



Quick Reference Guide

Join a SideSpeak Session

Follow these steps to join a SideSpeak session.

- 1 Click the link sent to you by the host.
- 2 When prompted, 'Allow' SideSpeak to use your camera and microphone.
- 3 Enter your screen name in the appropriate field.
- 4 Click the '**Join a meeting**' button.

If joining while already in a videoconference:

- 1 In your current videoconference:
 1. Stop your audio.
 2. Stop your video.
- 2 Click the link sent to you by the host.
- 3 Click '**Join**'.
- 4 When prompted, 'Allow' SideSpeak to use your camera and microphone.
- 5 Enter your screen name in the appropriate field.
- 6 Click the '**Join a meeting**' button.