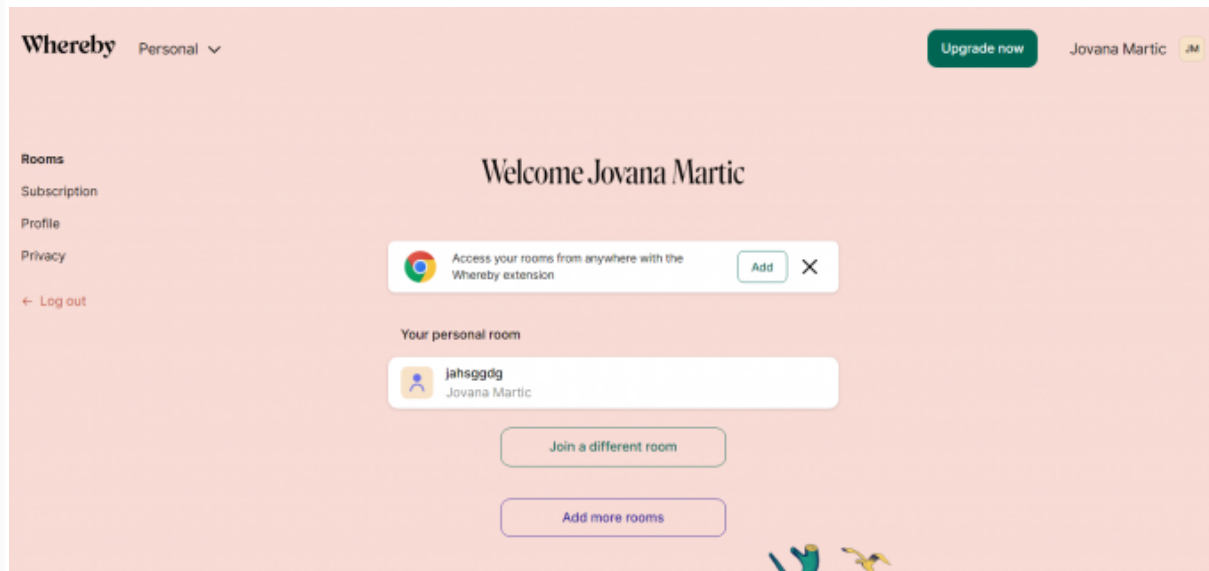
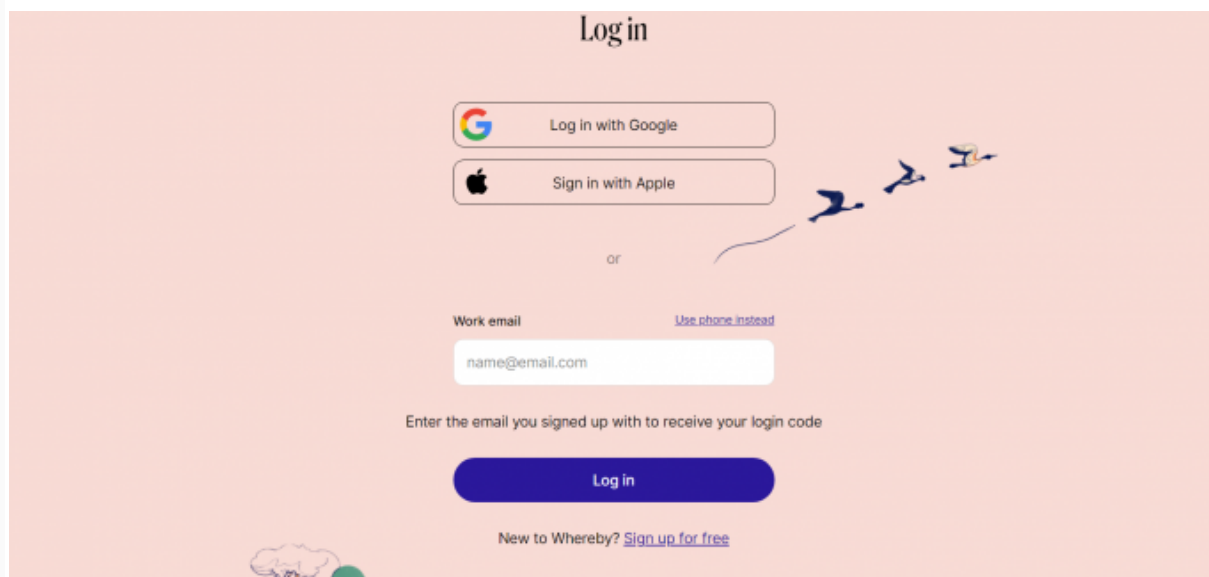


