

Using Video Conferencing Tool

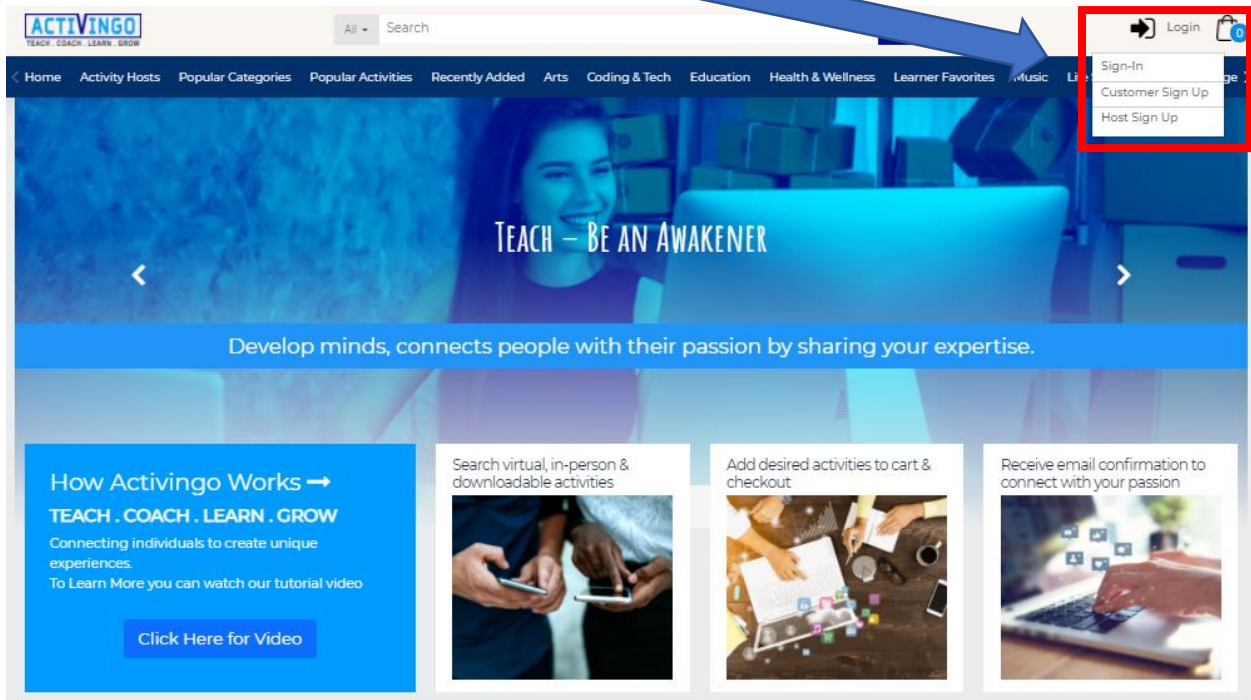
Note: Activingo's video conferencing tool is **ONLY AVAILABLE** to host with Premium subscription. If a host has signed up for Premium subscription and is offering virtual activity, upon purchase of a virtual activity, system will automatically add a meeting link in the confirmation email.

Your booking is confirmed

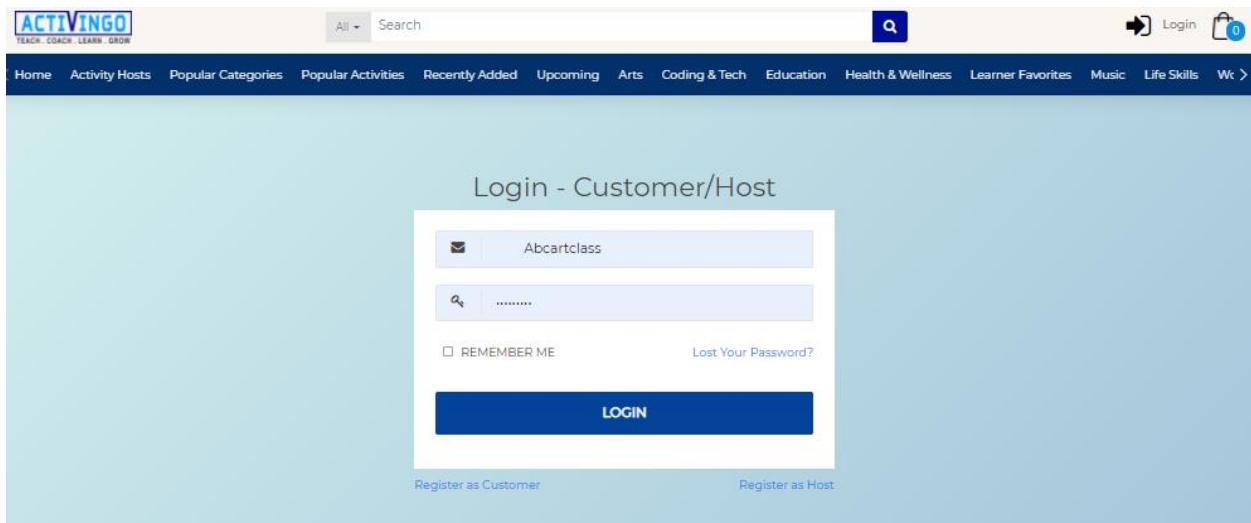
Let's get the Activity to work!

