

A more detailed guide on Spatial.chat:

1. Don't see what you want? **Try zooming in and out.** You zoom in and out by using whatever mouse functionality you use to scroll, and you can click and drag an empty spot in the space to slide around your view.
 - a. Don't see the entire room? **Zoom out!**
 - b. Want to see people better? **Drag your circle close to them and zoom in.**
 - c. Want to see slides or a poster better? Pan over to that part of the room and zoom in. (Just don't sit on other people's slides or posters 😊.)
2. Want to send a text, emoji, or link to everyone in the room? **Use the Room chat.** You can find it by clicking on the button in the top right corner.
 - a. **A green dot on the icon** indicates unread messages.
 - b. Each room has its own separate chat.
 - c. **Warning: there is NO private chat option.** So whatever you send in chat, it is always seen by **everyone in that room**. Your audio is heard only by those near you.
3. Want to talk to other guests? **Use the Microphone and the Megaphone.** By default, Spatial.chat features dynamic volume: you and other guests hear each other loudly if you are close, and less or not at all if you are far. The microphone key mutes/unmutes you.
 - a. Want to have private conversations? **Move aside together.**
 - b. Want to talk to a specific person? **Click on a person's name** so that you can move to them.
 - c. Want the whole room to hear you (e.g. when you give a talk or ask questions during a talk)? **Use the Megaphone.**



4. Want to share your screen? **Use the Screen Share**



- a. Want to reposition your slides? After sharing your screen/app, move your mouse to the **bar above** the shared content. You will be able click and drag your slides to the right position.
 - b. Want to resize your slides? Move your mouse to the **lower right/left corner** of the slide, and you can drag to resize.
5. Want to personalize your profile? **Upload your profile picture.**
 - a. When you are on the welcome page, click on the button next to your name.
 - b. If you have already entered the room, you need to leave the space to upload your profile picture.
 6. Looking for a specific room? In the upper right corner, you should see a “**show room**” icon. Click on that, you should see a list of rooms. Join a room by clicking on its name.