



# User Manual



The next generation of video conferencing is here.  
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

# TAURIA Video Conferencing User Manual

## Table of Contents

### 1. About TAURIA

1.1 What is TAURIA	3
1.2 Where is the TAURIA-team based	3
1.3 Do I need to create an account to use TAURIA?	3
1.4 How many participants can I invite to the video call?	3
1.5 Which browsers can I use TAURIA with?	3
1.6 Which devices can I use TAURIA with?	3
1.7 Are there any differences when using TAURIA on mobile and desktop?	3
1.8 What video conferencing features are included in TAURIA?	4
1.9 What are the technical requirements of using TAURIA?	4
1.10 What apps can I integrate TAURIA with?	4

### 2. Quick Start

2.1 Start Video Conferencing at TAURIA	5
2.2 Join a Video Meeting on a Mobile Device	7
2.3 Add and Remove & Video Call Participants	8
2.4 How to Create TAURIA Breakout Room	10
2.5 How to Create a 'Meeting Room' on TAURIA	12
2.6 How to Create an 'End-2-End Encrypted Room' on TAURIA	13
2.7 How to Share your Screen on TAURIA	14
2.8 How to Raise Your Hand in a TAURIA Meeting	16
2.9 How to Create Poll for your TAURIA Meeting	17
2.10 How to Enable or Change Virtual Background	18
2.11 How to Use a Grid View	20
2.12 How to Use a Reactions and GIFHY	21
2.13 How to Use Chat on TAURIA Video	22
2.14 How to Use a Password Protected Room	23
2.15 How to Use a Whiteboard	24
2.16 How to Watch a Video Together on TAURIA	25
2.17 How to Share Audio on TAURIA	27
2.18 How to Use Local Recording	29
2.19 How to use the Scheduling Feature	30
2.20 How to Invite Someone to Your TAURIA Workspace	33
2.21 How Change Performance Settings	35

## TAURIA Video Conferencing User Sheet

<b>3. Troubleshooting</b>	36
3.1 Why are my video and audio not working?	36
3.2 Where do I go to find the invite link?	36
3.3 Where do I enable TAURIA's end-to-end encryption feature to ensure privacy for my calls?	36
3.4 Why can't people hear or see me properly when I am in a Military-grade room?	36
3.5 Why can't I screen share using mobile?	37
3.6 Why do videos seem so slow when I share my screen?	37
3.7 How do I make sure only certain people are allowed in the meeting?	37

# 1. About TAURIA

## 1.1 What is TAURIA?

TAURIA is the first private, browser based video conferencing platform that provides end-to-end encryption. Enjoy frictionless video calls in an easy-to-use platform that guarantees absolute privacy.

## 1.2 What are the TAURIA benefits?

TAURIA is the communication platform that gathers all the features needed for the most dynamic calls between users and a very easy-to-use interface. TAURIA calls are secure and truly private, once TAURIA has military-grade encryption and is a Zero-Trust solution, which keeps the users' data untouched even from TAURIA.

## 1.3 Do I need to create an account to use TAURIA?

No, both moderators and participants don't need to sign up for an account to start and join a meeting. Simply enter a profile name to get started!

## 1.4 How many participants can I invite to the video call?

TAURIA provides unlimited free meeting access to more than 120 participants.

## 1.5 Which browsers can I use TAURIA with?

Web-based conference calls can be accessed on your web browser with any device. Supported web browsers include Brave, Edge, Google Chrome, Mozilla Firefox, Microsoft Opera and Safari.

## 1.6 Which devices can I use TAURIA with?

You can create and join meetings through your web browser with any device, whether you're using desktop, mobile, or tablet.

## 1.7 Are there any differences when using TAURIA on mobile and desktop?

TAURIA is available on both mobile and desktop. However, mobile users won't be able to use Tauria's screen share and end-to-end encryption features. Still under development

## **1.8 What video conferencing features are included in TAURIA?**

TAURIA provides various features common in most video conferencing apps. Some of our main features include:

- HD audio and video
- Screen recording
- Share screen & audio
- Multiple participants can screen share at once
- Virtual backgrounds
- Breakout rooms
- Dial-in by phone
- Meeting rooms
- Chats
- Polls
- Host controls
- Waiting room
- Password protected rooms
- Live Streaming
- Whiteboard
- Grid view
- Reactions
- Local Recording

## **1.9 What are the technical requirements of using TAURIA?**

Because TAURIA is a web-based video conferencing solution, it has very low technical requirements. As long as your device has a web browser, you can easily access the services.

## **1.10 What apps can I integrate TAURIA with?**

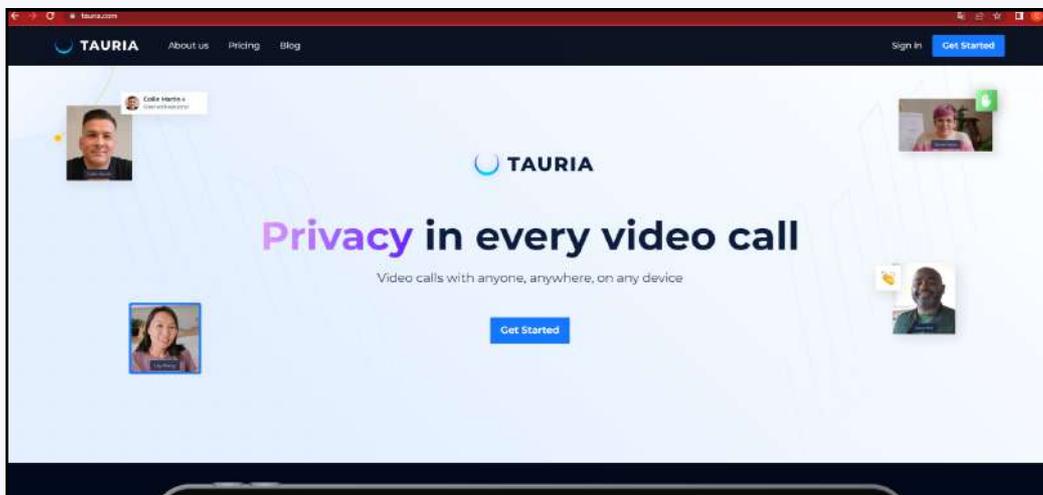
TAURIA can be integrated with Slack, Dropbox, Youtube, Google Calendar, Netflix, HBO Max and PrimeVideo.

## 2. Quick Start

### 2.1 Start Video Conferencing at TAURIA

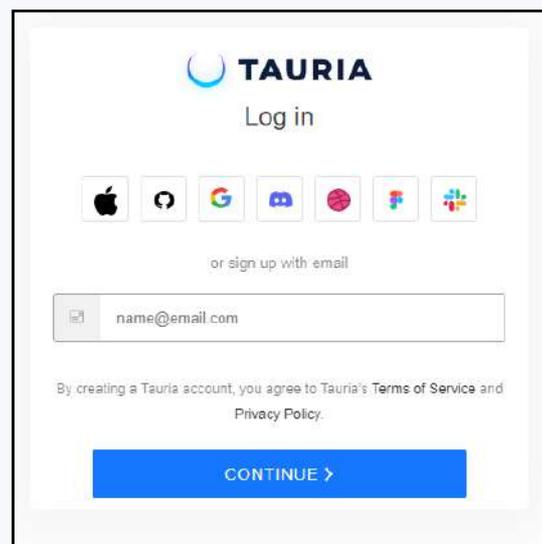
Here at TAURIA, we make video conferencing private and instant. To start conferencing, follow these three easy steps.

**Step 1:** Access TAURIA's website and click Get Started.



**Step 2:**

To create a video meeting, you need to log in using Google account, Apple account or use any of your emails and enter your Profile Name and click Continue.

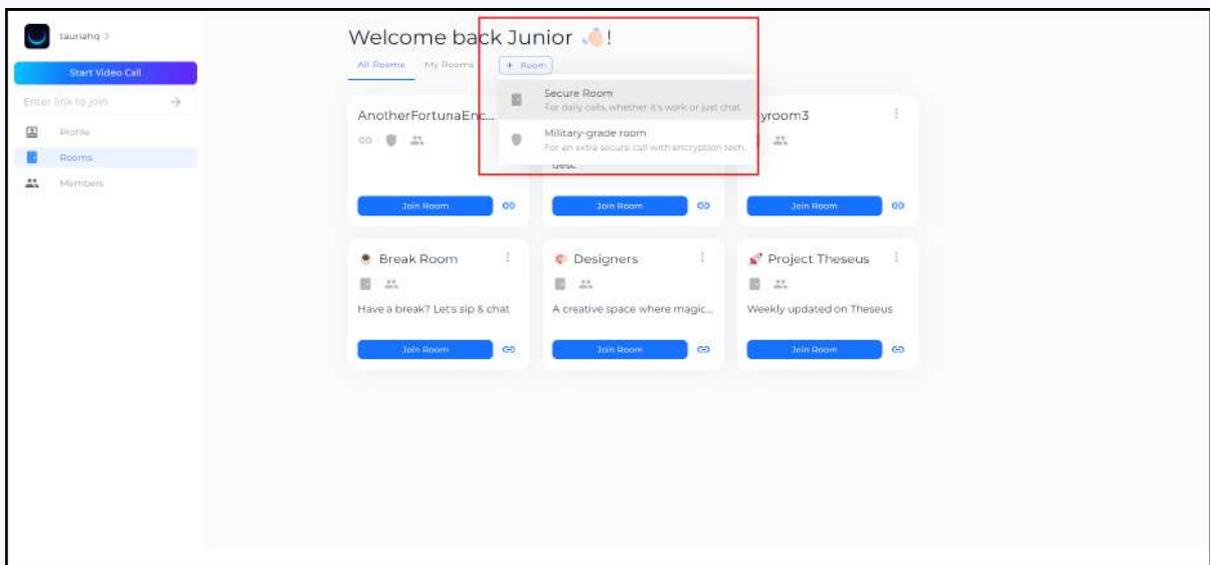


The next generation of video conferencing is here.

[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

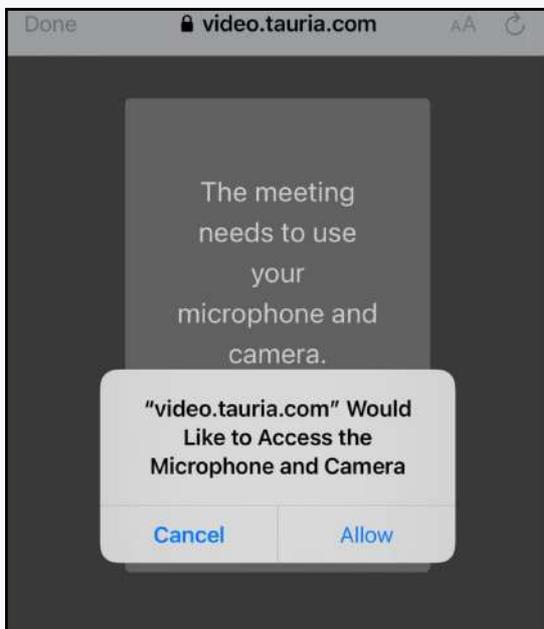
## 2.1 Start Video Conferencing at TAURIA

**Step 3:** In the next window, you will be able to create a new room for your video meeting by clicking in “+ Room” and choosing which type of room you would like to create.