## [HOW-TO] How to use Whereby for hosting an event

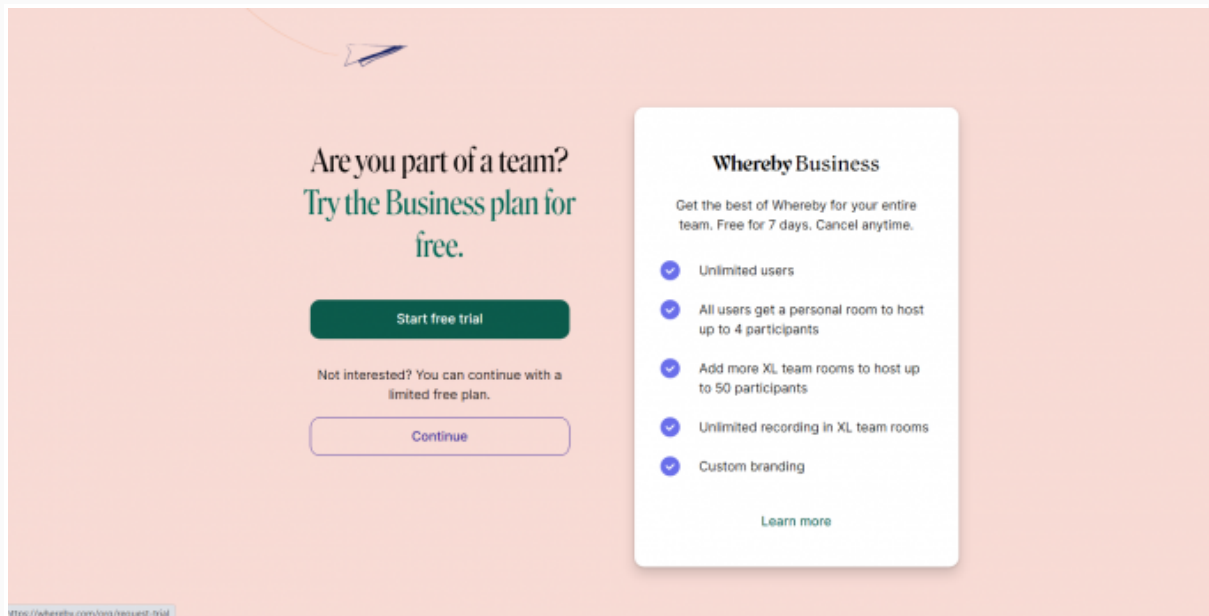
This is what the home page looks like.



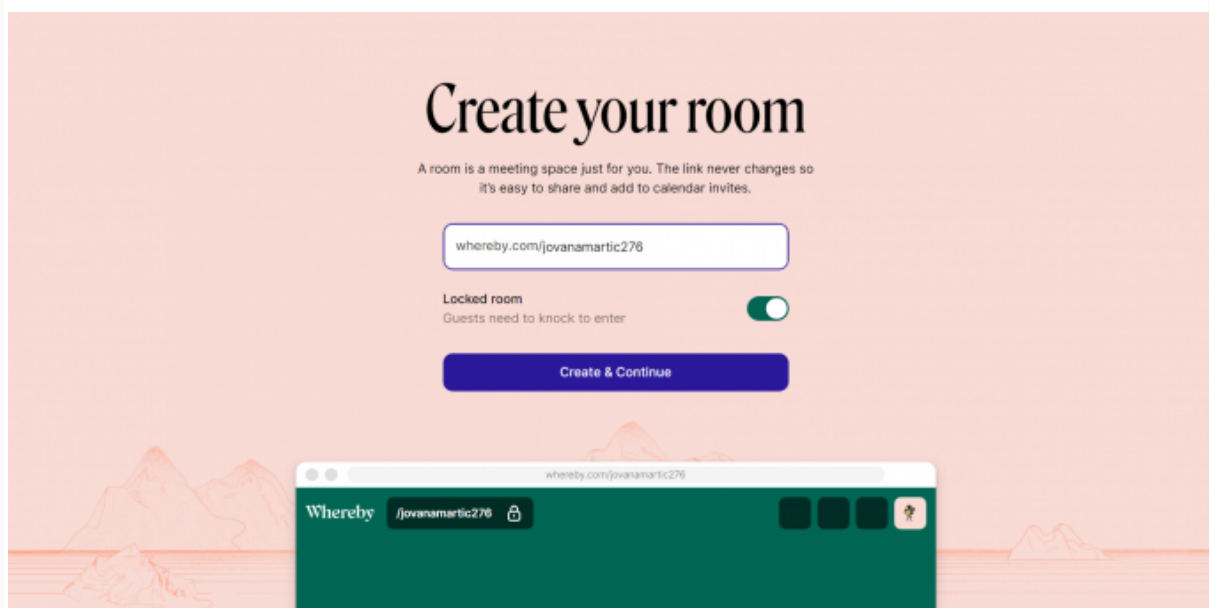
In order to start using this platform, you have to log in. You can log in by typing in your email address, basic information about yourself, and creating a password for your account. You can also log in with your Google or Apple account.



