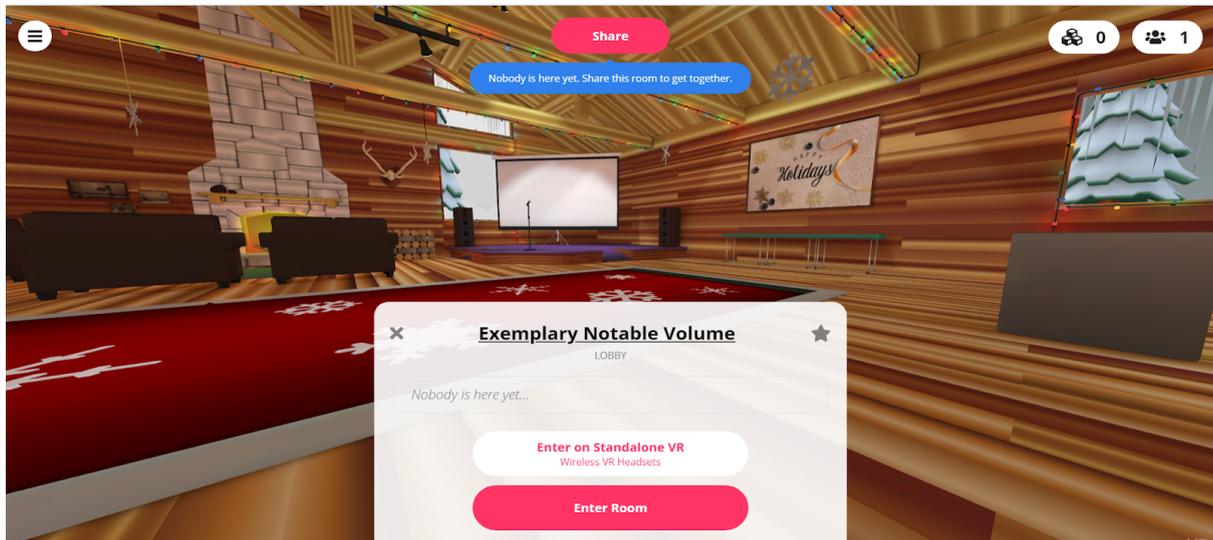
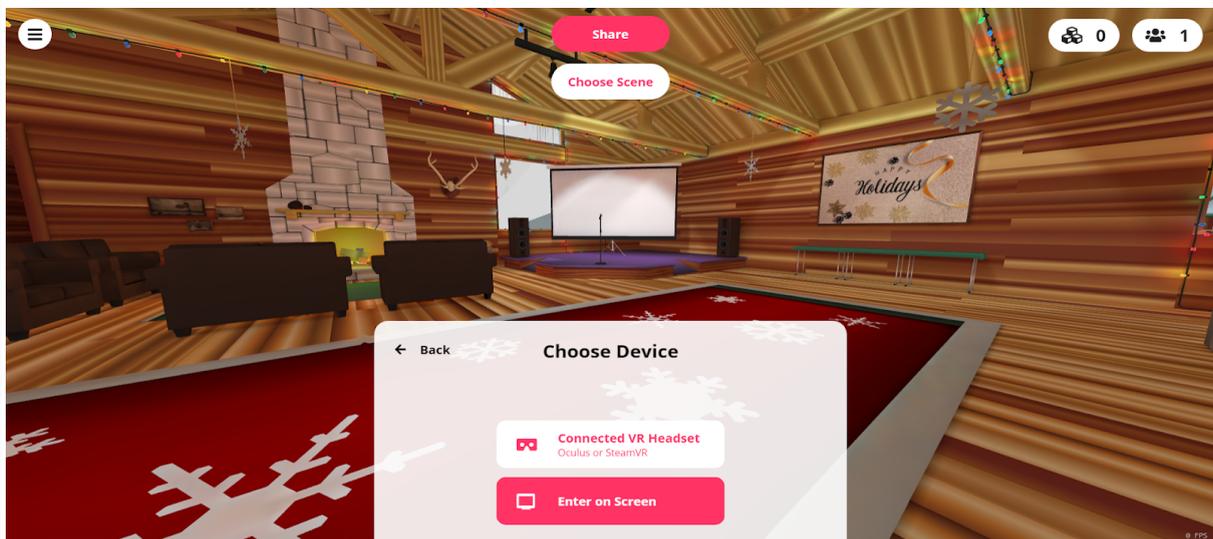


## [HOW-TO] How to use Mozilla Hubs for hosting an event

To start a meeting, create and name your room. Click 'Share room' to share the access link with the participants.