	15 Minutes Virtual Ongoing activity Complimentary Session to Create eLearning in Adobe Captivate for all
Booking Id	BK163066782665 73
Start Date	2021-09-16
Start Time	06:00 pm
Timezone	PST
Activity Type	Virtual
LIVE Session	Start Session">Start Session

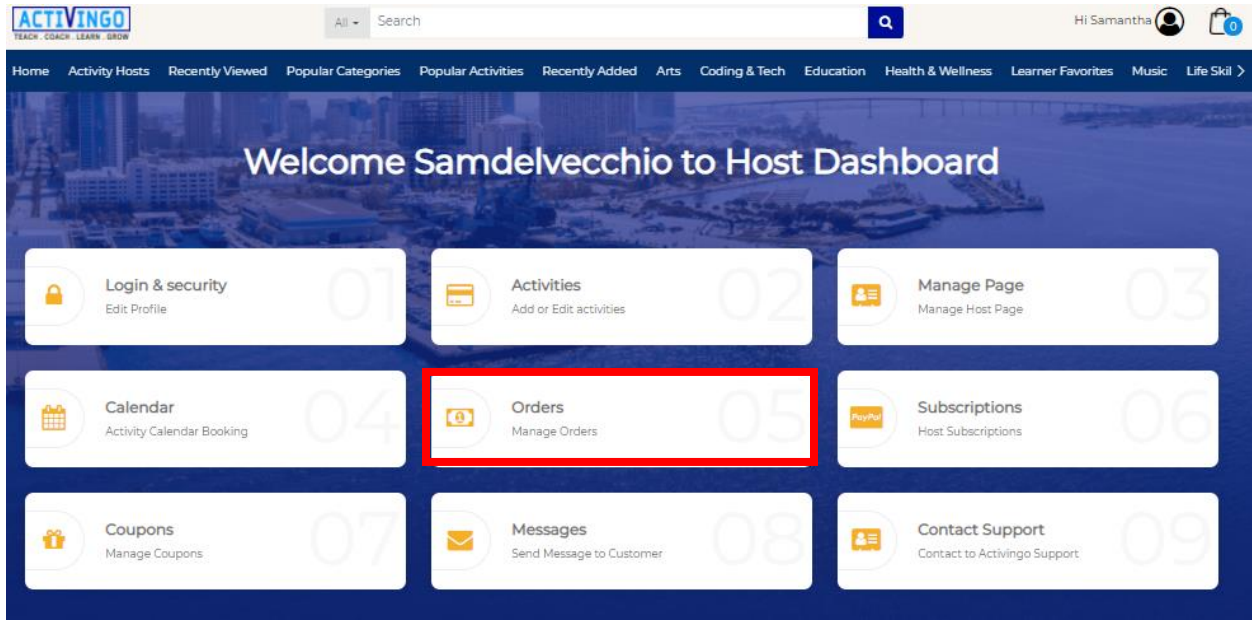
Step1: Access your dashboard by clicking Sign-in from the Login menu on the top right corner of the webpage.




Step 2: Login by putting in your username/email address and password








Step 3: You can access anyone of the 9 modules available to you. To access Activingo's Video conferencing associated with a virtual activity, click "Orders"

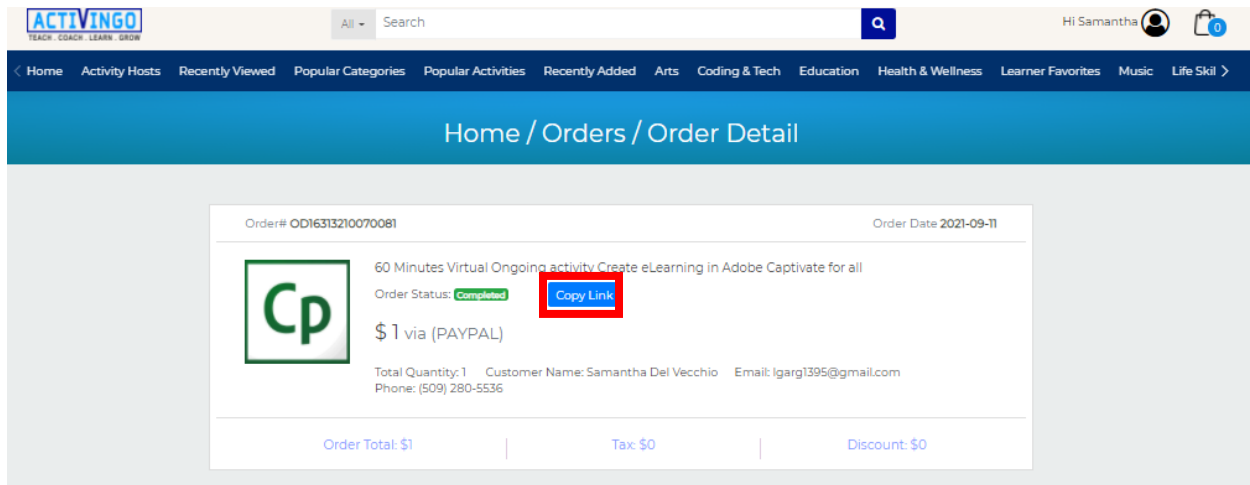


Step 4: Once you are in Order History module, you have the option of selecting an order by clicking on the , which will open your order summary.

