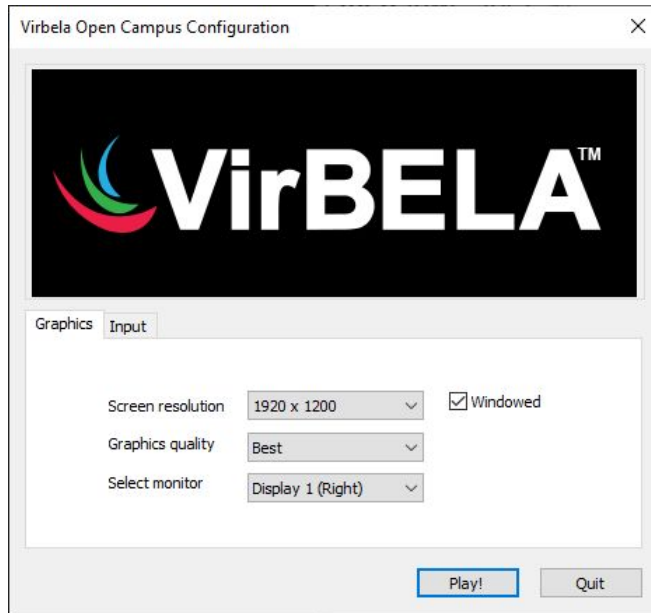




Open Campus Onboarding

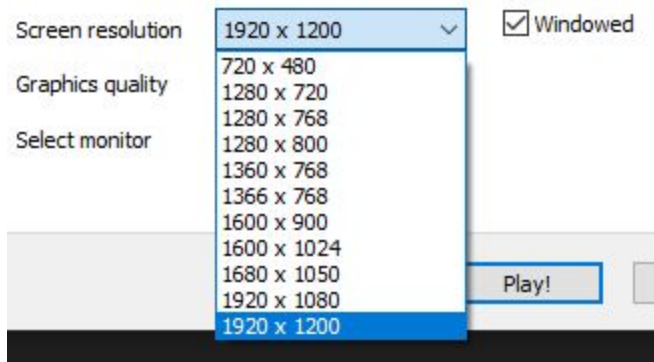
Welcome to the world of VirBELA. This guide is intended to help you get familiar with using the software and assumes you have already installed the Open Campus.

Note: If you are already comfortable configuring the client and logging in to the Open Campus, you may skip ahead to **The Basics**.

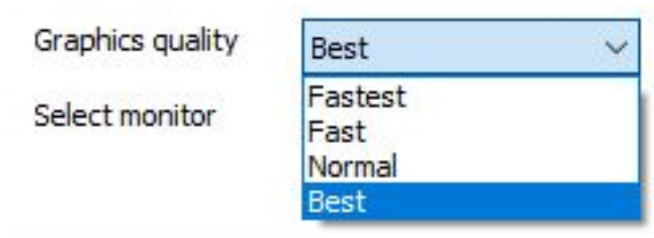


VirBELA Open Campus Configuration

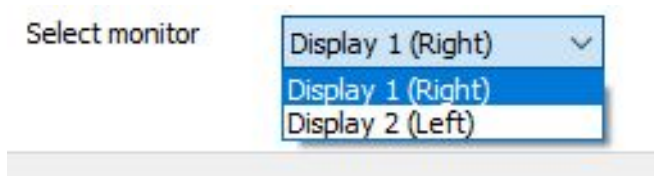
Upon launching the software a window will open up that provides some basic options for configuring your experience. Screen Resolution, Graphics Quality, and Select Monitor.



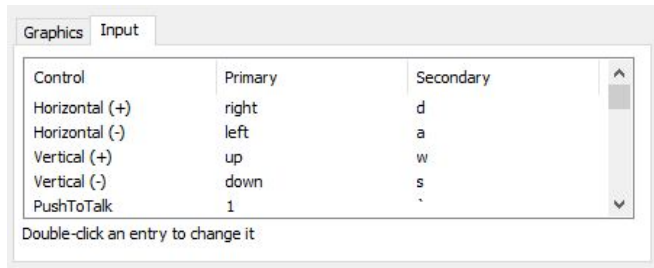
Screen Resolution: This allows you to change the size of the VirBELA client with an option to run in windowed mode or fullscreen mode.



Graphics Quality: This option allows you to change the overall quality of the virtual world. If the Open Campus is running slowly you will want to lower this setting.



Select Monitor: If you are on a computer with multiple monitors this will let you select the monitor the client is opened on.



There is also an additional tab under the VirBELA logo, **Input:** If you would like to change your in world controls or just take a look at them you will find them on this tab.