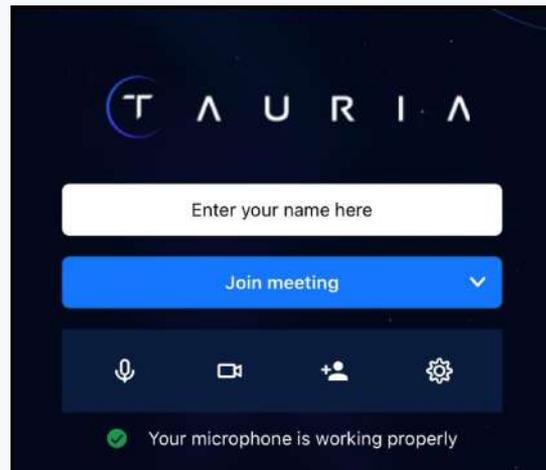


## 2.2 Join a Video Meeting on a Mobile Device

**Step 1:** Join an existing meeting with a link and allow your microphone and camera access.



**Step 2:** Enter your Name and click Join Meeting.

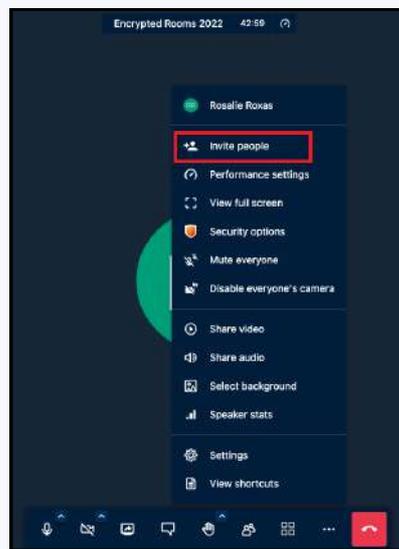


The next generation of video conferencing is here.

[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

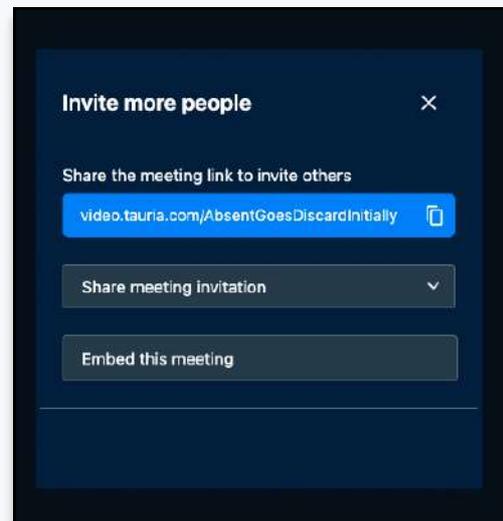
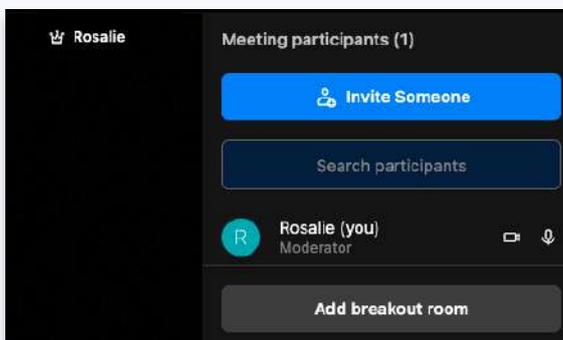
## 2.3 Add and Remove Video Conferencing Participants

**Step 1.** To add people to the call, click in any of the two options below.



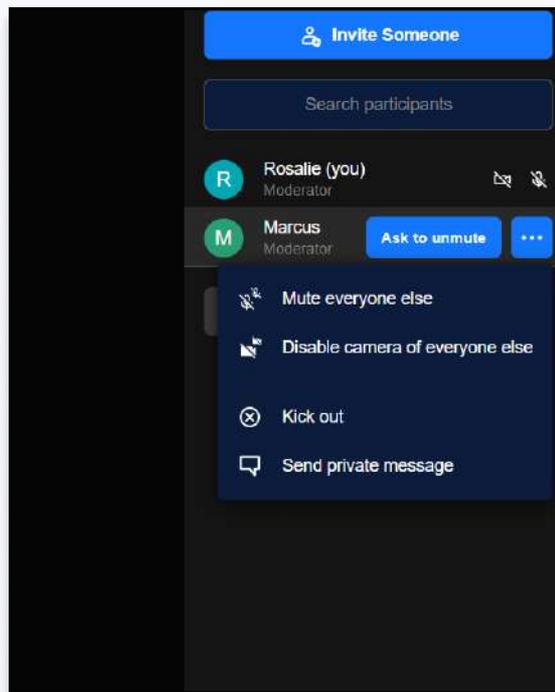
**Step 2.** After clicking Participants or Invite People Icon, click Invite Someone.

**Step 3.** Copy the meeting link, share the meeting invitation via email or embed the meeting link to add participants to the video meeting.

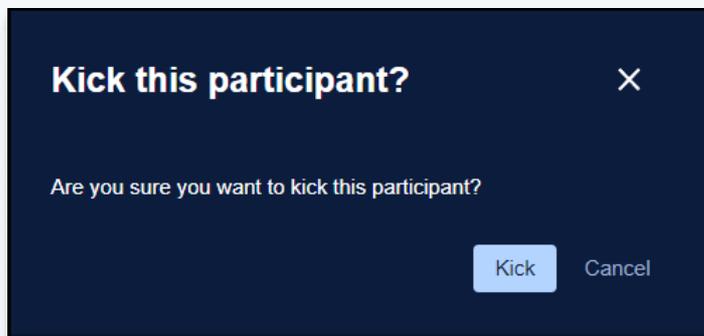


## 2.3 Add and Remove Video Conferencing Participants

**Step 4.** To remove a participant from a call, go to the three lapses and choose option “**Kick out**”.

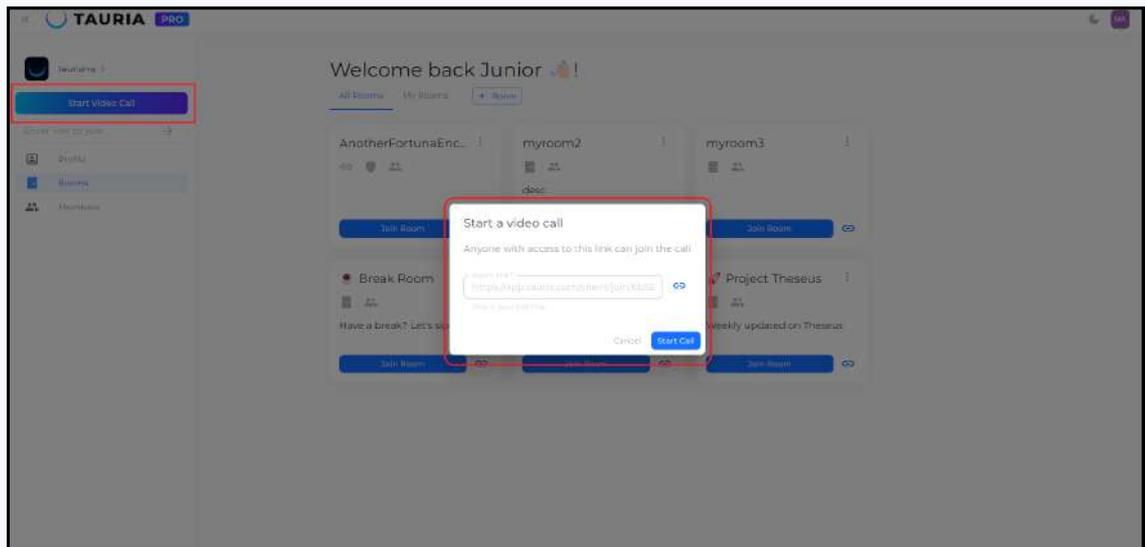


**Step 5.** Click on “**Kick**”.



## 2.4 How to Create TAURIA Breakout Room

**Step 1:** Start the meeting.

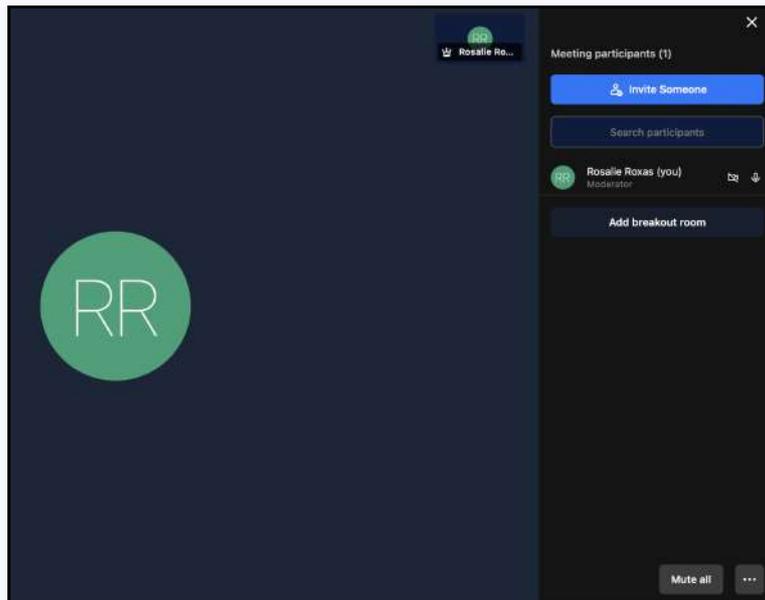


**Step 2:** Select the “Participants” icon in the meeting controls.

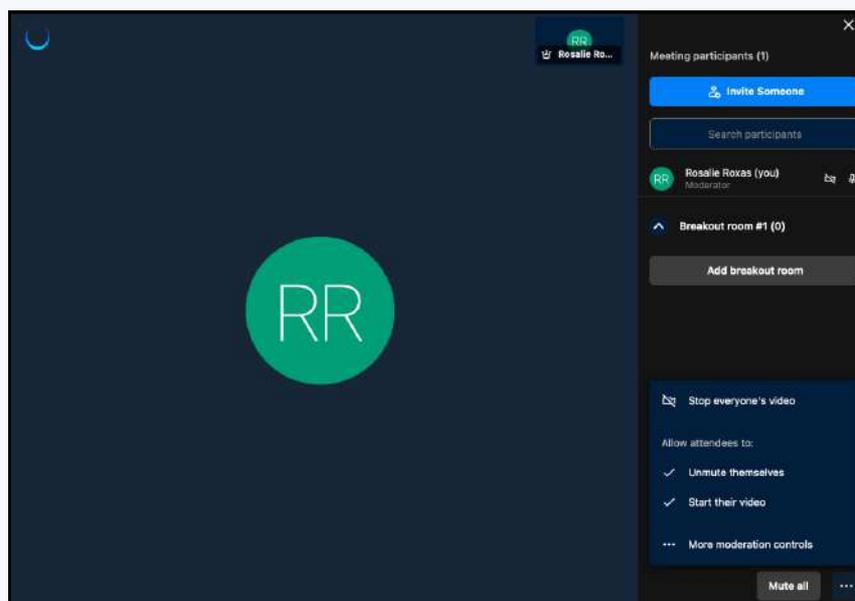


## 2.4 How to Create a TAURIA Breakout Room

**Step 3:** Select Add Breakout Room button.



**Step 4:** From this, you can choose the number of rooms you want; Invite more participants; Stop everyone's video, start their video and more.

