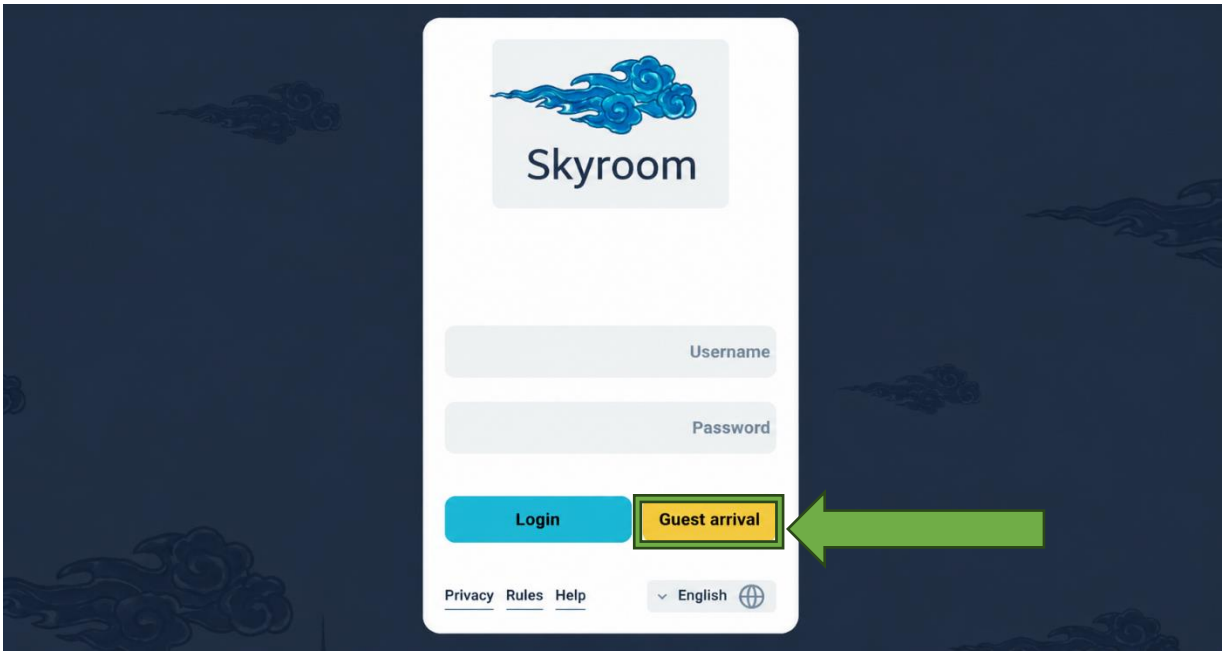
How to Join Skyroom as a Guest



Step 1: Open the Meeting Link

Open the Skyroom link provided by conference organizer.

Step 2: Select Guest Login

On the login page, choose the Guest option.

Step 3: Enter Your Name

Enter your first and last name in the required field.

Step 4: Join the Meeting

Click the Enter button and wait for the meeting room to open.

Make sure to select “Guest” to enter the room.