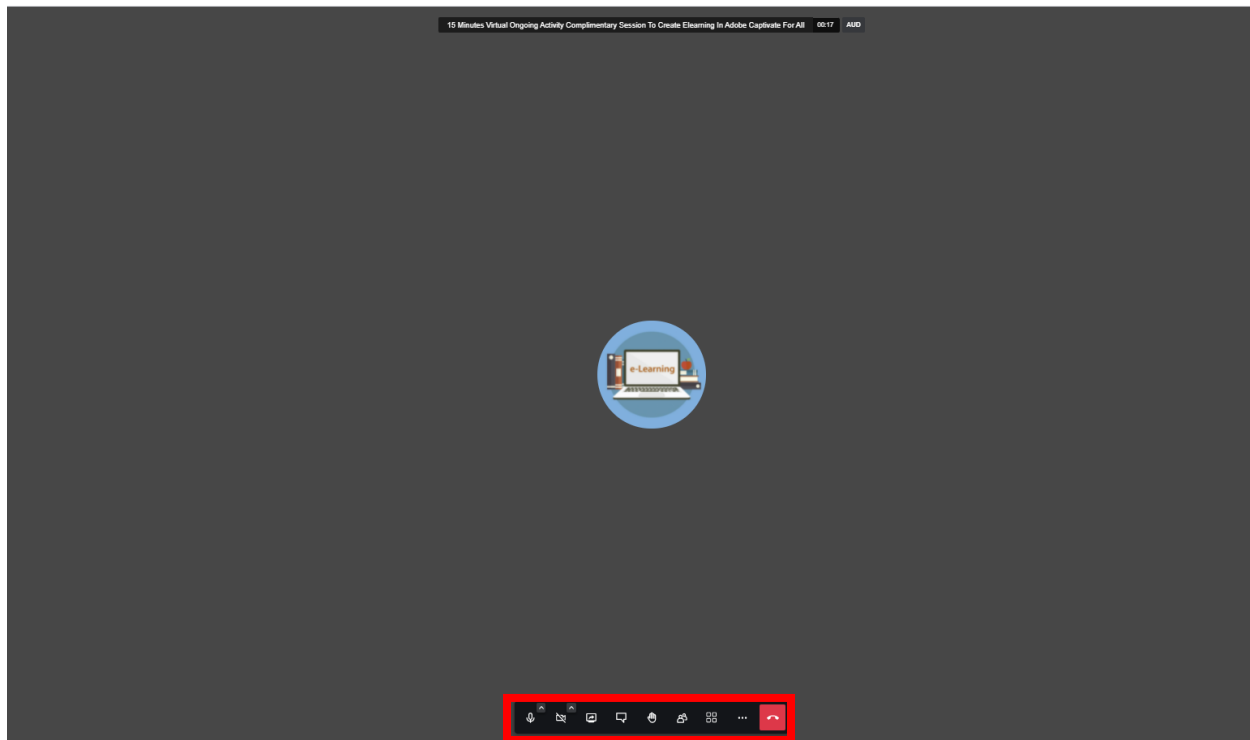
The screenshot shows the Activingo Order History page. The page has a blue header with the text "Order History". Below the header is a table with the following columns: #, Order #, Activity Name, Date created, Order Total, Status, and Actions. The table contains five rows of order data. The first row is highlighted with a red border. The 'Status' column contains labels like "Refunded" and "Completed". The 'Actions' column contains an eye icon for each row.

#	Order #.	Activity Name	Date created	Order Total	Status	Actions
1	OD16323059033864	60 Minutes Virtual Ongoing activity Create eLearning in Adobe Captivate for all	2021-09-22	\$0.08	Refunded	
2	OD16322192990398	15 Minutes Virtual Ongoing activity Complimentary Session to Create eLearning in Adobe Captivate for all	2021-09-21	\$0	Completed	
3	OD16322191066884	15 Minutes Virtual Ongoing activity Complimentary Session to Create eLearning in Adobe Captivate for all	2021-09-21	\$0	Completed	
4	OD16319099416498	15 Minutes Virtual Ongoing activity Complimentary Session to Create eLearning in Adobe Captivate for all	2021-09-17	\$0	Completed	
5	OD16319098694503	15 Minutes Virtual Ongoing activity Complimentary Session to Create eLearning in Adobe Captivate for all	2021-09-17	\$0	Completed	

Step 5: Once the order summary opens, click “Copy Link” and paste the link on a new browser window and hit enter. This is initiate the video conferencing link and you can start using Activingo’s video conferencing feature.



Step 6: Once the video conferencing feature is initiated, you can update your settings by clicking on the icon for more actions ●●● on the menu bar.



Step 7: Clicking on the more actions icon ● ● ● on the menu bar will give you access to customize how you deliver your virtual activity.