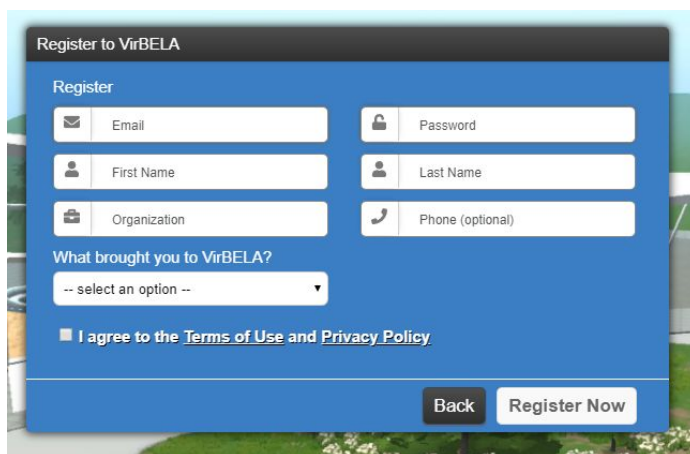
After configuring your settings you may launch the VirBELA client by clicking **Play!**

Logging In



When the VirBELA client is launched you will be taken to the login page. If this is your first time using the Open Campus you may need to register an account.

Note: If your organization has a Private Campus you will need to create another account to use the Open Campus. You may use the same email address.



To do this click **Register**.

To create a VirBELA account you will need to provide your email, first name, last name, organization, create a password, and let us know why you are visiting the Open Campus. While it is not required, you also have the option to provide your phone number.

Once you have completed the form, click **Register Now**. After doing so, you will be redirected to the login screen. From here you will enter the email you provided and password you created, then click **Login**.

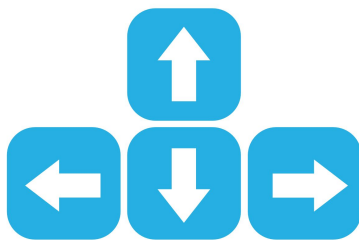
Note: Selecting the option 'Remember Me' will save your email for future logins

The first time you login you will be taken to the **character creation** screen. Here you will be able to choose how other people see you. This can be changed at any time.



The Basics

Movement: By default, you can move around the world with either the keyboard or the mouse.



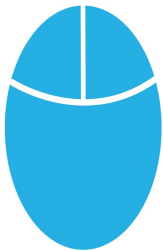
The up and down arrow will move you forward and backward.

The left and right arrow will turn the camera.



W and **S** will move you forward and backward.

A and **D** will turn the camera.

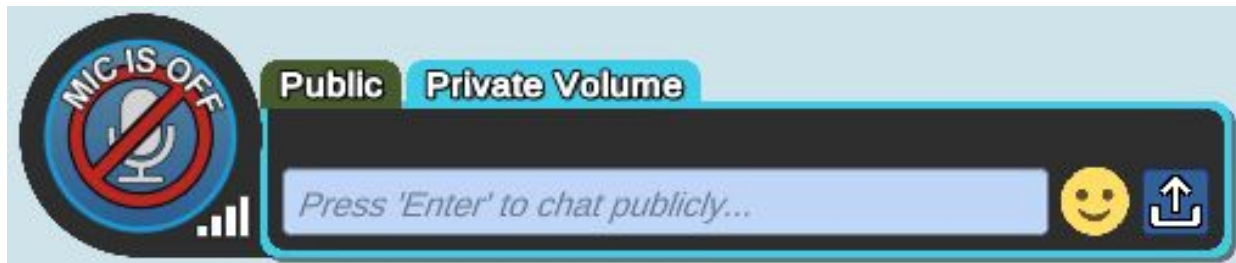


Left click will move you where you clicked so long as the icon to the right shows up.

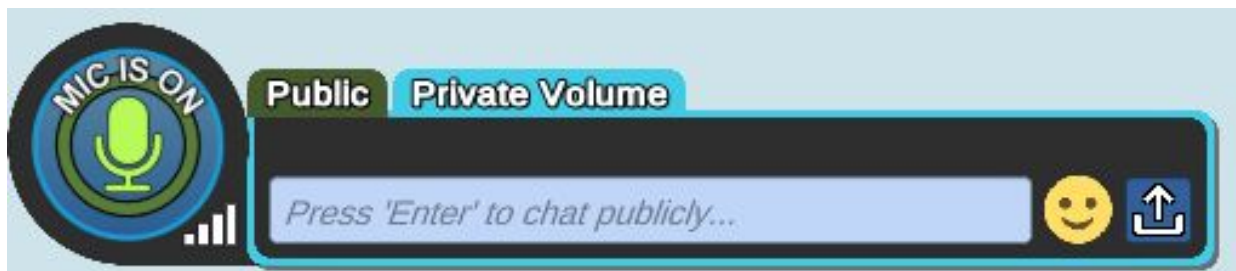
Note: There are many objects you can interact with by clicking. Some of these objects, like a door or chair, will quickly move you.



