How to use appear.in

**https://appear.in/ does not support Safari**

**If you are creating a meeting**

1. Navigate to https://appear.in/
2. In the homepage, click on “Create new room” to make a conference room with a randomly generated link
3. Click on “Allow cam/mic access” if prompted and click allow on the top left pop-up window (in Chrome only)
3. Now you are all set up! Share the link on the top left-hand corner to start inviting people to your call.

4. If you are joining a meeting

1. Navigate to a valid appear.in URL (link) provided by the person who created the room
2. Once there, click on “Allow cam/mic access” if prompted and then click on “Allow” on the top left pop-up window (only on Chrome)
3. Then click on the "Enter" button
3. You are all set!

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• To share your screen in **Chrome**:
  1. Click on the "Share screen" button on the bottom navigation bar
  2. Click "Add extension" in the pop-up window
2. In the new pop-up window, select the option (there are 2 tabs) that is best for your use and click "Share".

3. Please click "Add" to install the extension needed for sharing your screen.

4. If desired, close the pop-up over the preview for your screen share.
4. To stop sharing your screen, click on the "Stop sharing" button on the bottom navigation bar

5. To stop sharing your screen, click on the "Stop sharing" button on the bottom navigation bar

- To share your screen in Firefox:
  1. Click on the "Share screen" button on the bottom navigation bar
  2. Select the desired screen to share from the drop-down menu and click allow
3. If desired, close the pop-up over the preview for your screen share.

4. To stop sharing your screen, click on the “Stop sharing” button on the bottom navigation bar.
• To Mute your microphone, click on the "Mute" button in the bottom navigation bar

• To use the chat room functionality, click on the chat icon on the bottom right of the screen
- To fullscreen either the presenter or caller screen, click on Fullscreen on the top right of each respective window.

- To change your microphone or camera input or Sound output, click on Cam/Mic on the top of the window and change to the desired source.
*this guide is written for Firefox and Chrome users*