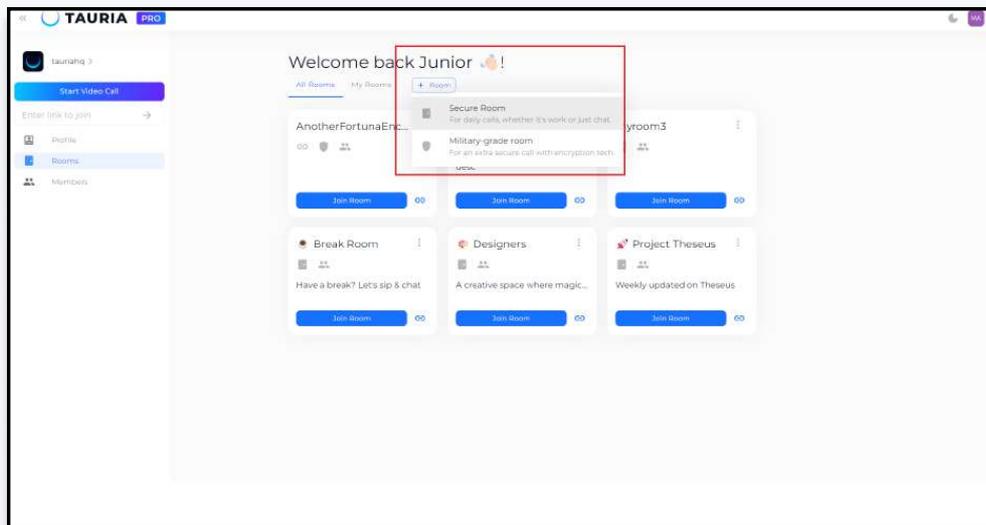


The next generation of video conferencing is here.

[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.5 How to Create a Meeting Room on TAURIA

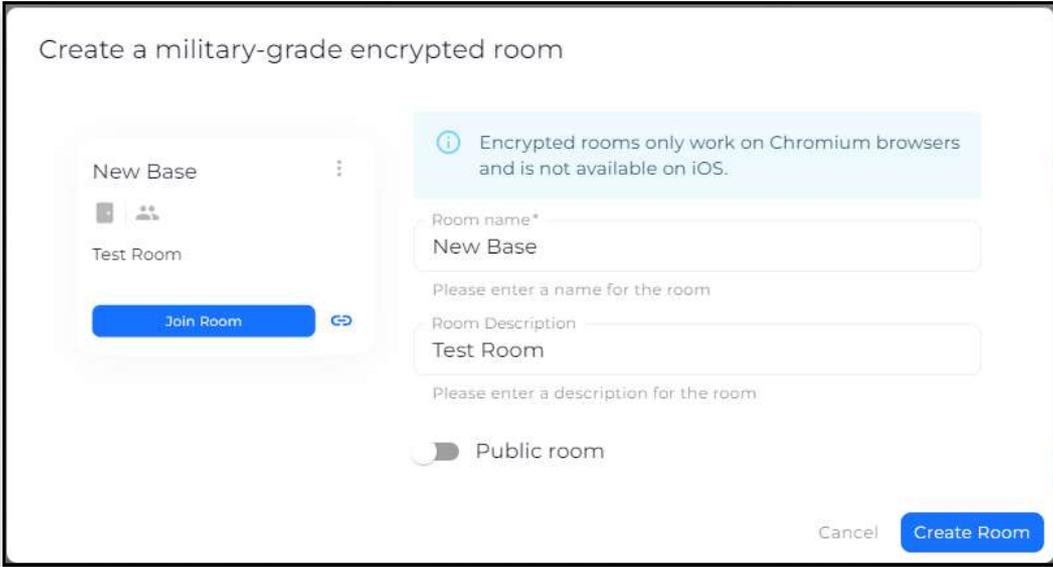
**Step 1:** Go to Create New Room Menu and select “Secure Room” or “Military-grade room”.



**Step 2:** A prompt appears to create a meeting room. Click ‘Create Room’.

## 2.6 How to Create an 'Military-grade Encrypted Room' on TAURIA

**Step 1:** Go to Create New Room Menu and Military-grade room.



Create a military-grade encrypted room

Encrypted rooms only work on Chromium browsers and is not available on iOS.

Room name\*  
New Base  
Please enter a name for the room

Room Description  
Test Room  
Please enter a description for the room

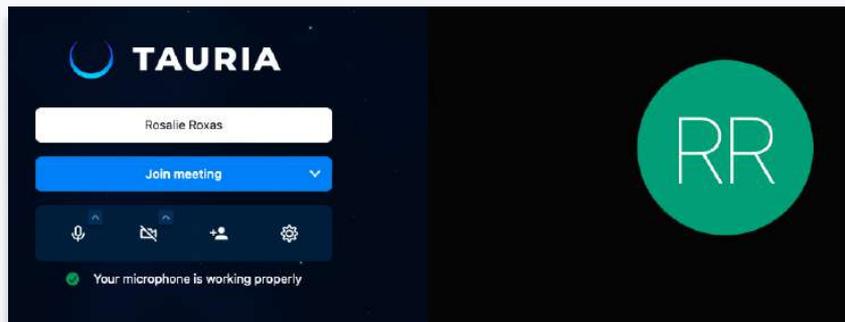
Public room

Cancel **Create Room**

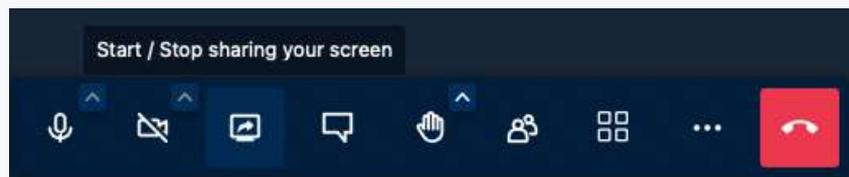
**Step 2:** A prompt appears to 'Create End-to-End Encrypted Room'. Click 'Create Room'. You may also add Lobby Room and Room Password for added security inside of the call in feature **Security Options**.

## 2.7 How to Share your Screen on TAURIA

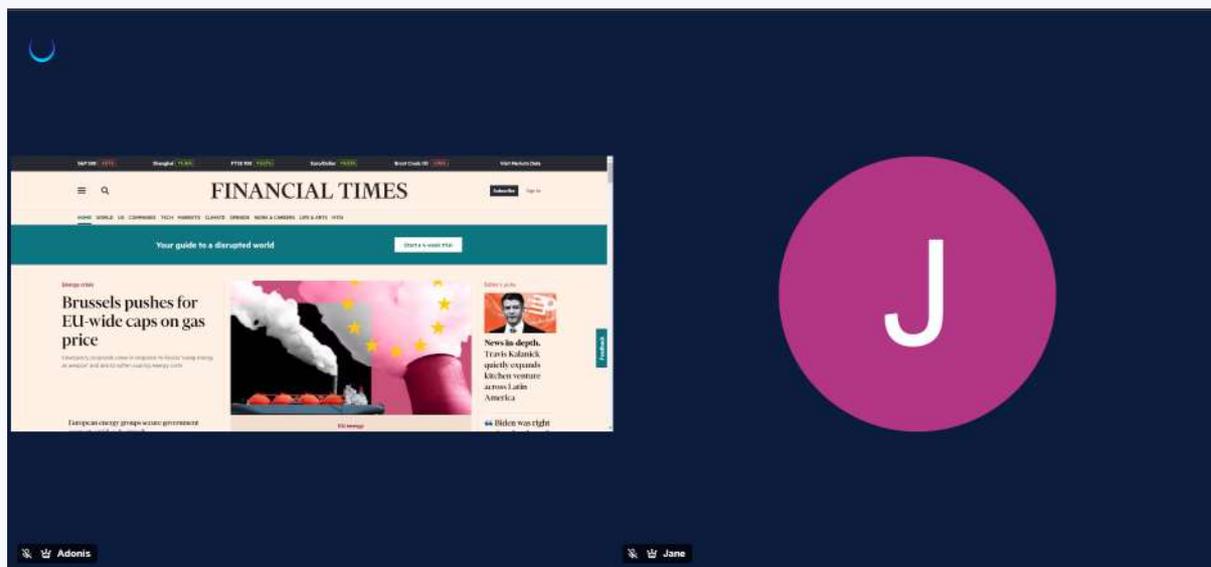
**Step 1:** Join a TAURIA conference.



**Step 2:** In the meeting controls, tap the Start / Stop Sharing Your Screen.



**Step 3:** The screen will automatically start sharing with others on the call.

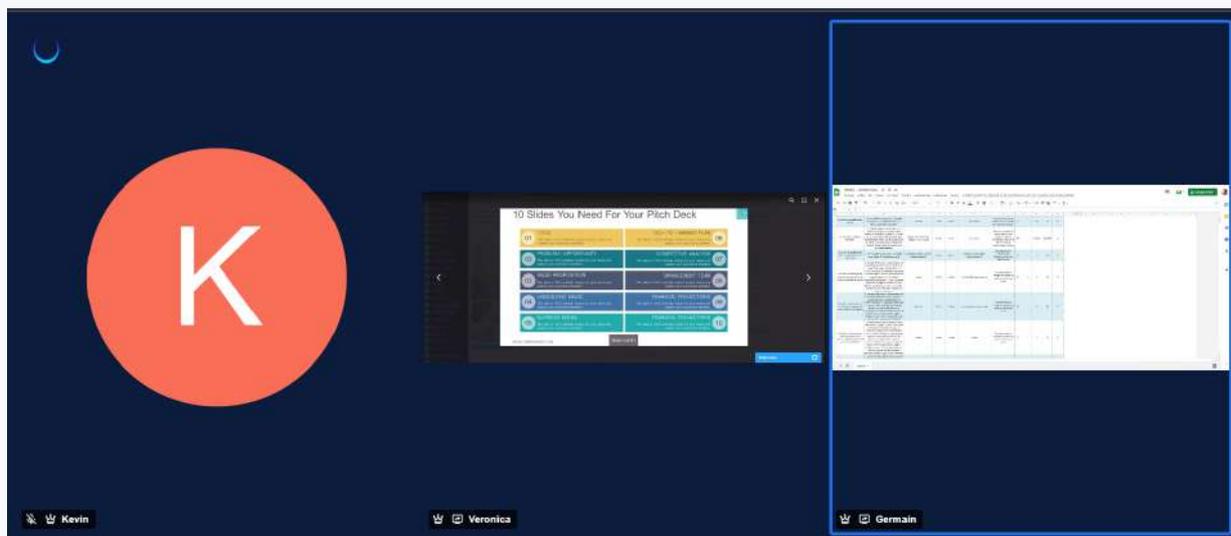


The next generation of video conferencing is here.