Communication: There are two main ways of communicating within VirBELA, each managed in the lower left of the screen.



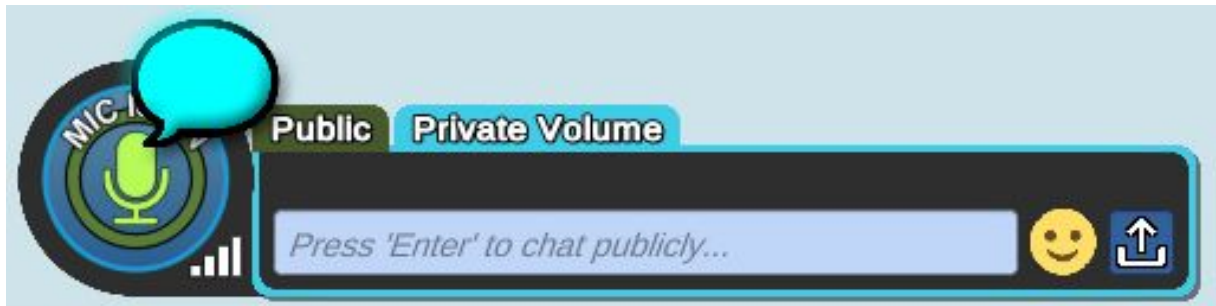
The first and primary method of communication is **Voice**. After logging in, you will enter the world with your microphone muted. As seen above, the microphone is muted. As seen below, the microphone is not-muted.



Click the icon to toggle mute on or off.

If you would like to use push-to-talk you may press and hold 1 while muted. This is useful when you are in loud spaces.

When you are speaking, a chat bubble will appear both above your head and above the icon.



Note: Please see our [Voice Setup Guide](#) for more information on microphone set up or if you are having audio issues.

The other method of communication is **Chat**. In the chat menu you can send messages, share files, and communicate with others privately.



To use the chat, compose your message then click send or press enter on your keyboard.



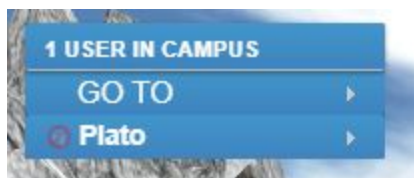
You may either choose to speak publically or in the private volume, which only people in the same blue outline as you can hear. (Pictured to the left).

The smiley face provides emojis for adding flare to your messages.

To upload a file, click the up arrow on the right side of the chat box.

Note: Please see our [Chat Guide](#) for more information on utilizing our messaging system.

Context Menu



In the upper left corner of the screen sits the context menu. Here you will find information about how many users are in the same area as you, names of people in the area, and the GO TO menu.

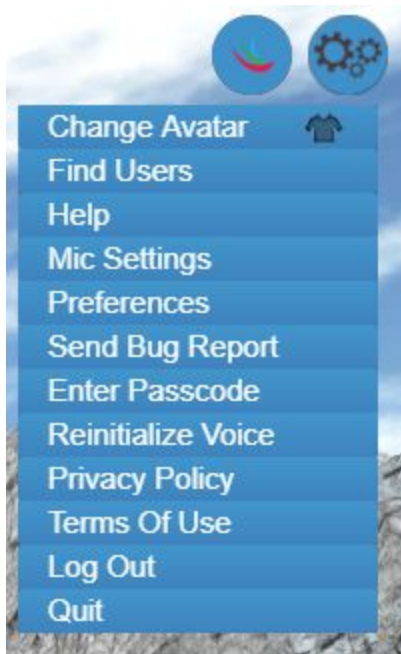


Click the top of the menu to open sorting options for the list of users.

Click your name to open a menu that lets you view your profile, edit your avatar, set your away status, raise your hand, emote, or place sticky notes.

Click GO TO, then any destination listed to instantly move to that location.

Gear Menu



The gear menu houses many important tools.

Change Avatar: allows you to customize your avatar.

Find Users: allows you to locate other people within the Open Campus. Enter the person's name or display name and it will show you where they are located.

Help: Opens up the VirBELA Zendesk page, a repository for helpful guides and information.

Mic Settings: used to set microphone sensitivity, select the active mic, and quickly open your computer's microphone settings.

Preferences: lets you change how your computer runs the Open Campus. Volume, notifications, username and minimap visibility, framerate, font scaling, draw distance, theme, and avatar complexity.

Send Bug Report: used to provide backend client information in the event of a bug or issue. Utilize this if you run into an issue that cannot be resolved with simple troubleshooting.

Enter Passcode: one of several options to be transported to a private Team Suite.

Reinitialize Voice: This will reconnect you to the voice server if you are experiencing voice connection issues. Intended for MacOS users, but may help on Windows.