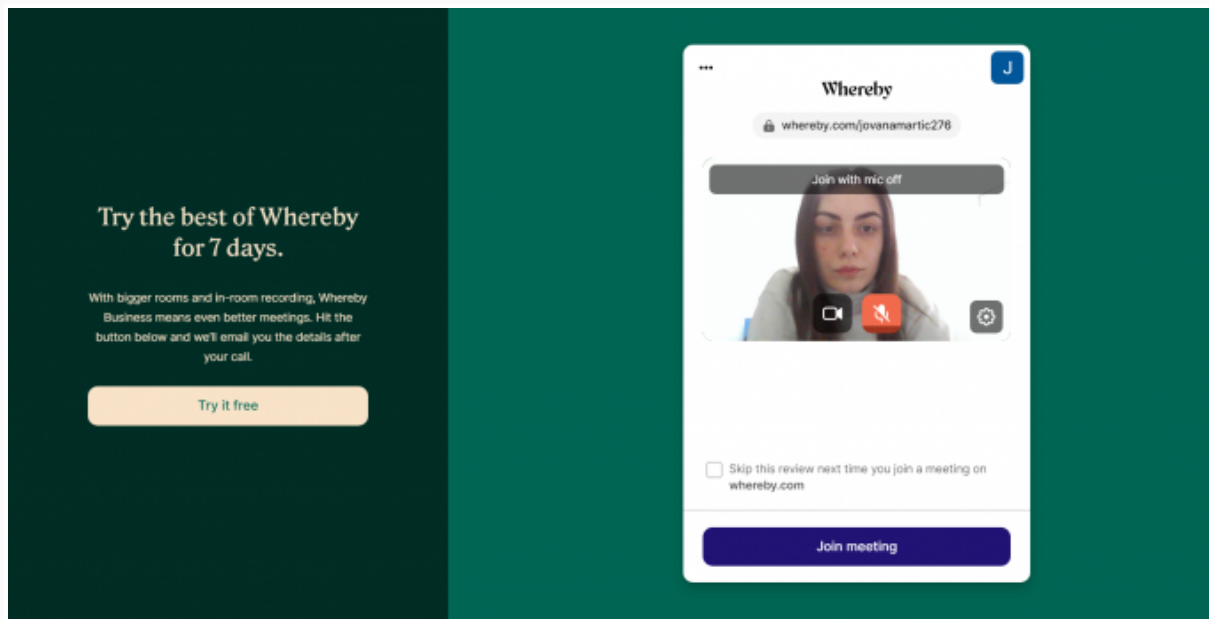
After you have logged in, you will be asked to choose from various subscription options or to continue with a limited free plan.