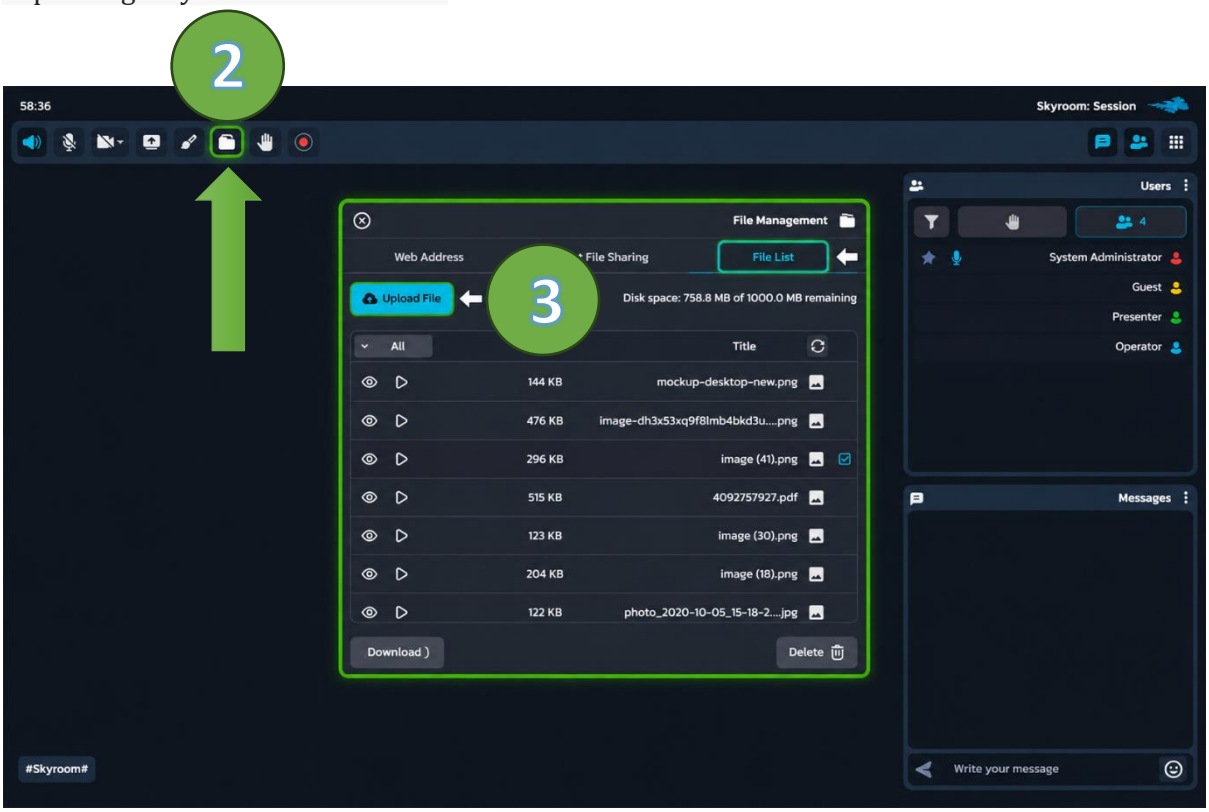
No username or password is required

ISFSEA Conference

Manage files from within the room



The toolbar provides you with various features and tools for presenting content. These tools include microphone, webcam, desktop sharing, whiteboard, file sharing, raising your hand, recording, and the ability to enable or disable sound, all or some of which you will have access to depending on your role in the event

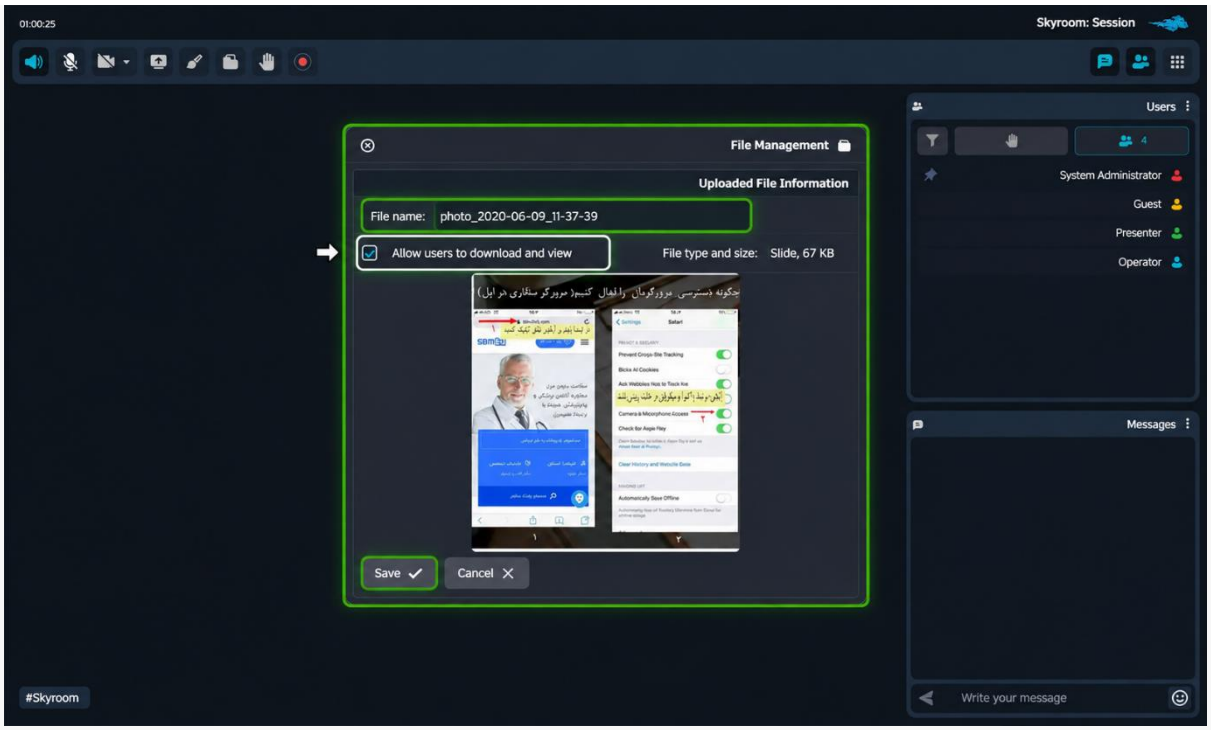


This window has four tabs: file list, file live streaming, URL, and file upload, which you will learn about below.

In this tab, a list of all uploaded files will be displayed for you and you can select and play the file from this list. At the bottom of this tab, you have the options **to delete and download .**
Delete : Delete the file from the file list.
Download : Save the file to your personal system.
The file playback icon **and file preview** are visible in front of **the file name .**
Play : Show the file to other users.
Preview: In this window, you will have file information, edit the file name, preview the file, and enable download capability for other users.

