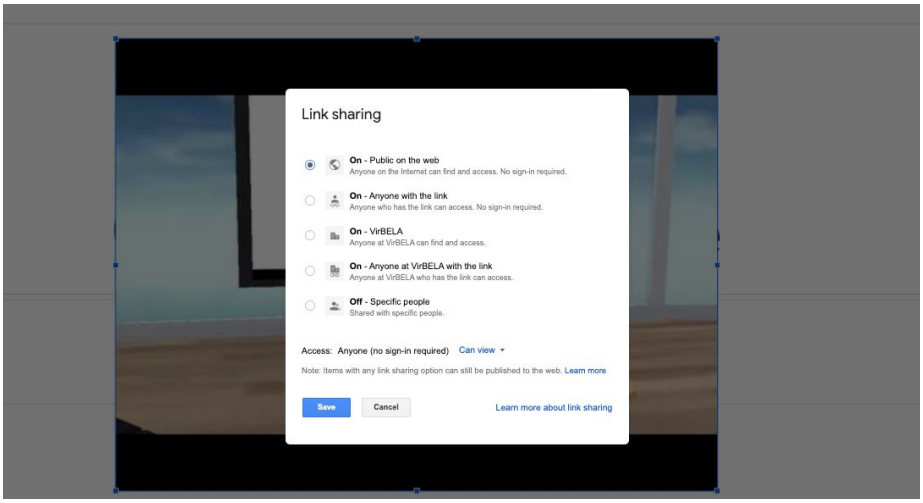
After you create and title your new presentation, find the **Insert** menu and choose **Video.**



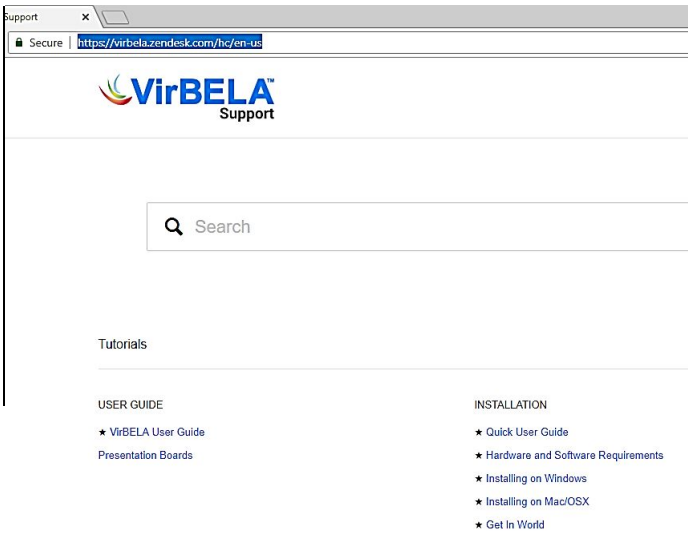
Copy and paste your desired URL video link and click the blue highlighted **search** function. **Choose** the desired video and click **select.**



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.



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/teamsuites-faq

Submit a request

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

Or email:

Help@virbela.com

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