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)
4. Now you are all set up! Share the link on the top left-hand corner to start inviting people to your call.

**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

4. 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.
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*