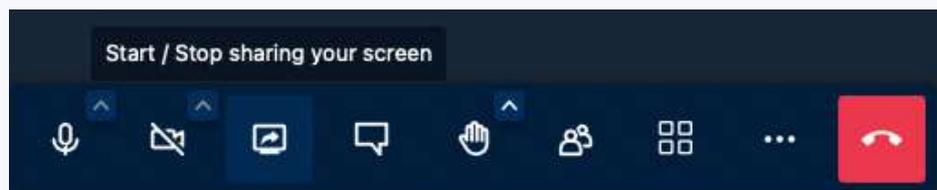
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.7 How to Share your Screen on TAURIA

**Step 4:** In TAURIA all participants can share their screen simultaneously.

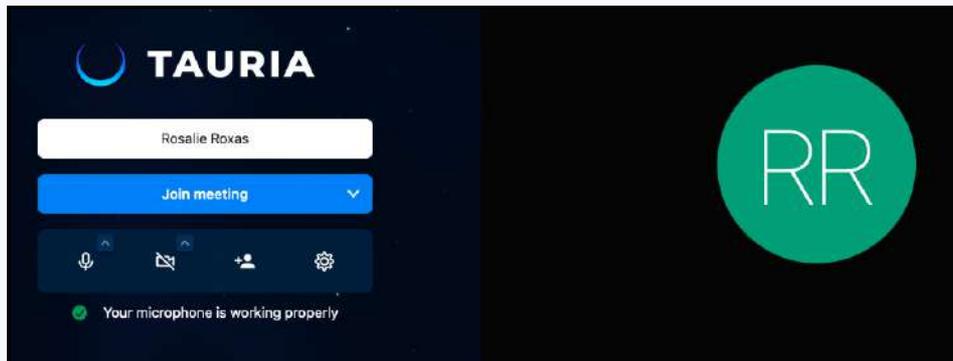


**Step 5:** Finally, click 'Stop Sharing' in the meeting control.

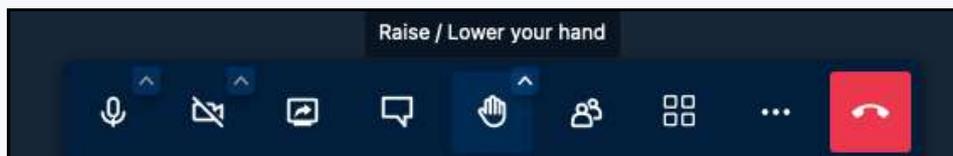


## 2.8 How to Raise Your Hand in a TAURIA Meeting

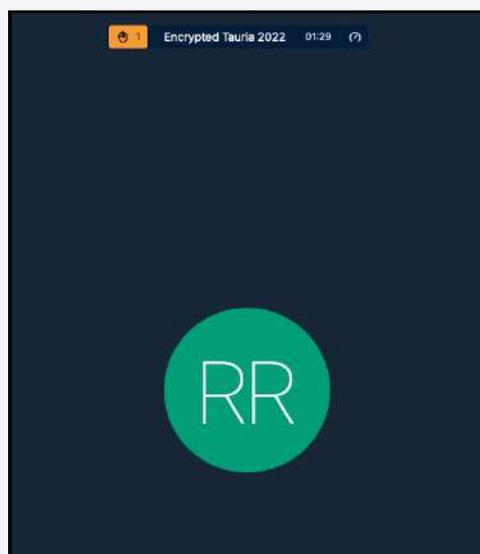
**Step 1:** Join a TAURIA conference.



**Step 2:** In the meeting controls, tap Raise / Lower Your Hand.

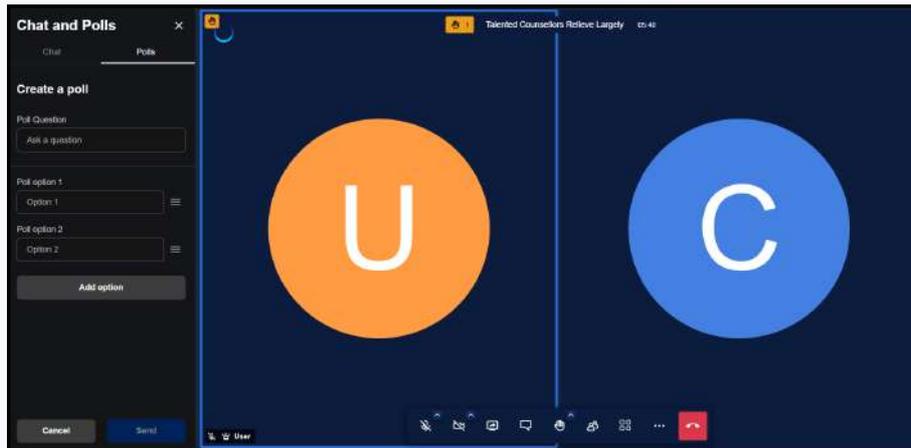


**Step 3:** You will notice that your top screen with a yellow border indicates the number of participants who raised their hands and had a question or comment. And participants, once they click the 'raise a hand', the speaker will see who is hand-raised and anyone else who has their hand raised.

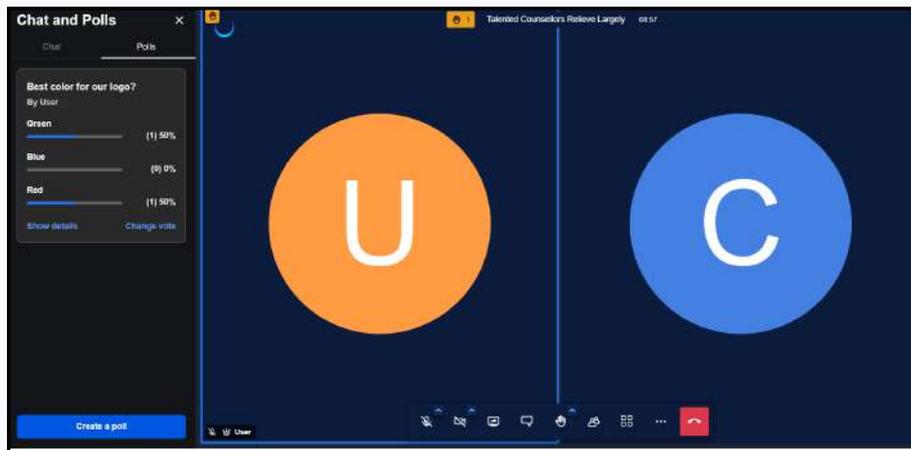


## 2.9 How to Create Poll for your TAURIA Meeting

**Step 1:** In the meeting controls, tap the Chat and Polls. On the Polls screen, enter your questions and options. Next, click 'Add Option' and select 'Save' to see a preview of your poll.

