

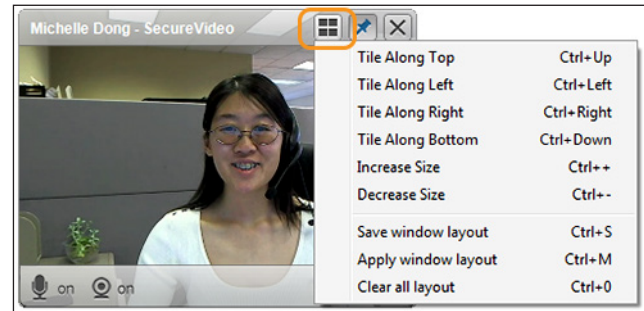
C. Settings & Tips

Size and placement of your video tiles: Windows

Instructions on adjusting the size and placement of your video tiles on a Windows computer.

1. Hover your mouse over your own video tile.

2. In the upper right-hand corner of the video tile, click on the icon with the four squares.



TIP: Click on the push-pin icon to pin the video tile to your screen: it will be visible on top of all windows. (The window has been pinned when the icon is blue.)

Tile Along Top:

Select this option (or use the keyboard shortcut) to make all video tiles align along the top of your screen.

Tile Along Left:

Select this option (or use the keyboard shortcut) to make all video tiles align along the left-hand side of your screen.

Tile Along Right:

Select this option (or use the keyboard shortcut) to make all video tiles align along the right-hand side of your screen.

Tile Along Bottom:

Select this option (or use the keyboard shortcut) to make all video tiles align along the bottom of your screen.

Increase Size:

Select this option (or use the keyboard shortcut) to make the video tile larger.

Decrease Size:

Select this option (or use the keyboard shortcut) to make the video tile smaller.

Save window layout:

Select this option (or use the keyboard shortcut) to save current settings for the placement and size of video tiles.

Apply window layout:

Select this option (or use the keyboard shortcut) to apply a saved setting (even from a previous session) for the placement and size of video tiles.

Clear all layout:

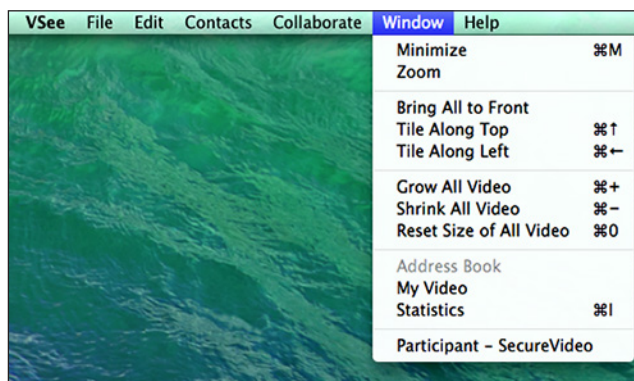
Select this option (or use the keyboard shortcut) to delete a saved setting for the placement and size of video tiles.

Size and placement of your video tiles: Mac

Instructions on adjusting the size and placement of your video tiles on a Mac computer. Unfortunately, you cannot change these settings on iPads or iPhones.

If using a Mac computer:

1. Click on **Window** in the upper left-hand corner. (If you don't see this menu there, click on your or your participant's video tile, and the menu should appear.)



TIP: Click on the **Yellow** button in the upper left-hand corner to minimize a particular video tile, or the **Green** button to maximize it.

Minimize:

Select this option (or use the keyboard shortcut) to minimize all video tiles.

Zoom:

Select this option (or use the keyboard shortcut) to maximize all video tiles.

Bring All to Front:

Select this option (or use the keyboard shortcut) to make all video tiles appear.

Tile Along Top:

Select this option (or use the keyboard shortcut) to make all video tiles align along the top of your screen.

Tile Along Left:

Select this option (or use the keyboard shortcut) to make all video tiles align along the left-hand side of your screen.

Grow All Video:

Select this option (or use the keyboard shortcut) to make all video tiles larger.

Shrink All Video:

Select this option (or use the keyboard shortcut) to make all video tiles smaller.

Reset Size of All Video:

Select this option (or use the keyboard shortcut) to make all video tiles default-sized.

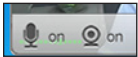
Participant - SecureVideo:

All your participants' names should appear in this section, and you can bring their particular video tile to the front of your screen by clicking on their name.