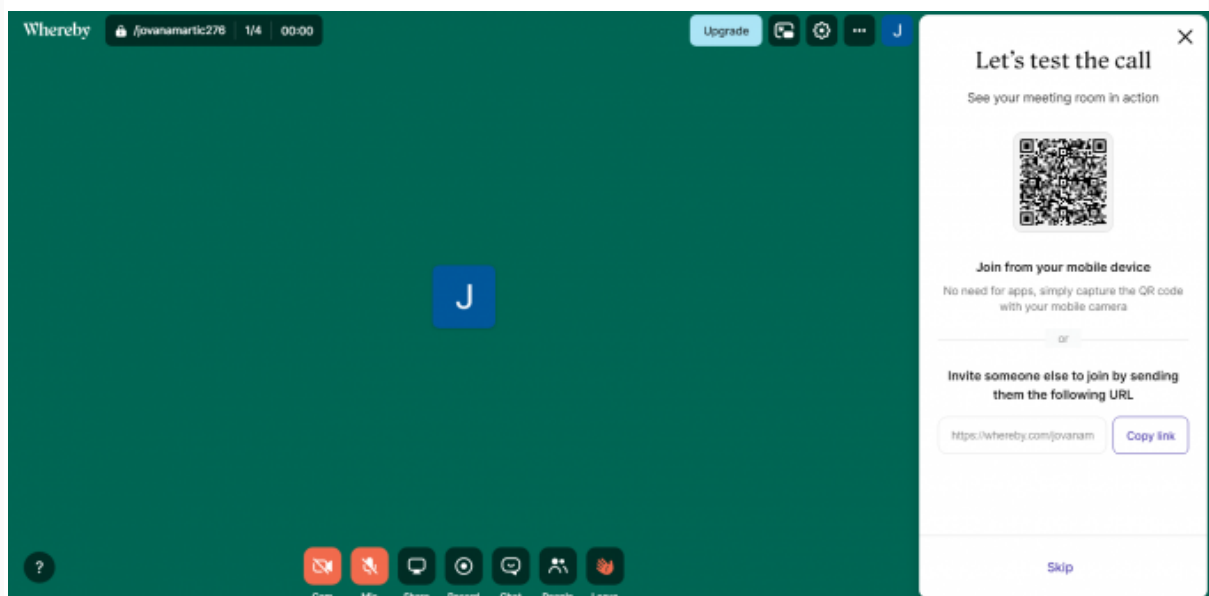
When you click 'Continue', you will be given the option to create a new room and generate a meeting link.



Before entering the meeting space, you will be given the option to allow your microphone and video.

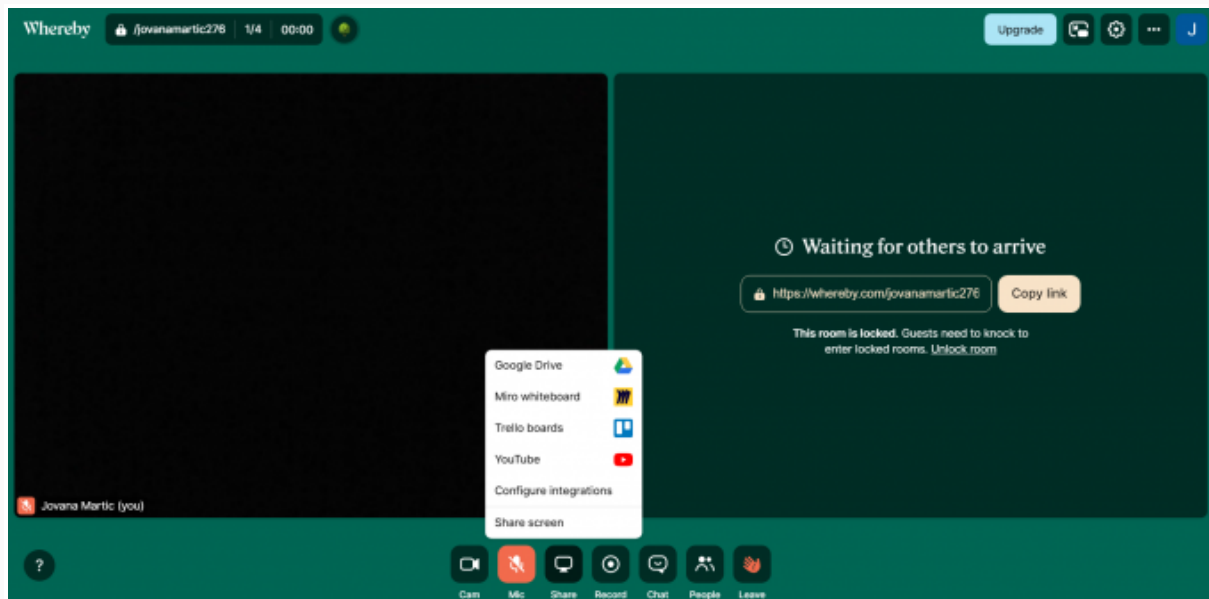


There will be the meeting link on the right, as well as the QR code if someone wants to connect via the phone app.