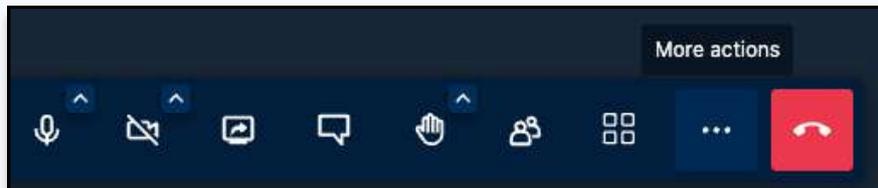


**Step 2:** Participants who receive your poll will see a real-time summary of poll responses.

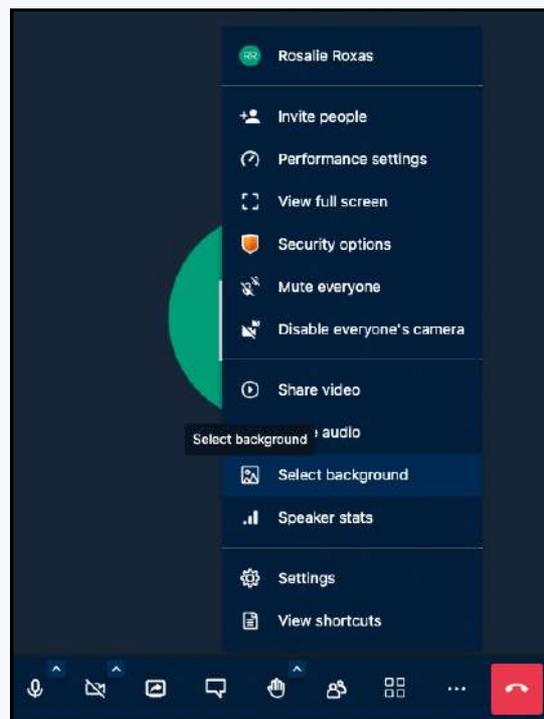


## 2.10 How to Enable or Change Virtual Background

**Step 1:** Tap the 3 ellipses for more actions in the meeting controls.

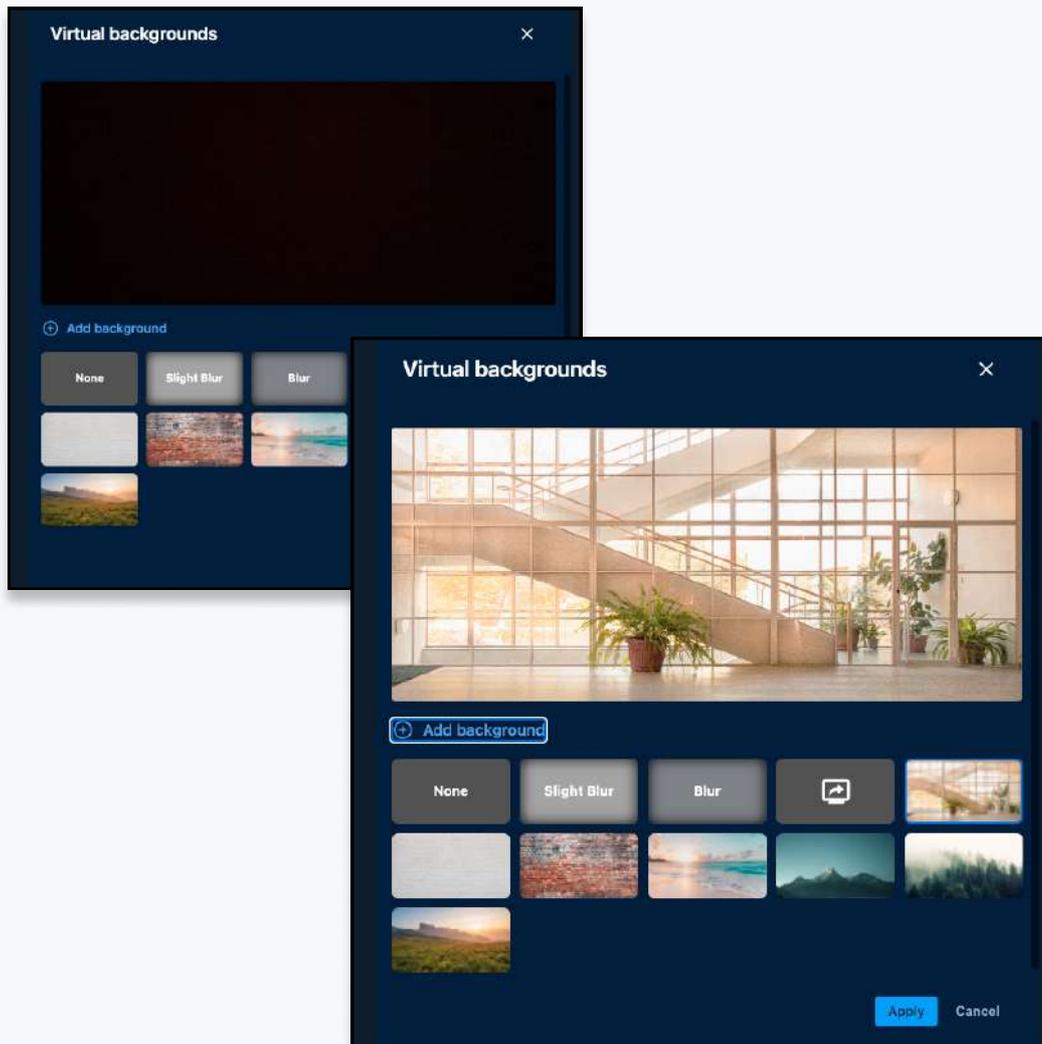


**Step 2:** Go to 'Select Background'.



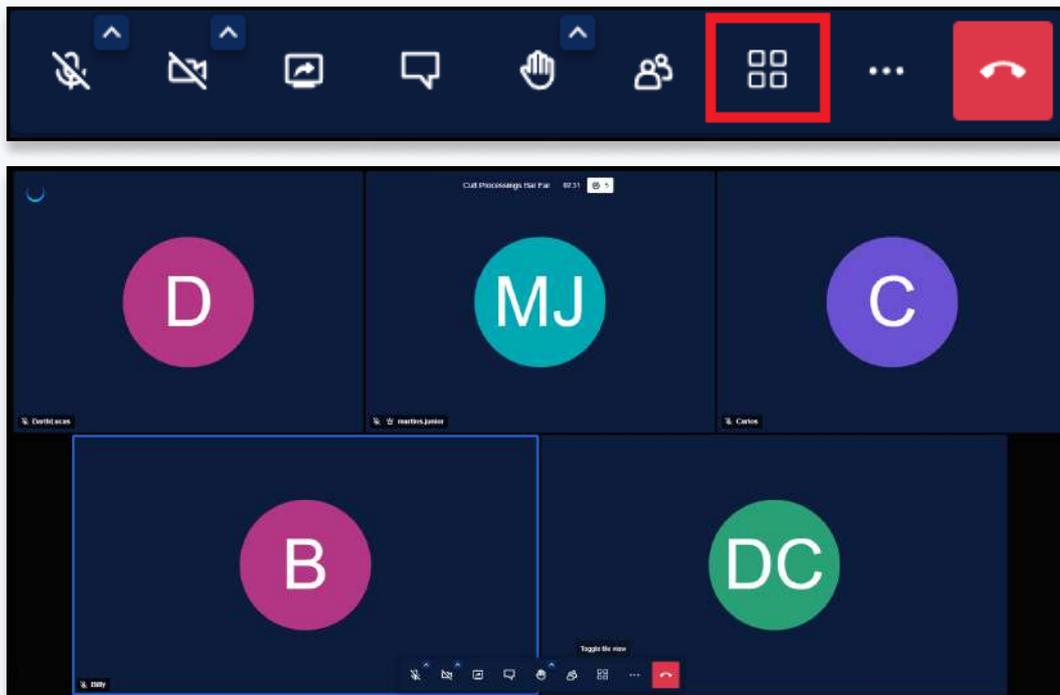
## 2.10 How to Enable or Change Virtual Background

**Step 3:** Select Blur to blur your background, or choose from the available images to replace it, or choose from the available images to replace it, and then select 'Apply'.

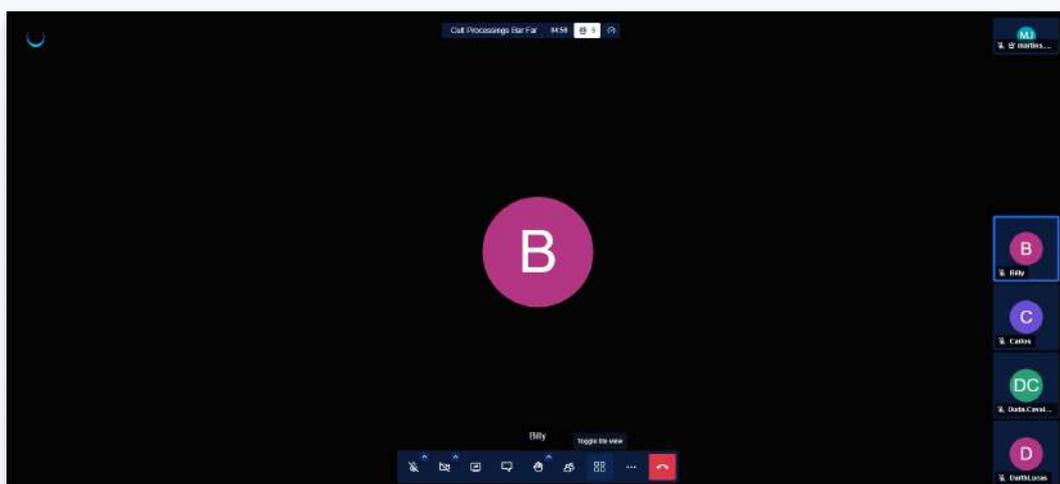


## 2.11 How to Use a Grid View

**Step 1:** You can switch between full-screen and Grid View just by clicking the indicated button.

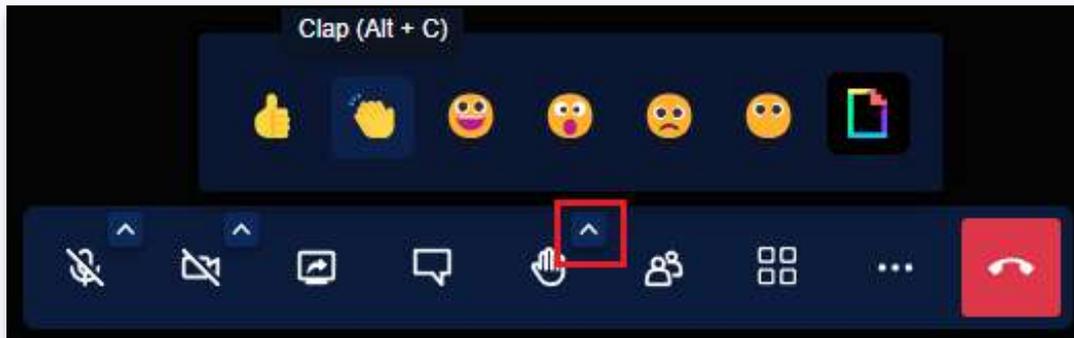


**Step 2:** Click to toggle view mode.

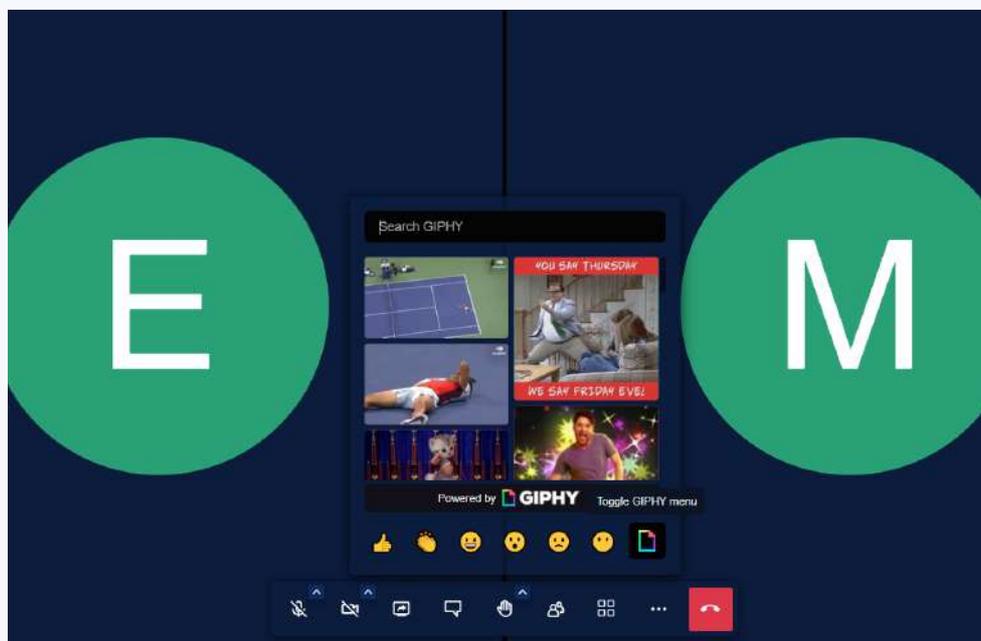


## 2.12 How to Use a Reactions and GIFHY

**Step 1:** Click on the arrow and the reactions bar will appear, then select which reaction you wish to send to other participants

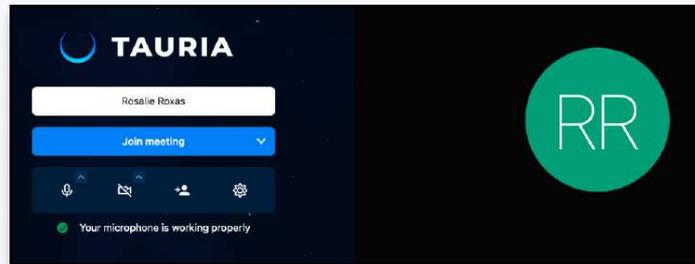


**Step 2:** To use GIPHY, Click on it on the option on the right side and choose the GIPHY you wish to send.

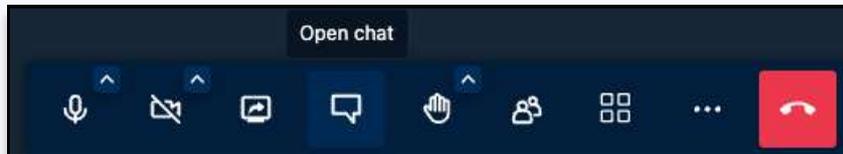


## 2.13 How to Use Chat on TAURIA Video

**Step 1:** Join a TAURIA conference.



**Step 2:** While in the meeting, click "Open Chat" in the meeting controls.



**Step 3:** Enter your message in the chatbox on the left side of the chat panel. Press enter to send your message.



**Step 4:** Using Emojis in Meeting Chat: When entering your message in the chat window, click the Emoji Icon to open the emoji panel.

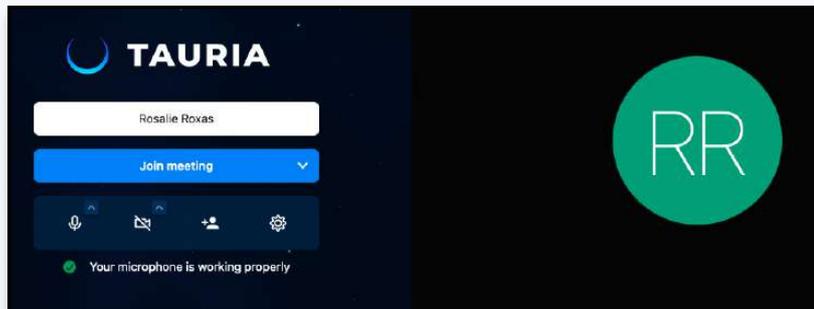


The next generation of video conferencing is here.

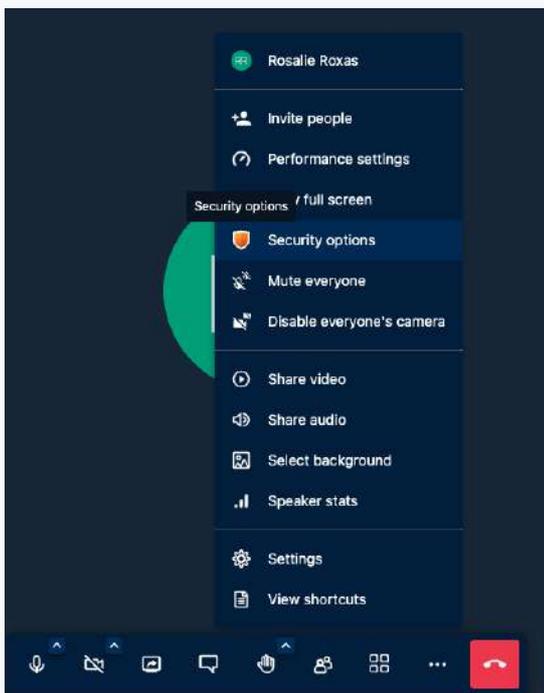
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.14 How to Use a Password Protected Room

**Step 1:** Join a TAURIA conference.



**Step 2:** In the meeting control, click the 3 ellipses for more, and select 'Security Options'



**Step 3:** The moderator has an option to 'Enable lobby' and include a password to protect TAURIA Video Meeting.

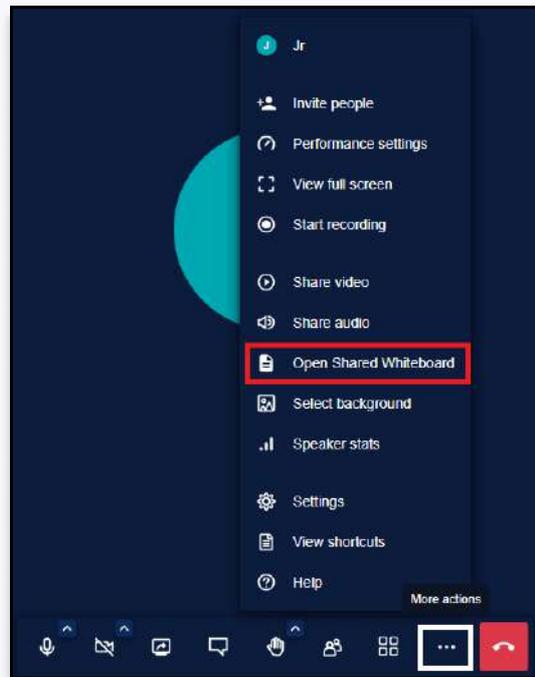


The next generation of video conferencing is here.