Upload file

In this tab, you can upload your desired files to the program. To do this, click on the file list and select Upload File, "Select File" and select the file

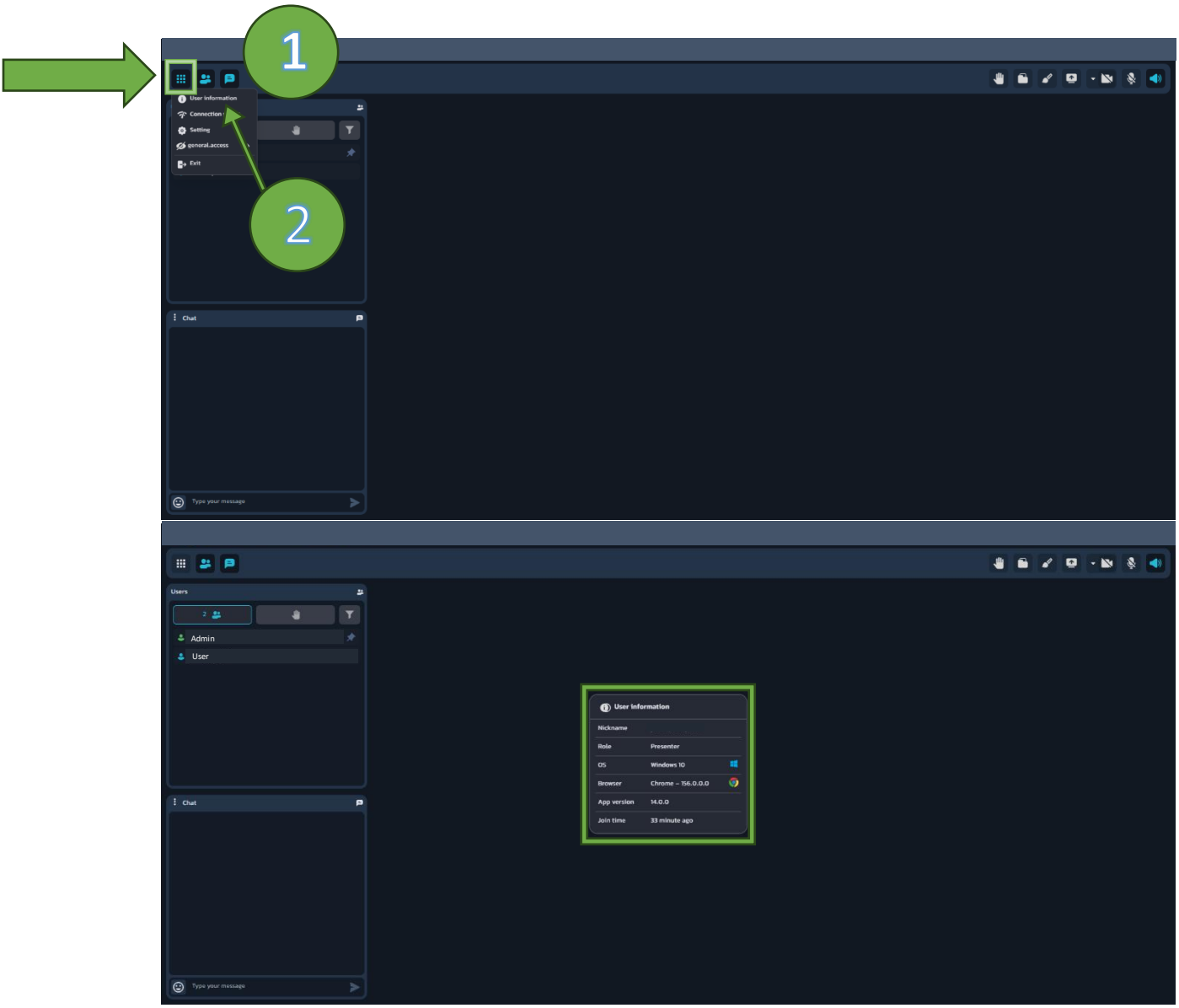


If you wish to display a file larger than 50 MB that cannot be uploaded to the program, you can upload the desired file to another space and enter the URL of that file in the specified box in this header and play it at the event.
After selecting the file, you must also select its type from the drop-down menu in front of the box.
Note : The desired address should not be placed with the html extension or web page extension, but you should enter the direct address of the file in this field.
After entering the address of the desired file, you can view it using the **preview** option and then click **Play to show it to other users.**

Slide menu displayed in the room

If the file being played is a slide show, the three dots on the top right contain the options for Download, Whiteboard, Slide Effects, Autoplay, and Close

System Information in Skyroom



You can check your system information by clicking on your username in the Users section. Then, a window will appear showing your system details, including your operating system, browser, app version, and join time.

You can grant access permission



To access all the features of the online classroom, you need to allow the required permissions.

When a permission request appears, please click on **Allow** or **Grant Permission**.

For example, you may need to allow access to your microphone, camera, or screen sharing.

These permissions help you participate in the class, communicate with conference organizer, and use all the classroom features properly.