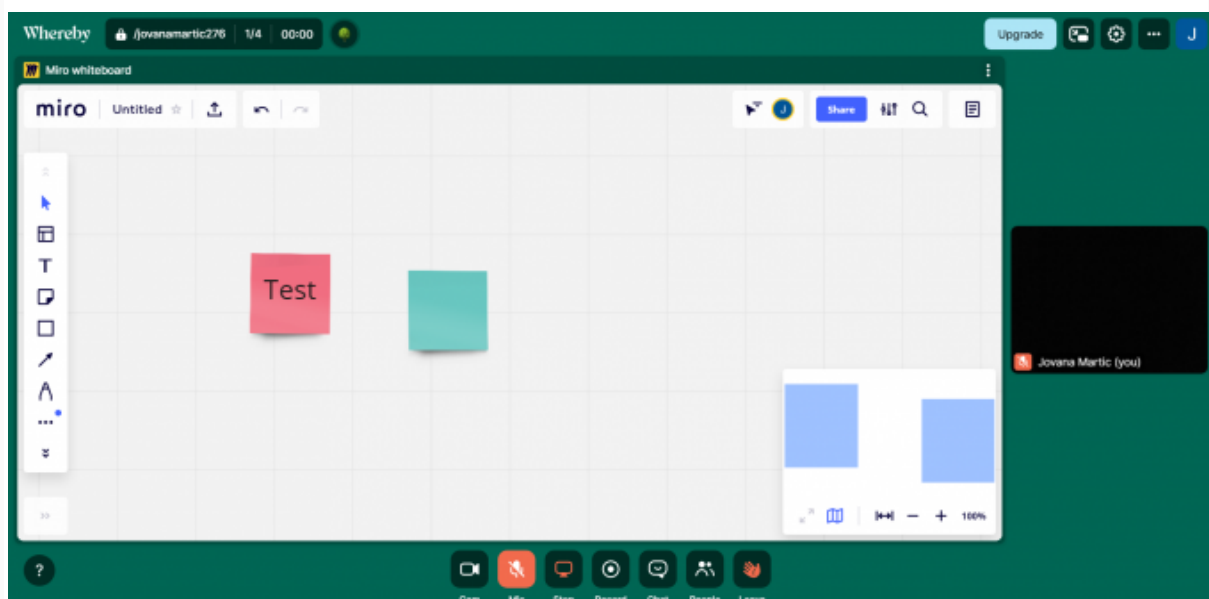


There is a number of basic options at the bottom of the screen, such as 'Mute' and 'Unmute', 'Turn on/off the camera'.

By clicking the 'Share' icon, you will be given the option to share your screen, Youtube video, Google Drive, Trello boards, as well as the Miro whiteboard. It is one of the few platforms that can be integrated with Miro, so that participants can collaborate on the Miro board directly from Whereby.

