

# How to attend a training

Welcome to the Commuio e-learning platform!

With this guide, you will learn how to attend our trainings.

#### 1. Making sure that you are logged in to your account

First, make sure that you are logged in to your Commuio account. Check our "How to log into Commuio" guide to learn how to do that.

#### 2. Accessing Trainings

Once you are logged in to your account, click on "Kalender" on the top of the page.





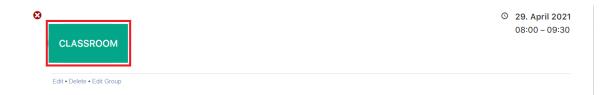
# 3. Select a training

Now you see a list containing all the upcoming trainings. Click on the one that you would like to attend, for example "Training Kapitel 1" at 8 o'clock on April 29th.

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## 4. Enter the Classroom

After you have chosen it, the following pop-up window will appear. You must click on "CLASSROOM".





# 5. Joining the room

On this page you will see the "Classroom" button again. Click on it to enter the seminar room.

Right below the "**Classroom**" button, there is a list containing the trainings that you have attended so far. You may watch them again at any time.

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#### 6. Choosing between speaker and listener

On this step, a new window will be opened, and you will have to choose between:



- By choosing the first option, you will join the room with your microphone enabled, so that **you can talk.**
- By choosing the second one, you will join the room with your microphone disabled, so that you won't be able to talk.



## 7. Allowing the use of your microphone and camera

You will get the following request at the top of your screen next.

Ŷ	Use your microphone		
	Use your camera		
		Block	Allow

- You must click on "Allow" to give the website access to your microphone and/or your camera to the room.
- If you do not allow it, you will not be able to talk or activate your camera.

#### 8. Test your microphone

If you selected the first option at step 6, a short microphone test will now take place. You have to speak a few words:

- If you hear yourself, click the icon on the left.
- If you do not hear yourself, click the icon on the right.



That's all! Now you are connected to the room and can start learning!