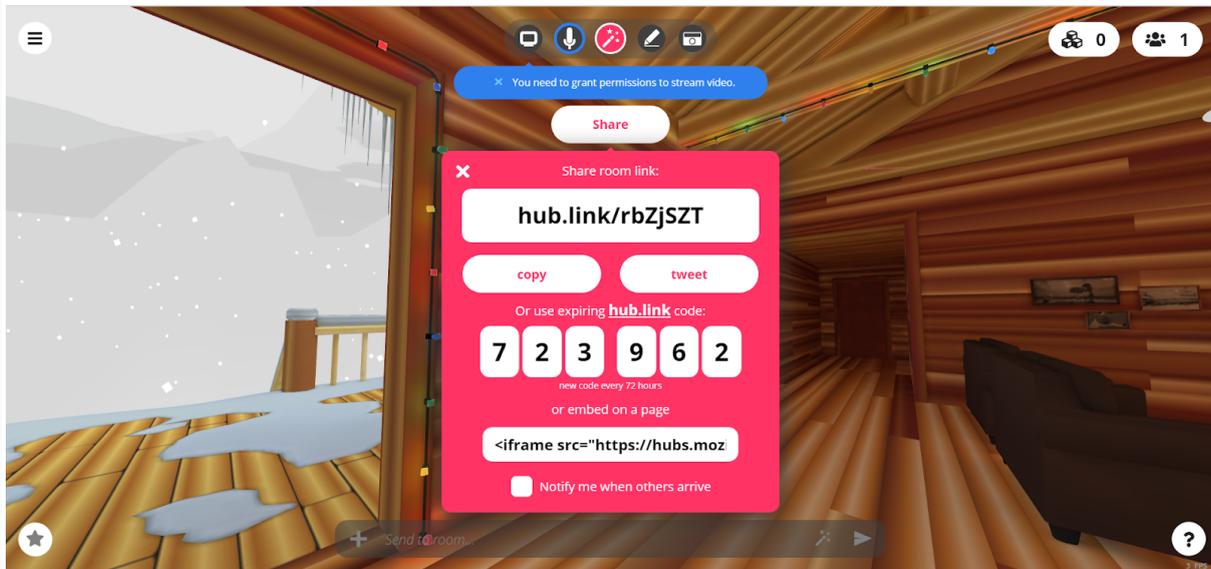
The next step is to create a meeting environment by clicking 'Select scene'. Users can choose to connect via VR Headset or Enter on the screen.



To select a scene, you need to enter your e-mail address, where you will receive a link to one of the selected positions.

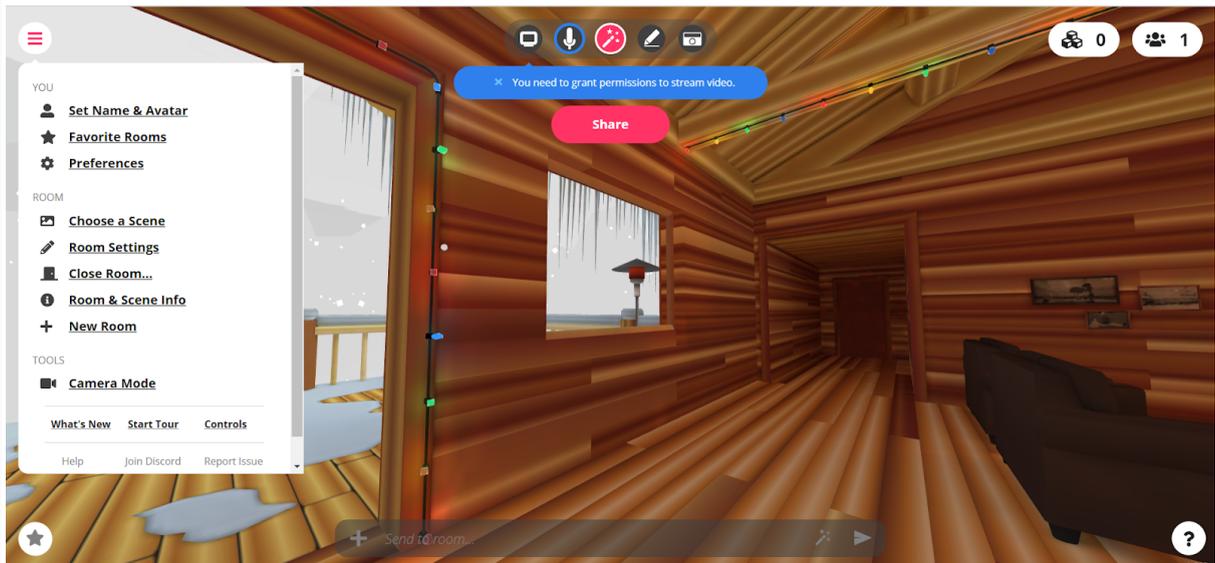
The next step is to select an avatar. After creating an avatar, you have to authorise your microphone to be used by the app, so that you can communicate with other participants. In the lower right corner of the screen, there is a 'Help' button that will help you start a tour. By

clicking 'Share', you will be provided with a link and a code to enter the virtual room. Share the link with the meeting participants and they will be able to connect from any device.



At the top of the screen there is a menu with the following functions - mute-enable your microphone, pause-resume all other avatars. On the left side of the screen, there is a drop-down menu, which offers the following options:

- Change the avatar name
- Select a favourite room
- Preferences: AUDIO (mute microphone on entry, incoming voice volume, media volume, disable sound effects, disable microphone echo cancellation, disable microphone noise suppression, disable microphone automatic gain control); CONTROLS (rotation per snap, disable movement, disable backwards movement, disable strafing, disable teleporter, movement speed modifier); MISC (language, only show name tags while frozen, max resolution, preferred camera, material quality, enable dynamic shadows, disable automatic pixel ratio adjustments, disable auto-exit when multiple hubs instances are open, prefer mobile objects info panel, animate waypoint transitions, show RTC panel);
- Choose a scene
- Room settings (room description, room size, room access, room member permission)
- Close room
- Room and scene info
- New room
- Camera mode (broadcasting to the lobby).



You can move throughout the room by dragging the mouse or using the keyboard. When you meet other people, you can see their names and avatars and talk to them. There is an option similar to a whiteboard; by clicking the 'pen' icon at the top of the screen, you will be able to write and draw. There is also an option to share the screen (entire screen, application window, Chrome tab), as well as a 'camera' option, which allows users to take pictures and record the screen. The 'Create' bottom, also located at the top of the screen, allows for adding new items to the room. You can also choose new scenes and move from one location to another.

Chat is located at the bottom of the screen. Users can also share images, videos, and documents in the chat.