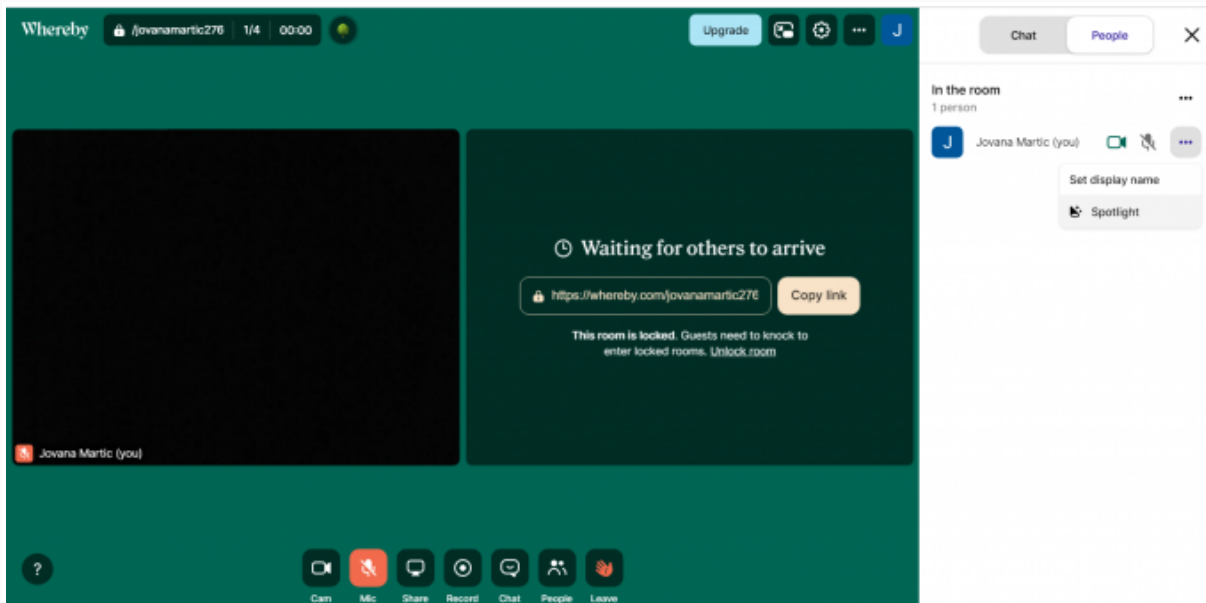


To share/use the Miro whiteboard, you need to log in to Miro. When you wish to stop sharing Miro, click the 'Stop' sharing icon.

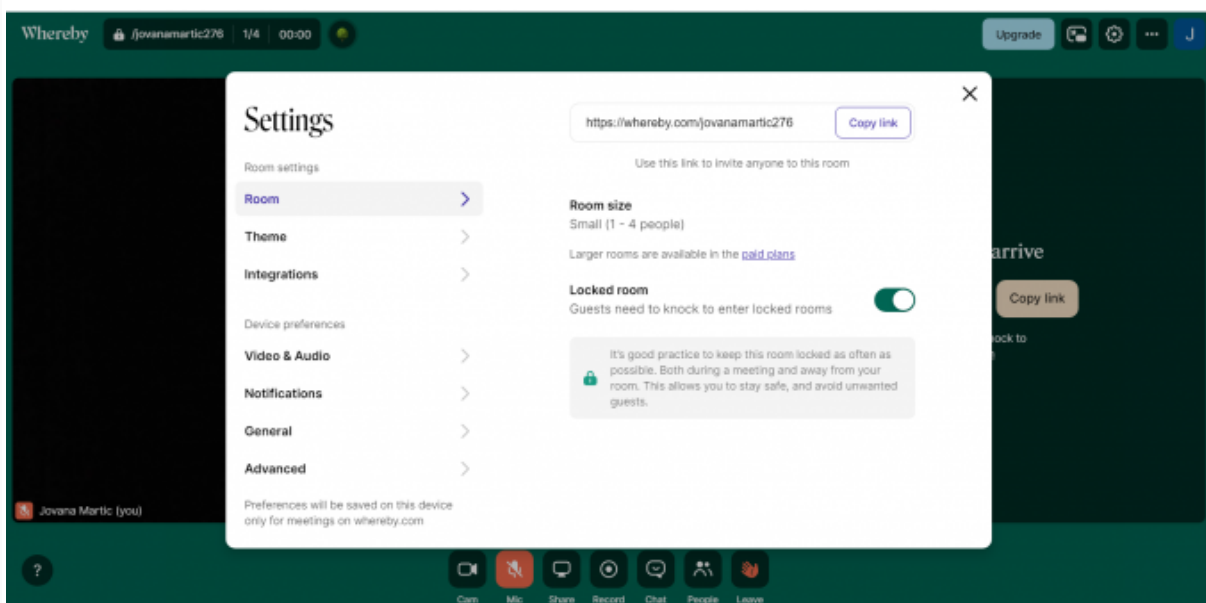


There is an option to record a meeting located in the middle, as well as the chat option. You can also see people in the room by clicking the icon next to 'Chat'.