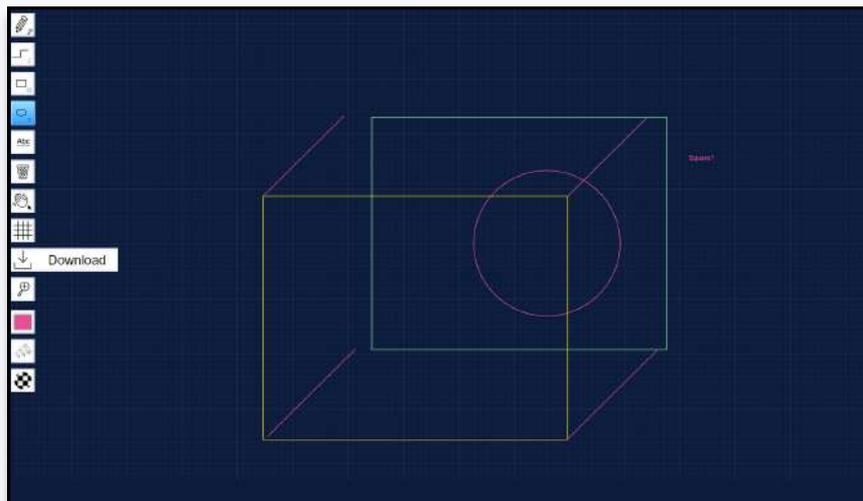
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.15 How to Use a Whiteboard

**Step 1:** While in the meeting, click “More options” in the meeting controls and then “Open Shared Whiteboard”

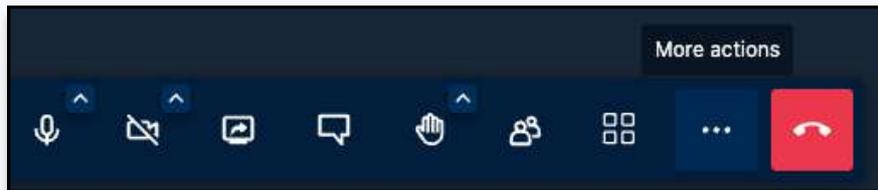


**Step 2:** Share your ideas using the side toolbar.

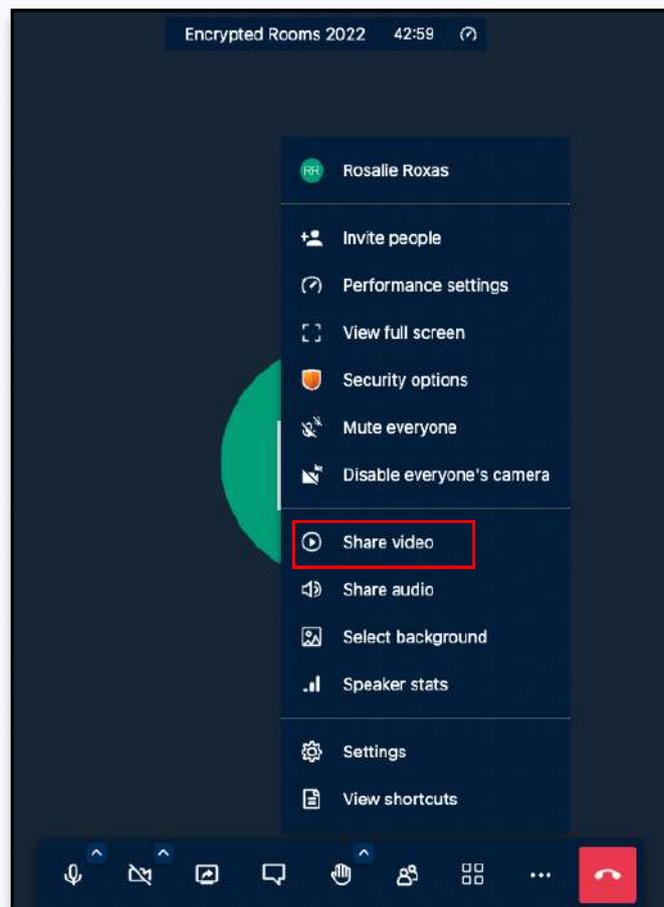


## 2.16 How to Watch a Video Together on TAURIA

**Step 1:** Tap the 3 ellipses for more actions in the meeting controls.

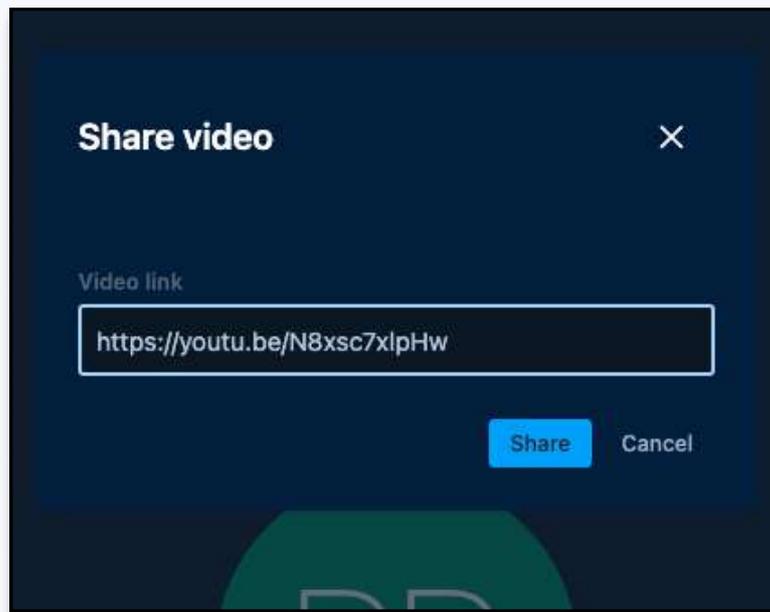


**Step 2:** Choose 'Share Video' from the options on the screen.



## 2.16 How to Share Video on TAURIA

**Step 3:** On the Share Video pop-up window, copy and paste your video link and click 'Share'



**Step 4:** To stop sharing your video, click the 3 ellipses in your meeting tab and click "Stop Video".

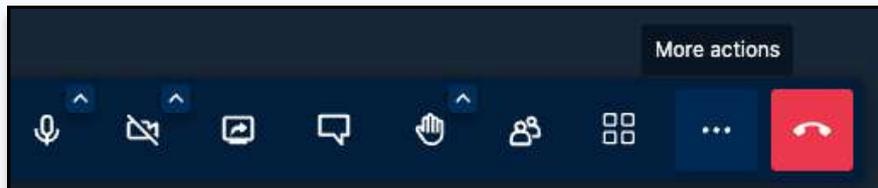


The next generation of video conferencing is here.

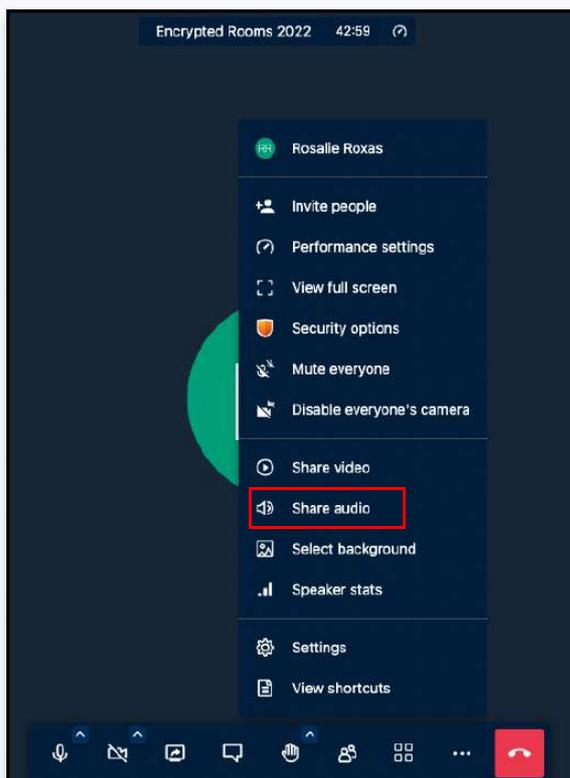
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.17 How to Share Audio on TAURIA

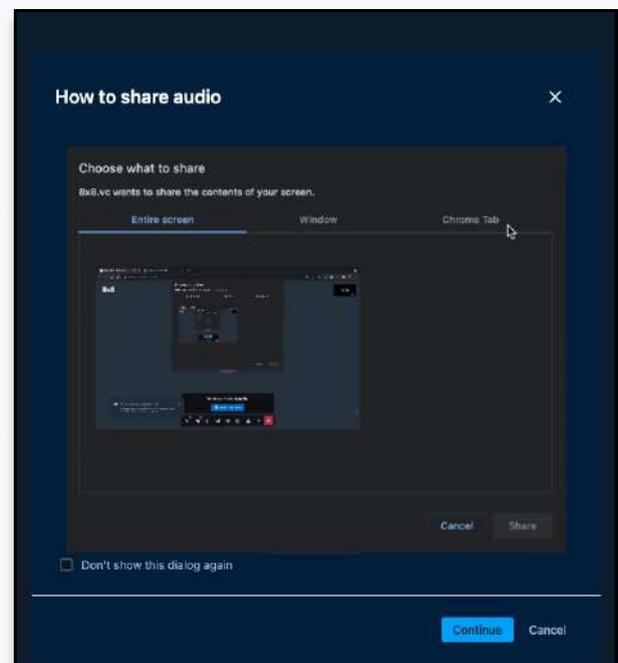
**Step 1:** Tap the 3 ellipses for more actions in the meeting controls.



**Step 2:** Choose 'Share Audio' from the options on the screen.



**Step 3:** Click Continue.

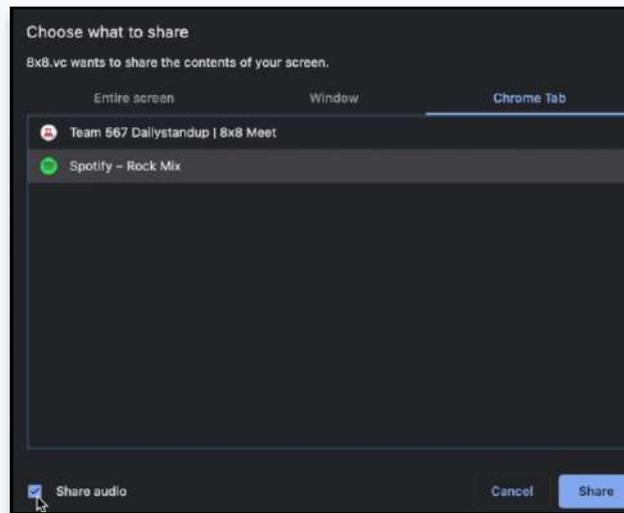


The next generation of video conferencing is here.

