## **Before Joining** | Preparing for a Meeting



We are excited to have you taking part of a meeting on KUDO. Please refer to the items below to help you prepare and make the most of the presentation.



### A Good Headset

- Ideally, a USB Headset. (Professional-grade is highly recommended)
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.



#### **Internet Connectivity**

- Use Google Chrome as your browser.
- Use a wired connection.
- · If wired connection is not available, use high-speed Wi-Fi instead.

(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)

#### 1 A Webcam

- An HD webcam is preferred to get a high quality video.
- Point the camera directly at yourself.
- When you seat in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.



#### **Professional Environment**

- Choose a private and quiet room to speak from.
- Make sure the lighting in the room is adequate.
- Place yourself so that there is a blank or plain background.



### , Stay Updated

Make sure you have the latest version of the KUDO app and Google Chrome before joining a meeting. Click on the links bellow to download them:











**Download Chrome** 

**Download Extension** 

\*Screen-sharing extension for Google Chrome



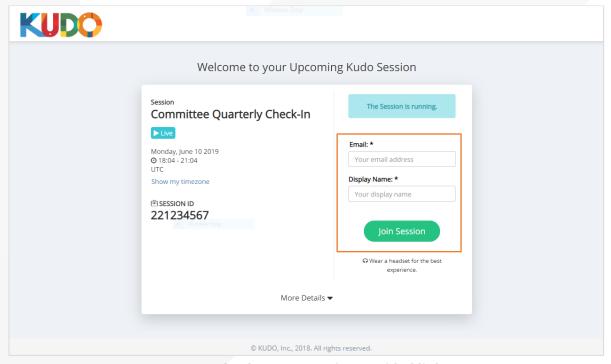
If you need help contact <a href="mailto:support@kudoway.com">support@kudoway.com</a>

# How to Join | AdHoc Meetings



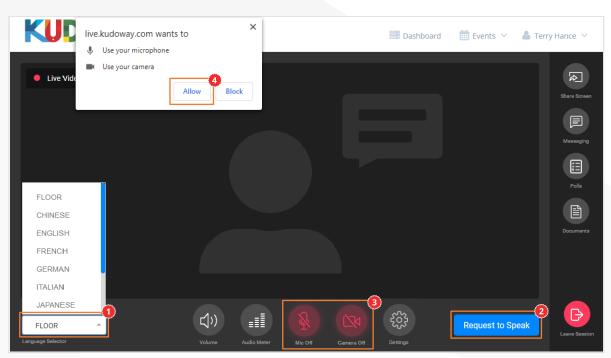






On **Google Chrome** go to the **provided link**. Fill out the form, click **Join Session**, and you're in!





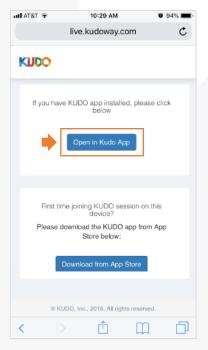
Once you are in, click on Floor and choose your **preferred language** from the dropdown list. To speak, click on **Request to Speak** (if required), and activate your Camera and Mic once cleared. If this is your first time on KUDO, click **Allow** when prompted, to enable the use of your devices.

## How to Join | AdHoc Meetings



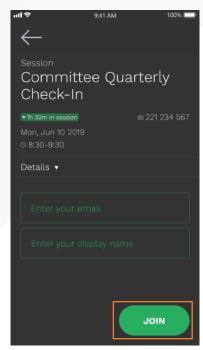
# From a smartphone





On your smartphone go to the provided link and select Open in Kudo App.





Fill out the form, Select Join and you're in!





Once you are in, select Floor and choose your preferred language. To speak, select **Request to Speak<sup>o</sup>** (if required), and activate your Camera and Mic<sup>o</sup>once cleared.