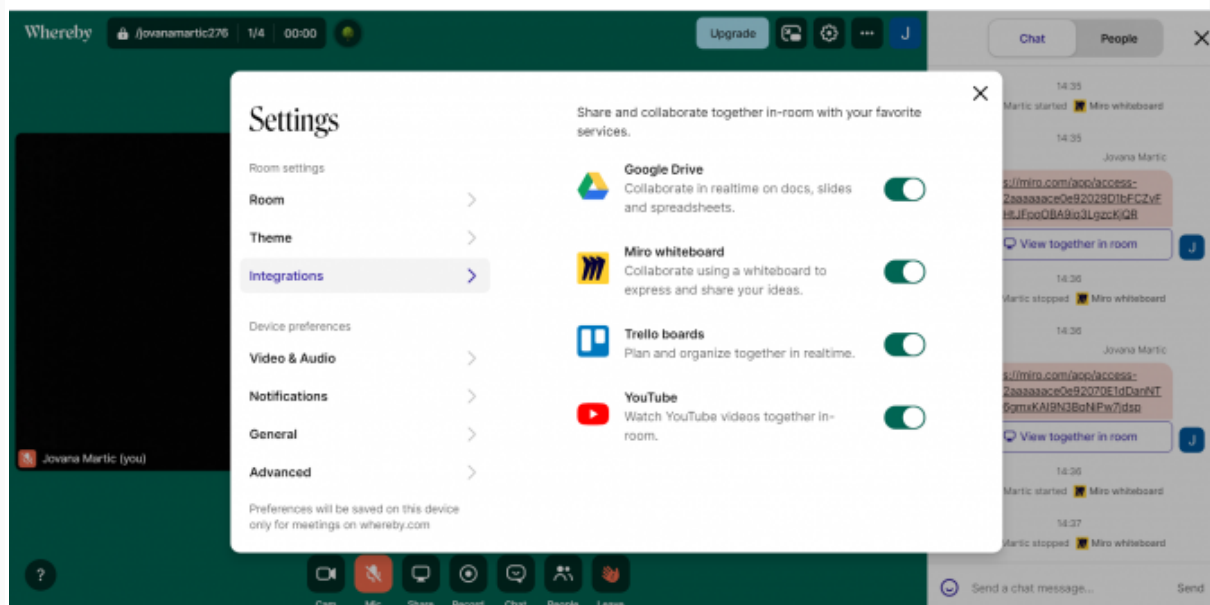
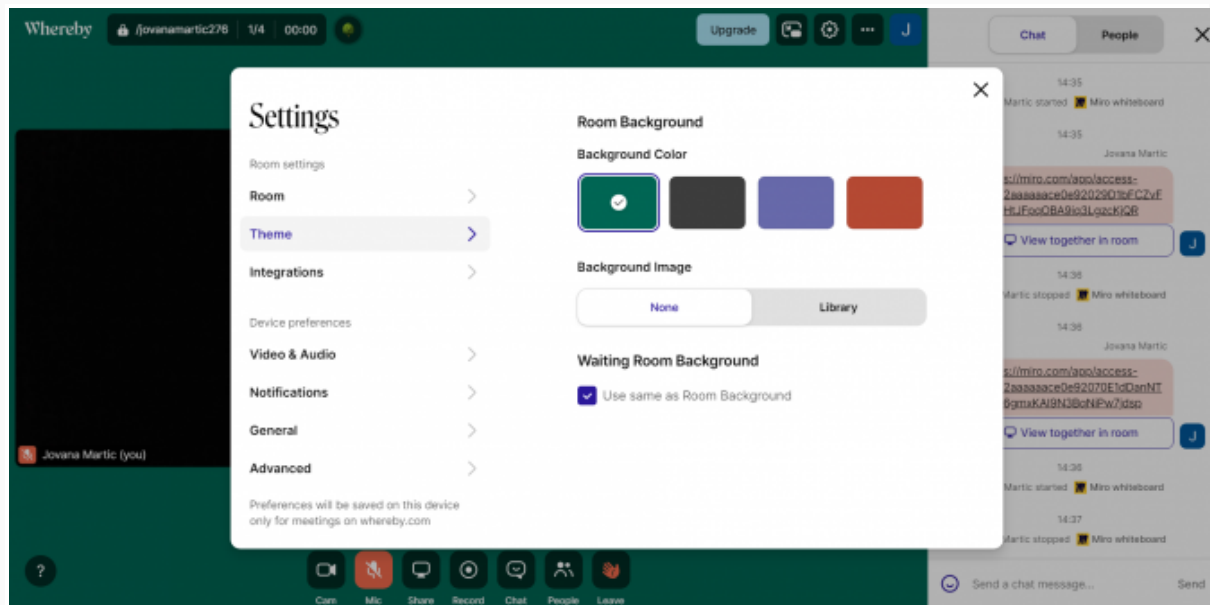
You can spotlight people in the room by clicking the 'three dots' next to a participant's name.



The setting option is located at the top right.



The 'Settings' option allows you to adjust the size of the room, lock or unlock the meeting, select the theme of the room (background colour of the room). By using the 'Integrations' option, you can integrate available services with Whereby.



If we want to leave the room or end the meeting for all, all you have to do is click the 'red hand' icon on the toolbar.