[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.17 How to Share Audio on TAURIA

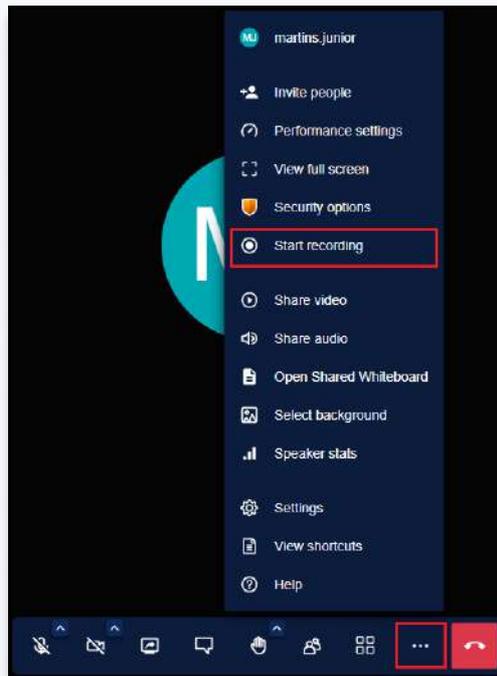
**Step 4:** Go to your browser tab option on the right and choose the tab in which you want to share audio. Click 'Share'.



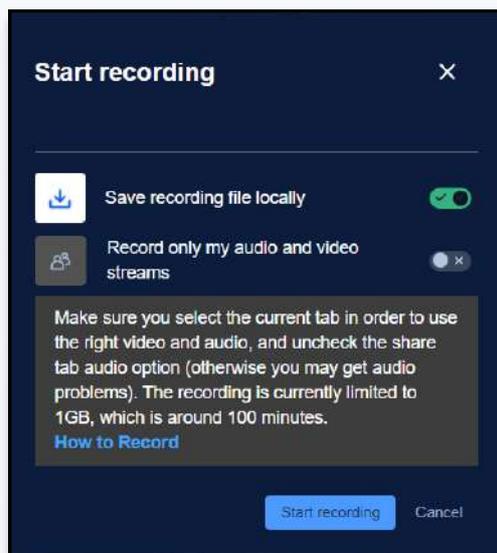
**Step 5:** To stop sharing audio, click 'Stop Audio' in the same 3 ellipses option as step 2.

## 2.18 How to Use Local Recording

**Step 1:** While in the meeting, click 'More options' in the meeting controls and then select 'Start recording'

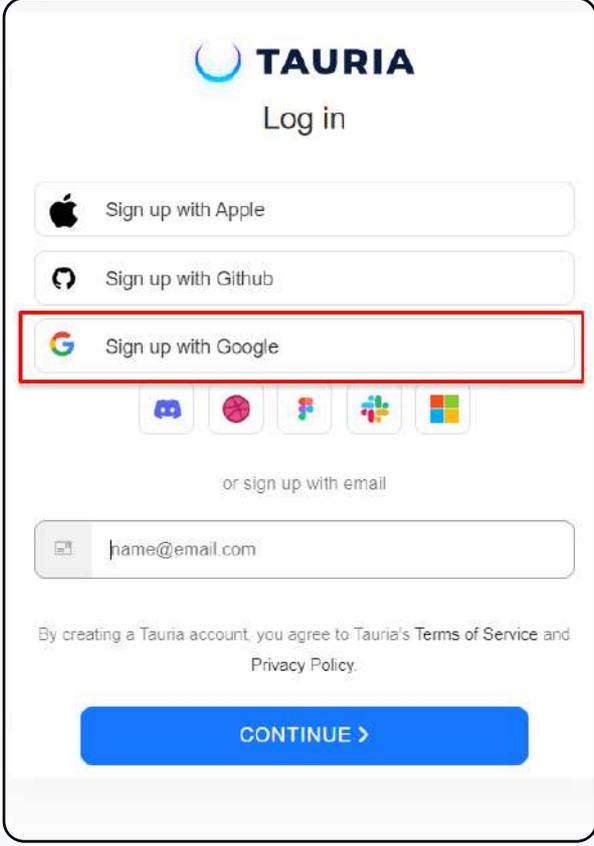


**Step 2:** Choose the options of recording you would like and click on 'starting Recording'



## 2.19 How to Schedule Meetings

**Step 1:** Sign up with with your Google Account option in order to have access to your Google Calendar while scheduling.



**TAURIA**  
Log in

Sign up with Apple

Sign up with Github

Sign up with Google

or sign up with email

hame@email.com

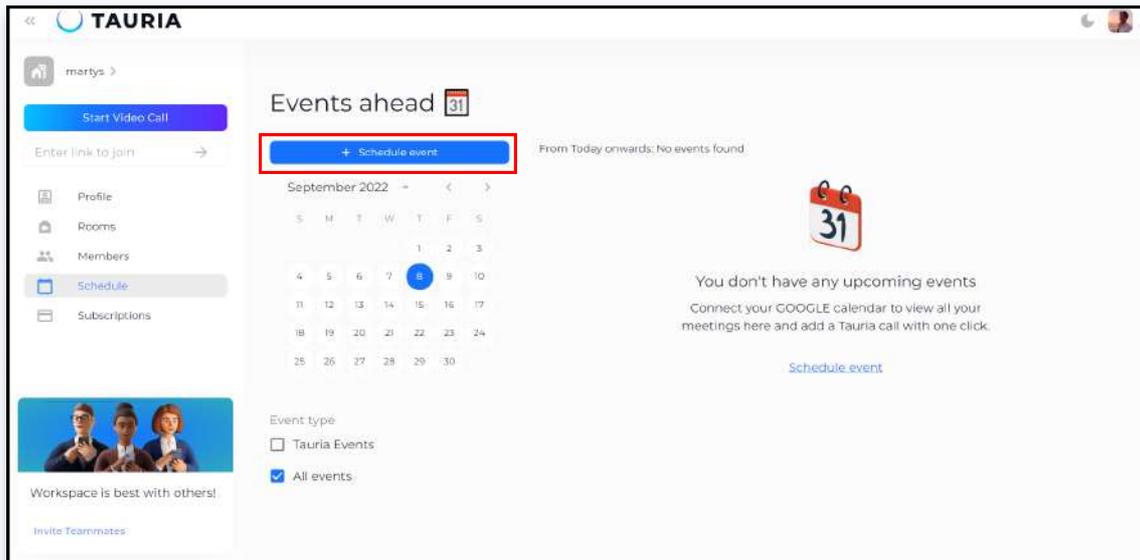
By creating a Tauria account, you agree to Tauria's [Terms of Service](#) and [Privacy Policy](#).

**CONTINUE >**

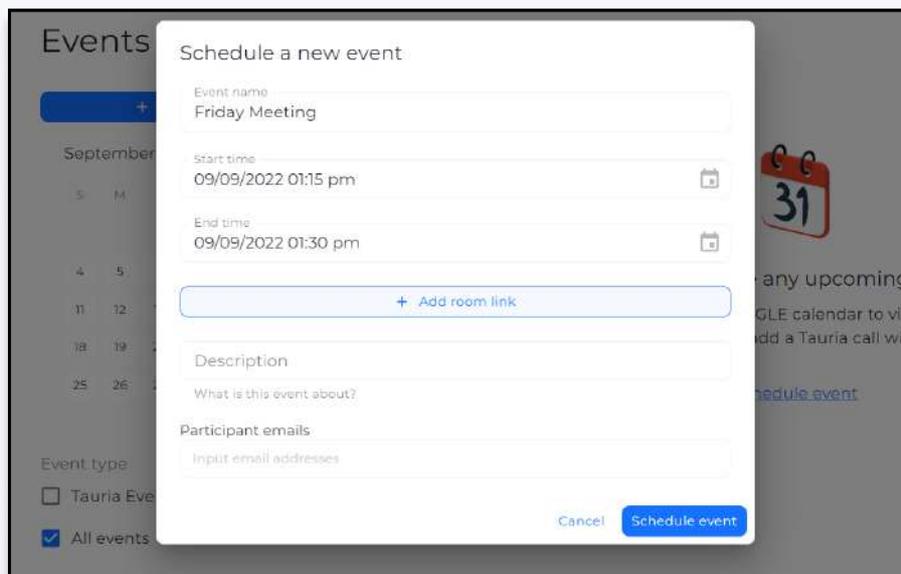
*Please note that TAURIA has integration only with Google Calendar currently, with new integrations being added progressively.*

## 2.19 How Schedule Meetings

**Step 2:** Select the "Schedule" option on the left options bar on the left of the screen and click "+ Schedule event".

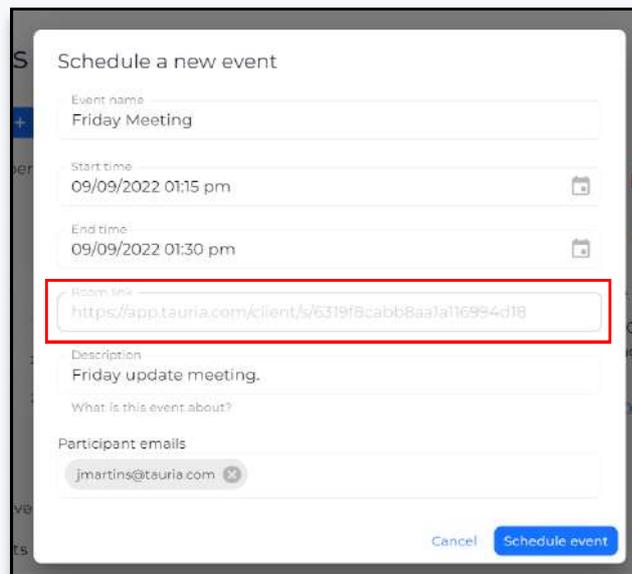


**Step 3:** Write the event's name, and choose the day and time for starting and ending.



## 2.19 How to Schedule Meetings

**Step 4:** Click in "+ add room link" to create the link for the call, write a description of the call if you like and submit the participants' email addresses.



Schedule a new event

Event name  
Friday Meeting

Start time  
09/09/2022 01:15 pm

End time  
09/09/2022 01:30 pm

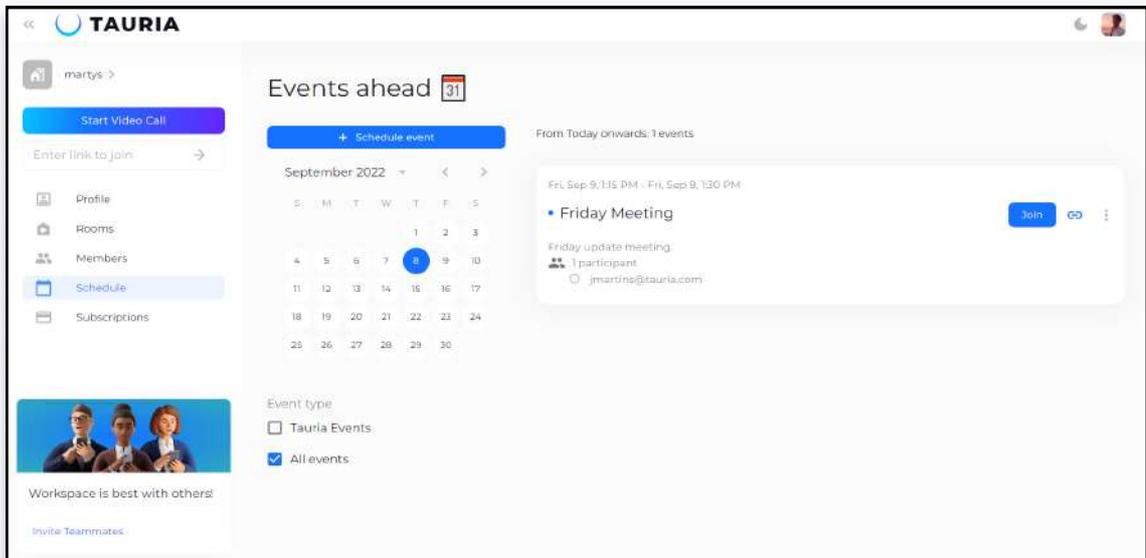
Room URL  
<https://app.tauria.com/client/s/6319f8cabb8aa1a116994d18>

Description  
Friday update meeting.