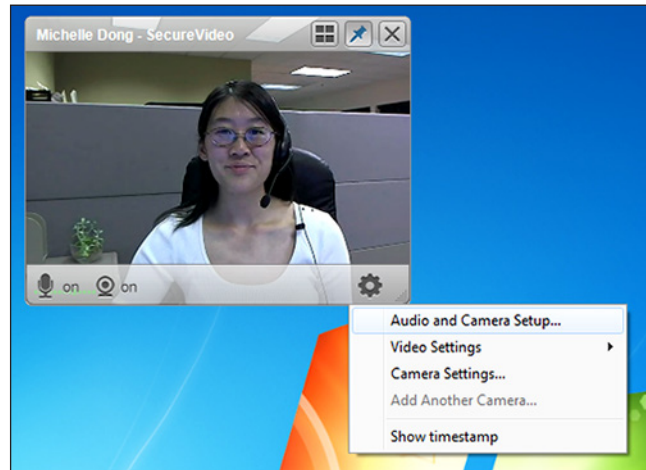
Adjust your audio and video settings: Windows

Instructions on adjusting the size and placement of your video tiles on a Windows computer.

1. Hoover your mouse over your own video tile, so that a panel appears.
2. Click on the gear icon, and select **Audio and Camera Setup...** from the drop-down menu.



TIP: To mute or unmute your microphone, click on the mic icon (left). To turn your camera on or off, click on the camera icon (right).



3. From the menu that appears:

Microphone

If you see green lines when you speak, then your microphone settings are correct.

Speaker

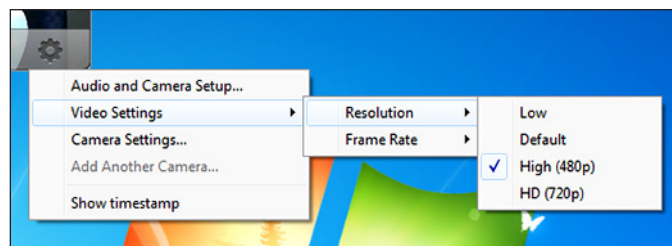
If you hear a sound when you click the **Play test sound** button, then your speaker settings are correct.

Camera

If you can see yourself, then your camera settings are correct.



4. Select **Video Settings** to change the resolution of your video. (Lowering your resolution can balance out a poor internet connection.)



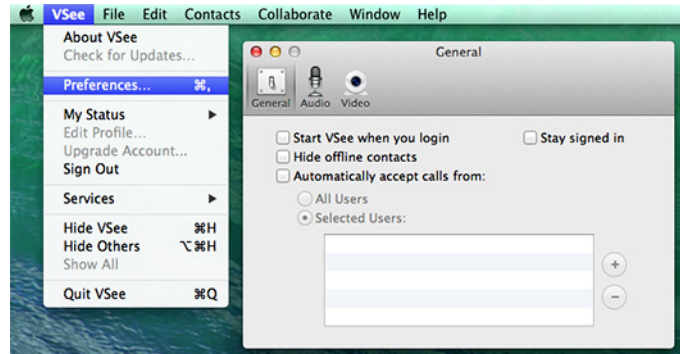
Adjust your audio and video settings: Mac

Instructions on adjusting your audio and video settings on a Mac computer.

1. Click on **VSee** in the upper left-hand corner. (If you don't see this menu there, click on your or your participant's video tile, and the menu should appear.)

2. Select **Preferences**.

3. A dialog window should appear. (See image on the right.)

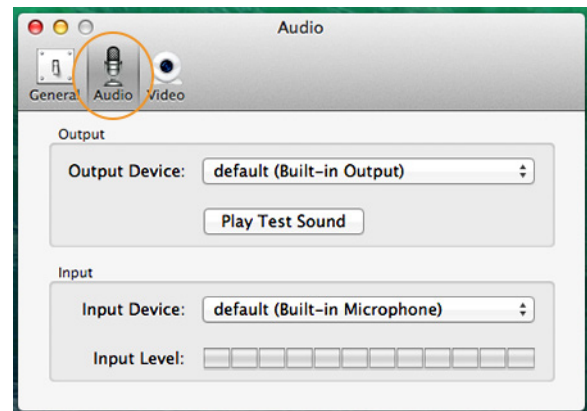


Audio:

Click on the Audio tab to see your audio settings.

If you hear a sound when you click the **Play Test Sound** button, then the selected output device is correct.

If you see the **Input Level** change when you speak, then the selected input device is correct.



Video:

Click on the Video tab to see your video settings.

If you can see yourself, the selected device is correct.

Lowering your resolution can balance out a poor internet connection.

Frame rate determines the frames shown per second. We recommend leaving the default setting of Adaptive to prevent the video from pixelating during any lags in connection speed.