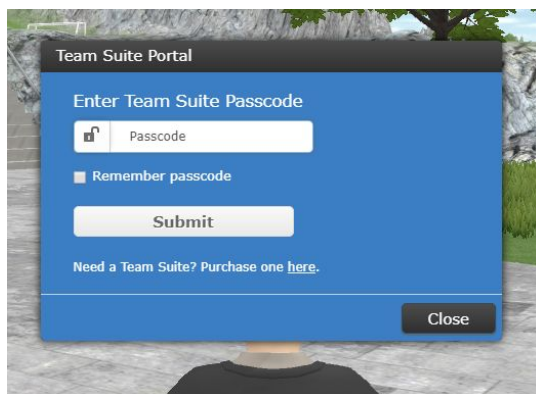
Privacy Policy and Terms of Use: Standard software use agreement and privacy information.

Log Out: This will take you back to the login screen of VirBELA

Quit: This will fully close the client.

Accessing Your Team Suite

There are multiple ways to access a Team Suite.



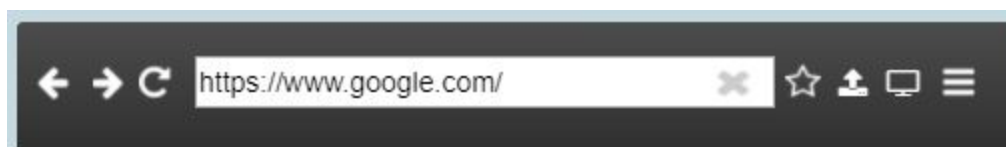
From the GO TO menu select **Private Team Suite**. Then enter the password set by the owner of the Team Suite. This will transport you to the lobby of the corresponding Team Suite.

You may also access this menu by clicking the sign at the landing zone or selecting **Enter Passcode** in the gear menu.

Webscreens

Throughout the Open Campus there are webscreens that act as a Chrome web browser. These are visible to anyone unless they are in a private volume. If they are in a private volume, only those inside the same private volume will see the screen.

The controls for the web screen will show up in the lower right hand corner of your screen after clicking on a web screen.



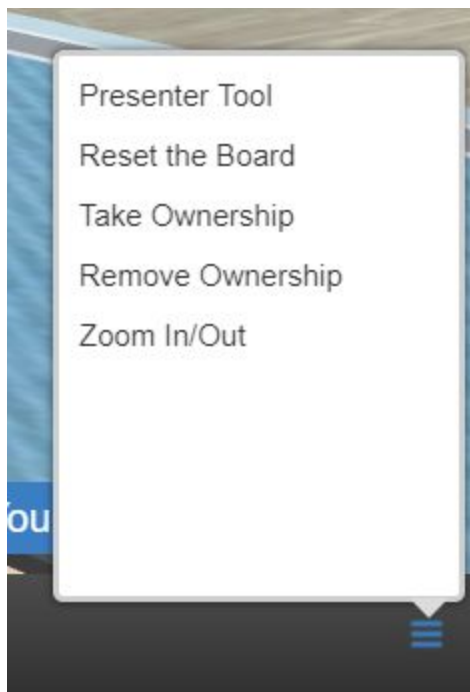
From left to right, the first three buttons are your standard **forward**, **back**, and **refresh** buttons. Next there are the web address and favorite (star) button. The web address shows what webpage the web screen is currently on.



The **favorite** button bookmarks or opens a new tab on the currently open site.

Next the **screen sharing** button. Clicking this will start the screen sharing function and display your screen on the web screen.

Note: Currently screen sharing uses a 3rd party application, this will be changed in the near future.



In certain areas, the webscreen is only controllable by certain people (eg. people on stage in the auditorium), whereas most webscreens can be controlled by anyone.

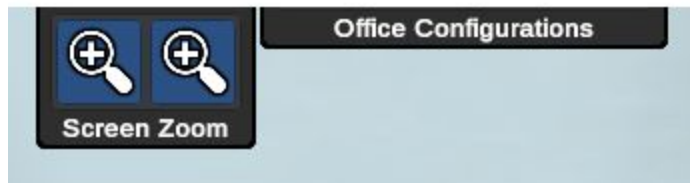
To change this you will click the hamburger (three lines) menu and select **Take Ownership**. This will prevent anyone but you from controlling the web screen.

To return the web screen to open control, you will select **Remove Ownership**.

Presenter Tool allows you to see the board while facing away from the board.

Room Specific Controls

Depending on where you are in the Open Campus the top center of your screen may have some controls.



The controls may center your attention on a web screen or group of webscreens.



The controls may also change the configuration of the room's furniture.



In some places, like the auditorium, the controls are even more complex.



If you hover your mouse over the icon, it will tell you what it's function is.

You should now be familiar with the basic controls of VirBELA. More guides and resources are available at <https://virbela.zendesk.com/hc/en-us>.