Participant emails  
jmartins@tauria.com

Cancel Schedule event

**Step 5:** Your call will be scheduled.



TAURIA

martys

Start Video Call

Enter link to join

Profile

Rooms

Members

Schedule

Subscriptions

Workspace is best with others!

Invite Teammates

Events ahead 31

+ Schedule event

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Event type

Tauria Events

All events

From Today onwards: 1 events

Fri, Sep 9, 1:15 PM - Fri, Sep 9, 1:30 PM

Friday Meeting

Join

Friday update meeting

1 participant

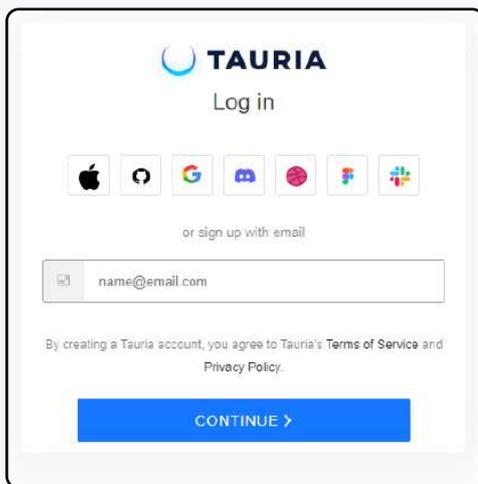
jmartins@tauria.com

The next generation of video conferencing is here.

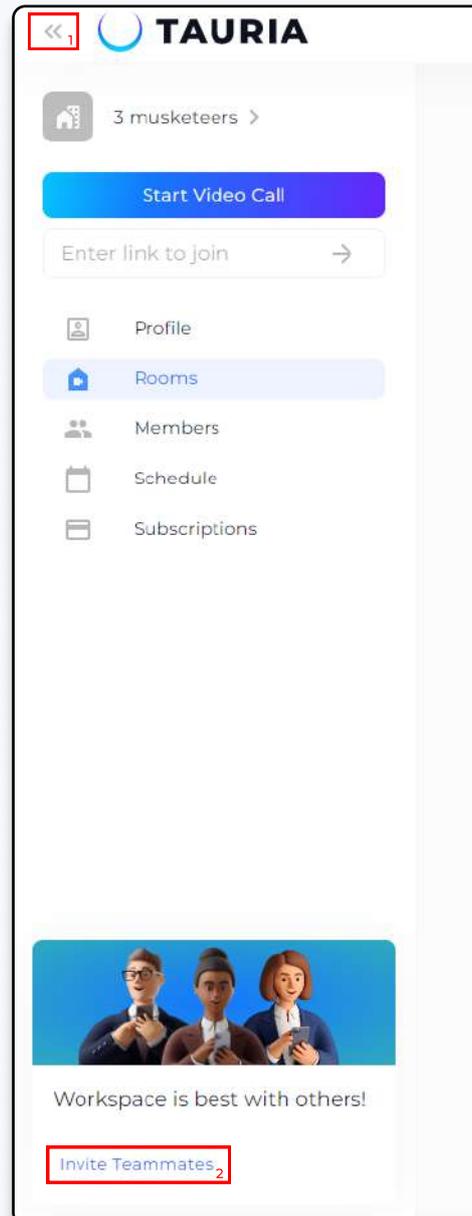
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.20 How to invite someone to your TAURIA workspace

**Step 1:** Log into your TAURIA workspace.



**Step 2:** Logged. open your workspace side menu from the arrows in the upper left corner. Then click on "**Invite Teammates**"

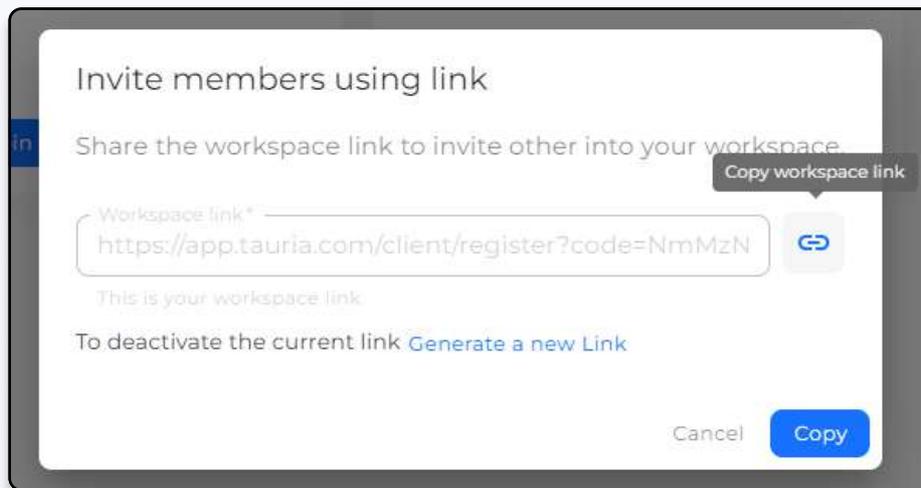


The next generation of video conferencing is here.

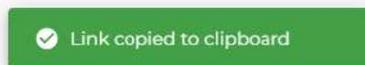
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.20 How to invite someone to your TAURIA workspace

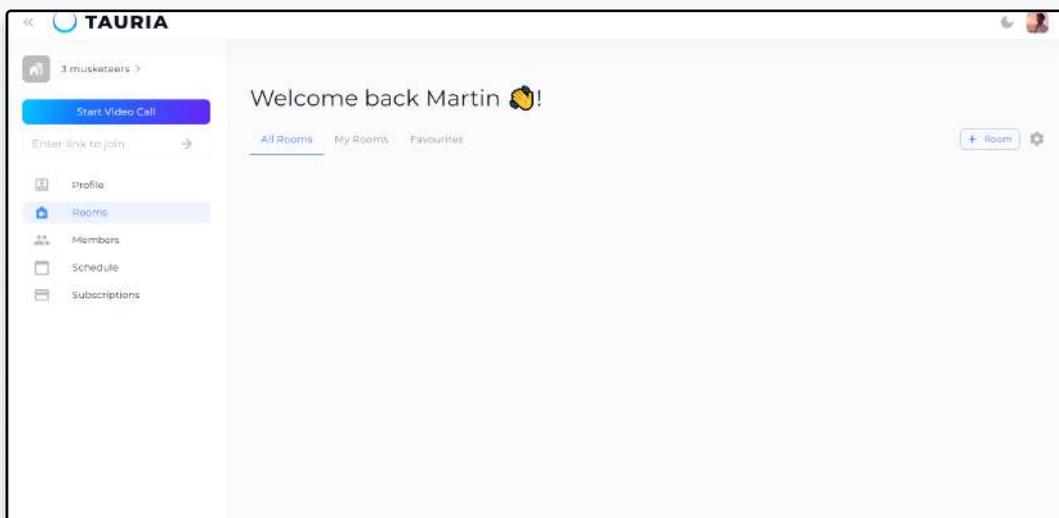
**Step 3:** A new window will open with information about the invite. You can invite other members through a shareable link. You can generate a new link whenever you want.



**Note:** A confirmation message should appear



**Step 4:** Share the link with your teammates and they will be on your workspace.



The next generation of video conferencing is here.

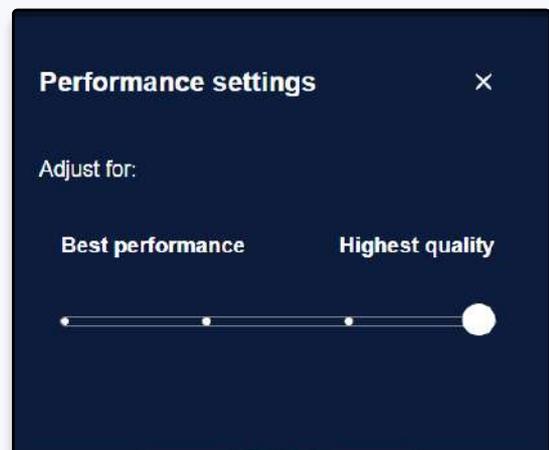
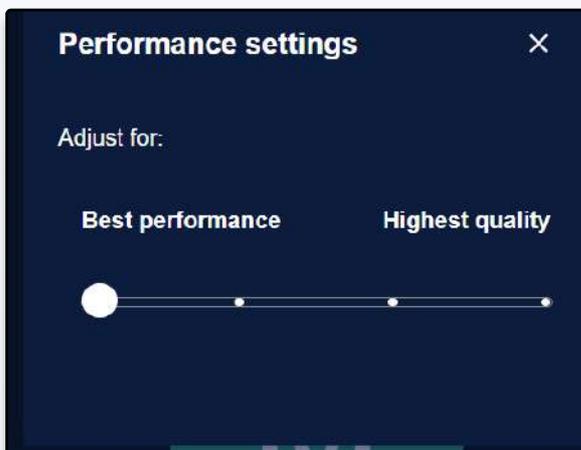
[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 2.21 How Change Performance Settings

**Step 1.** Click in “Performance settings” option in More actions.



**Step 2.** Choose and test which quality of video is the best for your TAURIA call.



The next generation of video conferencing is here.

[sales@tauria.com](mailto:sales@tauria.com) | [tauria.com](https://tauria.com)

## 3. Troubleshooting

### 3.1 Why are my video and audio not working?

Make sure you give TAURIA access to your device's camera and microphone. Reload the page or check your browser's settings to enable access. Also be sure your audio/video/microphone are not being used in other applications at the moment.

### 3.2 Where do I go to find the invite link?

To find the link during a video call, make sure to click the ellipsis in the bottom navigation bar to find the **Invite people** option where you can copy the invite link.

### 3.3 Where do I enable TAURIA's end-to-end encryption feature to ensure privacy for my calls?

Prior the starting of a call you can choose to have a military-grade encrypted room or a secure room. Please select the 'Military-grade' option for having a extra protection during this call.

### 3.4 Why can't people hear or see me properly when I am in a Military-grade room?

The Military-grade room will only work for people using TAURIA on web browsers that support insertable streams on desktop. Make sure to have participants switch to supported Chromium browsers such as Chrome, Brave or Edge.

## 3. Troubleshooting

### 3.5 Why can't I screen share using mobile?

TAURIA only allows screen sharing using a desktop. Make sure to switch to desktop should you want to share your screen during video conferencing.

### 3.6 Why do videos seem so slow when I share my screen?

You can go to **Settings**, then click **More** in the navigation tabs. Simply change to a higher desktop sharing frame rate. For the settings to take effect, you can restart your screen share. To watch videos in HD, we recommend the **Share video** feature instead.

### 3.7 How do I make sure only certain people are allowed in the meeting?

As the meeting host, you can set a meeting password under **Security options**. Participants will need to provide a password before they are allowed to join. You may also enable Lobby mode to let certain people in only after your approval.