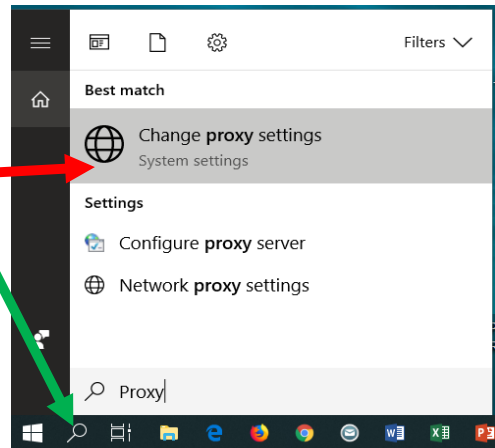


1. Participation in Vidyo videoconferencing could be as NWU staff member or as a Guest.

- 1.1. Ensure that your computer is connected to a wired Local Area Network (LAN)
(A WiFi connection has a higher risk of an unreliable videoconferencing experience)
- 1.2. Verify that your computer network **proxy** settings are switched **OFF** (Not on *Automatically Detect Settings*). If you are uncertain how to verify this, click on “Search” on your computer desktop, type “proxy” and <enter>. Find the proxy settings
- 1.3. You need audio playback equipment and a microphone
(Speakers and microphone or microphone-headset combination. A mobile phone earphone-microphone set connected to your laptop may also work)
- 1.4. You need a camera — usually built into a laptop — or a webcam or other type of computer camera
- 1.5. A quiet, well illuminated venue without interference or distractions
- 1.6. Test proper operation of your equipment by arranging to connecting to the Vidyo virtual meeting at least 24 hours before the actual meeting should start, so that difficulties may be addressed in time.



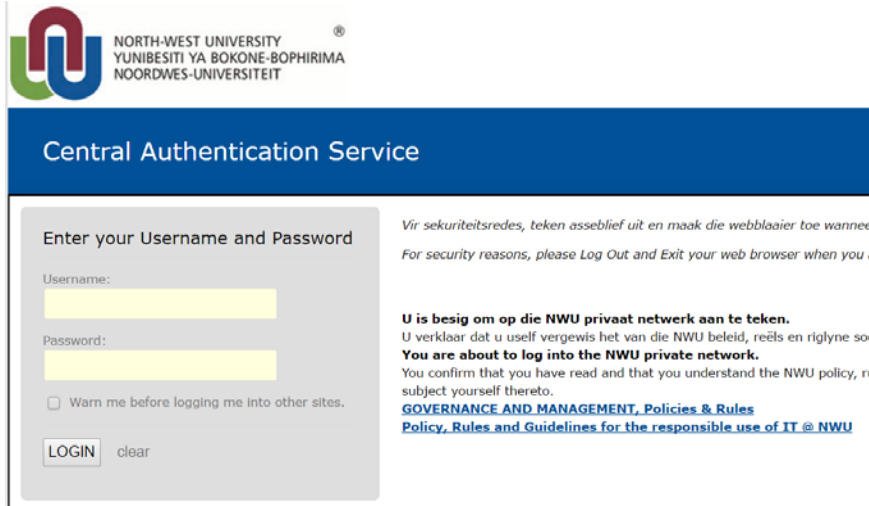
2. To participate as Guest on a laptop or desktop computer:

If you have received a Vidyo meeting invitation, double-click on it, or select and copy it into Google Chrome web browser address bar and press <enter>. Follow the instructions to download and activate the VidyoWeb client.

3. To participate as a NWU staff member:

- 3.1. Using Vidyo videoconferencing for the first time at NWU starts with a Call-IT request well in advance of the first meeting to help you set up your computer or mobile device.
- 3.2. When planning a videoconferencing meeting, connections and equipment operation should be tested in advance before the meeting to prevent wasting time when the meeting is supposed to start.
- 3.3. Difficulties in establishing a fully functional videoconferencing meeting should be reported through a Call-IT request in time to enable difficulties to be cleared before the meeting.
- 3.4. If you would like to utilise self-support in preparing your laptop or desktop computer to use Vidyo Desktop, after verifying that your Proxy settings are OFF, open Google Chrome web browser and type the following into the address bar: <https://nwu-vc.tenet.ac.za> Press <Enter>.
- 3.5. On a mobile device, install the VidyoMobile APP and use <https://nwu-vc.tenet.ac.za> as the Portal Address.

The login sequence through NWU Central Authentication Service (CAS) should open:



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Central Authentication Service

Enter your Username and Password

Vir sekuriteitsredes, teken asseblief uit en maak die webblaaiër toe wanneer
For security reasons, please Log Out and Exit your web browser when you are

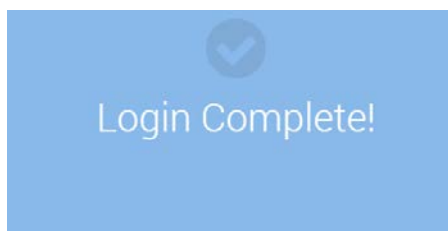
U is besig om op die NWU privaat netwerk aan te teken.
U verklaar dat u self vergewis het van die NWU beleid, reëls en riglyne soos
You are about to log into the NWU private network.
You confirm that you have read and that you understand the NWU policy, rule
subject yourself thereto.
[GOVERNANCE AND MANAGEMENT, Policies & Rules](#)
[Policy, Rules and Guidelines for the responsible use of IT @ NWU](#)

Warn me before logging me into other sites.

LOGIN clear

Once Login has been successful, the Vidyo client should open if it has been installed. If Vidyo is not installed, follow the instructions to download and install the VidyoDesktop client.

In the browser, the following message should appear:



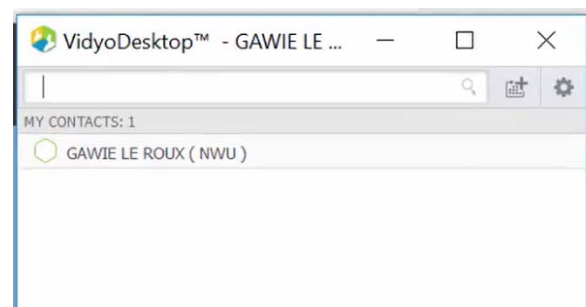
Please close this tab.

You may close the browser, or just the applicable browser tab. You could also ignore the browser and look for the Vidyo client (for instance at the bottom of the screen):



Clicking on it should reveal VidyoDesktop CONTACTS menu:

You could connect to your own Vidyo Room to test, or search for the Room you have to connect to and join the meeting in that Room. Typing a room number in the search bar is usually sufficient to find a room in Vidyo.



Clicking on a meeting invitation in Groupwise after VidyoDesktop is open should open the meeting from your VidyoDesktop, instead of joining as a Guest (through downloading VidyoWeb), which will happen if VidyoDesktop is not installed.

Keep your microphone off when connecting to a room in which a meeting is in progress, so that the noisy environment in your vicinity does not disturb the meeting which may already be in progress. A meeting room with participants in it will display a red colour in the Contacts list before you join. It may be prudent to switch the camera off as well before joining a meeting in progress.

